

**CITY CLERK MEMORANDUM**  
**13-65**

**DATE:** December 5, 2013

**TO:** Honorable Mayor and Members of City Council

**FROM:** Diana R. Stanley, City Clerk

**SUBJECT:** 2013 END-OF-YEAR ELECTIONS

At the direction of the City Manager and in accordance with Article II, Section 2, of the Charter of the City of Oak Ridge, Tennessee, two (2) special meetings of City Council are hereby called for Monday, December 16, 2013, beginning at 6:00 p.m. in the Courtroom of the Municipal Building, 200 S. Tulane Avenue for consideration of the following—one (1) to elect applicants to the newly created Oak Ridge Land Bank Corporation Board of Directors for terms beginning January 1, 2014; and two (2) to fill vacancies on City Boards and Commissions, as well as appoint residents to non-city boards, for terms beginning January 1, 2014 (See Attached Administrative Memorandum).

Election (Boards and Commissions)

During the recruitment processes, approximately 68 applicants have expressed an interest in serving as a member to the various nineteen boards. Between the conclusion of the recruitment and the publishing of the agenda packet, a few applicants have asked to have their application removed. Additionally, two (2) applicants for the Oak Ridge Convention and Visitors Bureau were informed that they could not be considered for a board because they did not meet the qualifications listed for said board.

As part of the process for completing these reports for City Council, residency and special qualifications of the applicants have been verified, and the City Clerk's Office has taken additional measures in verifying hand written submissions with the applicants. The reports for the boards also contain information pertaining special qualifications and identifies not only incumbents, but those who have served on other boards. Resumes, cover letters, or other reference materials submitted by applicants or otherwise noted by them for the end-of-year elections has also been included in the agenda packet for Council's review. A number of board incumbents did not include a resume with their application or reference it; however, the City Clerk's Office has copies of file for City Council's review if interested. An attendance record of the incumbents has also been included as part of the incumbent's application.

At the beginning of each of the board applications, there is a list of the interested board applicants and their preference, terms of office, special qualifications, a current board roster, and a listing of the terms of office.

I have also included a sample ballot for City Council to familiarize themselves with the ballot process, which is similar to the last two (2) previous years. Official ballots will be distributed at the December 16, 2013 meeting. In some cases, the number of board vacancies matches the same number of applicants. In those cases, City Council may wish to elect those members by acclamation. Ballots have been included in those cases as an additional, helpful measure for City Council, and as a visual aid to help me keep track of the progress during the elections. Up-to-date ballots will be distributed at the beginning of the December 16 meeting.

Detailed information for City Council to be aware of has been provided below:

Land Bank Corporation Board of Directors

During the recruitment process for the newly created Oak Ridge Land Bank Corporation, 18 applicants expressed an interest in serving as a Board of Director to fill the six (6) public-at-large positions. The preferred qualifications have been listed with the reports for this board as a

reference for City Council when considering applicants. The City Clerk has contacted members of City Council regarding potential interest in the City Council represented board seat. Information submitted to the City Clerk from a councilmember will be distributed to the Council for informational purposes. Ballots will be distributed at the December 16, 2013 meeting representing the full Council.

Anderson County Development Corporation's Operating Committee

The two (2) positions that will need to be filled for the Operating Committee of the Anderson County Development Corporation are mayoral appointments. A correspondence from the Mayor has been included in the agenda packet for these positions.

Anderson County Tourism Council

Similar to the Anderson County Development Corporation's Operating Committee, the one (1) position for the Anderson County Tourism Council is a mayoral/City Manager nomination. Councilwoman Garcia Garland has accepted the nomination, but has expressed that she would like to provide this opportunity to another member of City Council if he/she wishes.

Environmental Quality Advisory Board

Of the four (4) vacancies on the Environmental Quality Advisory Board (EQAB), one (1) of the members must be a representative of the Oak Ridge Municipal Planning Commission. The Planning Commission, however, deferred the nomination of a representative to the board.

Senior Advisory Board

At the time of the November 25, 2013 Work Session, the Senior Advisory Board (SAB) was one (1) member short of a full membership based on the special qualification requirement. During that time and the publication of the agenda, a member of the Senior Citizens Club expressed an interest in fulfilling this membership for the board thus allowing the SAB to begin 2014 with a full membership. The application for the member has been included in the packet.

Trade Licensing Board

Despite the recruitment extension for the Trade Licensing Board, no additional applicants applied for the position. The special qualification for the positions is listed as a resident holding a current and valid plumber's license from the City of Oak Ridge, or from the public-at-large. The City Clerk's Office will continue to work on fulfilling the vacancy and bring information to City Council as soon as possible.

  
Diana R. Stanley

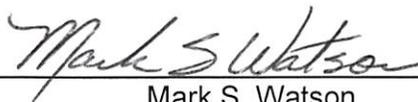
Attachments

ADMINISTRATIVE MEMORANDUM  
13-12

DATE: December 3, 2013  
TO: Diana R. Stanley, City Clerk  
FROM: Mark S. Watson, City Manager  
SUBJECT: SPECIAL CITY COUNCIL MEETING

In accordance with Article II, Section 2, of the Charter of the City of Oak Ridge, you are hereby requested to call two special meetings of the Oak Ridge City Council for Monday, December 16, 2013, at 6:00 p.m. in the Courtroom of the Municipal Building, 200 S. Tulane Avenue, for consideration of the following:

- First Meeting: Elections to the newly created Oak Ridge Land Bank Corporation Board of Directors for terms beginning January 1, 2014.
- Second Meeting: Elections to fill vacancies on City Boards and Commissions, as well as appointments to non-City boards, for terms beginning January 1, 2014.

  
\_\_\_\_\_  
Mark S. Watson

**OAK RIDGE CITY COUNCIL  
SPECIAL MEETING**  
Municipal Building Courtroom

December 16, 2013—6:00 p.m.

**AGENDA**

- I. ROLL CALL
- II. ELECTION-OAK RIDGE LAND BANK CORPORATION BOARD OF DIRECTORS
  - a. Elect one (1) member from the Oak Ridge City Council
  - b. Elect six (6) applicants to the Land Bank Corporation Board of Directors
- III. ADJOURNMENT

# Oak Ridge Land Bank Corporation Board of Directors

NumVacancies      7      Total # of Members      7

## Term of Office

The City Council member shall serve until expiration of his or her current term of office on City Council. Of the remaining directors first appointed, three (3) directors shall serve through December 31, 2014, and three (3) directors shall serve through December 31, 2015, and thereafter the term of office shall be two (2) years commencing on January 1.

## Qualifications

The Oak Ridge Land Bank Corporation will consist of a seven (7) member Board of Directors who are electors and taxpayers in the City of Oak Ridge. One (1) members shall be a member of the City Council and preference may be given for persons with expertise in the fields of banking (including financing and property acquisitions); real estate (including marketing, appraisals, and assessments); and law (especially those with an interest in property law). If persons with such fields of expertise are not available, consideration should be given to persons with experience in residential construction, renovation, and/or rehabilitation; knowledge of the historic neighborhood stock, individual neighborhoods and community assets; knowledge in land bank functions; and experience in non-profit organizations; or if no individuals meet the aforementioned criteria, Council may appoint persons with the best attributable qualifications.

Oak Ridge Land Bank Corporation Board of Directors	Special Qualifications	Submitted	Preference	# of Previous Submissions
Ms. Leslie E. Agron		11/15/2013	1	0
Mr. Colin Anderson		12/27/2013	1	0
Mr. Colin Colverson		12/29/2013	1	0
Ms. Karen Goforth Crutchfield		12/29/2013	1	0
Mrs. Anne Dunthorn		11/27/2013	1	0
Mrs. Lakaisha Gallaher		11/12/2013	1	0
Mr. Len Hart		11/15/2013	1	0
Mrs. Melinda K. Hillman		12/1/2013	1	0
Mr. Andrew Howe		12/2/2013	1	0
Mr. Charlie Jernigan		11/14/2013	1	0
Mr. Joseph E. Lee		12/2/2013	1	0
Mrs. Mare Martell-Stotler		11/23/2013	1	0
Mrs. Carolyn Mealer		12/2/2013	1	0
Mr. Bill Moore Jr.		11/22/2013	1	0
Mr. Benjamin J. Stephens		11/18/2013	1	0
Mr. Hugh B. Ward Jr.		12/2/2013	1	0
Mr. David E. Wilson		11/14/2013	1	0
Mr. Phil Yager		11/12/2013	1	0
<b>Total Number of Applicants: 18</b>				

Current Members

Monday, December 9, 2013

**City Council Voting Ballot  
for Oak Ridge Land Bank Corporation**

<b>Trina Baughn</b>	<input type="checkbox"/>
<b>Thomas L. Beehan</b>	<input type="checkbox"/>
<b>Anne Garcia Garland</b>	<input type="checkbox"/>
<b>L. Charles Hensley</b>	<input type="checkbox"/>
<b>Charles J. Hope, Jr.</b>	<input type="checkbox"/>
<b>D. Jane Miller</b>	<input type="checkbox"/>
<b>David N. Mosby</b>	<input type="checkbox"/>
<b>Abstain</b>	<input type="checkbox"/>

*\*\*Please select only one candidate above and sign  
below*

\_\_\_\_\_  
*Member, Oak Ridge City Council  
December 16, 2013*

# Voting Ballot A for

## Oak Ridge Land Bank Corporation Board of Directors

Vacancies 7

Term Valid Through

The City Council member shall serve until expiration of his or her current term of office on City Council. Of the remaining directors first appointed, three (3) directors shall serve through December 31, 2014, and three (3) directors shall serve through December 31, 2015, and thereafter the term of office shall be two (2) years commencing on January 1.

Full Name	Preference		
<input type="checkbox"/> Leslie E. Agron	1	<input type="checkbox"/>	Abstain
<input type="checkbox"/> Colin Anderson	1	<input type="checkbox"/>	Abstain
<input type="checkbox"/> Colin Colverson	1	<input type="checkbox"/>	Abstain
<input type="checkbox"/> Karen Goforth Crutchfield	1	<input type="checkbox"/>	Abstain
<input type="checkbox"/> Anne Dunthorn	1	<input type="checkbox"/>	Abstain
<input type="checkbox"/> Lakaisha Gallaher	1	<input type="checkbox"/>	Abstain
<input type="checkbox"/> Len Hart	1		
<input type="checkbox"/> Melinda K. Hillman	1		
<input type="checkbox"/> Andrew Howe	1		
<input type="checkbox"/> Charlie Jernigan	1		
<input type="checkbox"/> Joseph E. Lee	1		
<input type="checkbox"/> Mare Martell-Stotler	1		
<input type="checkbox"/> Carolyn Mealer	1		
<input type="checkbox"/> Bill Moore	1		
<input type="checkbox"/> Benjamin J. Stephens	1		
<input type="checkbox"/> Hugh B. Ward	1		
<input type="checkbox"/> David E. Wilson	1		
<input type="checkbox"/> Phil Yager	1		

**Voting Ballot A for  
Oak Ridge Land Bank Corporation Board of Directors**

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Member, Oak Ridge City Council  
12/16/2013

**Round: 1**

SAMPLE

# Voting Ballot B for Oak Ridge Land Bank Corporation Board of Directors

Please write-in one of the elected member's name for each of the terms listed below:

Term of office valid through December 31, 2015

\_\_\_\_\_

Term of office valid through December 31, 2015

\_\_\_\_\_

Term of office valid through December 31, 2015

\_\_\_\_\_

Term of office valid through December 31, 2014

\_\_\_\_\_

Term of office valid through December 31, 2014

\_\_\_\_\_

Term of office valid through December 31, 2014

\_\_\_\_\_

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Member, Oak Ridge City Council  
12/16/2013

**Round: 1**

SAMPLE

# City of Oak Ridge Board Application 2013

BoardName: Oak Ridge Land Bank Corporation Board of Directors

Application Submitted

11/15/2013 2:09PM

Applicant: Agron, Leslie

Race (Optional): white

Number of Times Previously Applied: 0

Preference: 1

Address Contact Information

102 Wilderness Lane

Home Phone: (865) 482-2087

Email: Leslie\_agron@yahoo.com

Oak Ridge, TN 37830

Current Company/Organization

student at Roane State CC

Current Position / Title

student in Advanced Composites program

Retired?

N

Do you currently serve on any other City board, commission or committee?

Education, Professional and or Community Activity

Southern Methodist University, Cox School of Business – Executive MBA (this makes me a Finance professional, like a banker)

PMP Certification, Project Management Institute (PMI) 2007-present

Member of Oak Ridge Environmental Quality Advisory Board 2010-2012

Explain why you are interested in being appointed to this board, commission or committee

In my volunteer efforts and in my writing I have been actively promoting an intelligently planned revitalization of Oak Ridge. The Land Bank has significant potential of fostering this kind of renewal. Actualizing it will be very much dependent on the intelligence, vision, and dedication of the Land Bank Board of Directors. I can promise to bring all three of these to bear on new undertaking.

I am seeking first round consideration for this board, as my MBA degree puts me in the category of Finance professionals along with bankers.

Describe any special knowledge or past experience qualifying you for this appointment?

As a native Oak Ridger, I have a strong understanding of the unique Oak Ridge culture and the need of local residents. As an MBA from a very highly regarded program, I bring to bear an outstanding understand of the needs of business and industry. Having previously served on EQAB, I am well versed in sustainable development.

Additionally, my experience writing business plans should transfer well into participation in writing grant proposals.

Additional Information

Special Qualifications

# Leslie Agron

102 Wilderness Lane • Oak Ridge, Tennessee 37830  
865-482-2087 • leslie\_agron@yahoo.com

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## **SUMMARY OF QUALIFICATIONS**

- Results-oriented, strategic thinker with strong problem-solving capability
- Proven ability to foster innovation and out-of-the-box thinking with teams and clients
- Entrepreneurial experience as principal in start-up ventures
- Extensive technical background comprising more than 20 years' experience as a senior IT consultant in numerous industries, including financial services, oil & gas, retail, electronics, business equipment and services, healthcare and publishing
- High degree of comfort and effectiveness working in a variety of geographical and cultural environments
- Excellent written and oral communication and persuasive skills

## **AREAS OF EXPERTISE**

Experience, accomplishments and training in the following areas:

- Strategic Planning
- Business Development
- Account Management/Client Interface
- Multi-Faceted Project Management
- Television Broadcast Operations
- Full-range of IT Languages & Hardware/Operating Systems
- Theatrical Production
- Acting & Radio/Television Voiceover

## **MBA – TOP 20 PROGRAM**

**SOUTHERN METHODIST UNIVERSITY**  
Dallas, TX

2003-2005

- Enrolled in the Cox School of Business Executive MBA program
- Business Week ranked the Cox EMBA program 11<sup>th</sup> in the world
- Degree conferred May 2005

## **PROFESSIONAL EXPERIENCE**

**Senior Systems Analyst/Programmer/Project Professional**

1979-present

As an in-demand independent IT contractor, provided consulting services and project expertise including systems analysis, systems engineering, technical writing and programming to more than 20 companies in a wide range of industries throughout the U.S.

- Clients included Intel, Prudential, The Gap, Nordstrom, Apple Computer, MOBIL Oil, *The Seattle Times*, McCaw Cellular, 3M Corporation, Regence Blue Cross Blue Shield/HMO Oregon and multiple assignments for Hewlett Packard and Hughes Aircraft.
- Application environments included finance/accounting/tax, telecommunications, insurance, human resources, mail/phone order, general circulation, inventory management, commercial purchasing, shipping and manufacturing.
- Specialized in trouble-shooting/cleaning up/updating the design of older, inefficient or poorly maintained legacy systems.
- Called upon extensively to serve as liaison between client senior management and system users, as well as between system users and client IT departments.

**CONCURRENT ENTREPRENEURIAL EXPERIENCE**

**SECRET CITY ENTERTAINMENT**  
**Oak Ridge, TN**

*2004-present*

**Principal/Producer/Writer**

Authored several theatrical plays, two of which have been included in Tennessee Stage Company's New Play Festivals in 2010 and 2011.

**CONCORDE VENTURES, LTD.**  
**Bellingham, WA**

*1997-2002*

(Venture enterprise to establish a regional independent broadcasting network)

**Principal/CEO**

Formed a company to develop a system of low-power television stations serving Washington State.

- Obtained Federal loan funding, FCC pre-licensing and tower construction permits.
- Secured programming commitments from America One Television, a national network of 100+ low-power affiliates, and from a nationwide online shopping network.
- Project ultimately halted due to inability to obtain additional financing in face of economic conditions.

**PALINDROME SYSTEMS**  
**Los Angeles, CA**

*1988*

**Principal/Producer**

Produced and performed in an independent theater comedy production that completed a successful 25-performance run.

**EDUCATION & CERTIFICATION**

Roane State Community College, Harriman, TN – Composite Materials 2013  
PMP Certification, Project Management Institute (PMI) 2007-present  
Caltech, Pasadena, CA – Project Management certificate  
Southern Methodist University, Dallas, Texas – Executive MBA  
Sonoma State University, Rohnert Park, California—Business  
Merritt College, Oakland, California—Data Processing  
Antioch College, Yellow Springs, OH—Data Processing Management

**CIVIC & PROFESSIONAL ORGANIZATIONS/PROFESSIONAL DEVELOPMENT**

Member of Oak Ridge Environmental Quality Advisory Board 2010-2012  
Member of American Federation of Radio & Television Artists (AFTRA) various times  
Helpline volunteer for AIDS organizations in Los Angeles, San Francisco,  
Bellingham, Santa Rosa, and Vancouver various times  
Completed the Landmark Education Curriculum for Living, 2001  
including the Self-Expression & Leadership Program

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End of Application for

Agron, Leslie

For Board:

Oak Ridge Land Bank Corporation Board of Directors

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# City of Oak Ridge Board Application 2013

BoardName: Oak Ridge Land Bank Corporation Board of Directors

Application Submitted

12/27/2013 03:44 PM

Applicant: Anderson, Colin

Race (Optional): Caucasian

Number of Times Previously Applied: 0

Preference: 1

Address	Contact Information
790 Emory Valley Road - Apt. 623	Home Phone: (865) 296-1097      Email: Anderson.Colin.D@gmail.com

Oak Ridge, TN 37830

Current Company/Organization
ORNL Federal Credit Union

Current Position / Title
Chief Financial Officer

Retired?
N

Do you currently serve on any other City board, commission or committee?

Education, Professional and or Community Activity
See resume, attached.

Explain why you are interested in being appointed to this board, commission or committee
Dear Sirs:  I relocated to Oak Ridge in February, 2013 when I accepted the position as CFO at ORNL Federal Credit Union. Since moving from Omaha, NE, we recently sold our home and purchased a lot in Clark's Preserve in Oak Ridge. We hope to start construction on our new home here very soon. Because we live and work in the community, I would like to become involved in local activities and contribute in some way to the betterment of Oak Ridge. And, because of our recent experience searching for housing in Oak Ridge, I am aware of the needs and challenges that exist.  Please let me know if you need any additional information about my background or experience. I look forward to serving the community in this role.  Thank you for your consideration,  Colin Anderson

Describe any special knowledge or past experience qualifying you for this appointment?
Considerable experience in the banking industry as a Chief Financial Officer - and other executive roles. During my career, I've been involved in other non-profit organizations, so I am familiar with the time commitments of such an appointment.

Additional Information
Special Qualifications

# Colin D. Anderson

3621 So. 203<sup>rd</sup> Street  
Omaha, NE 68130

Home: 402-763-8358  
Mobile: 402-880-0036

[Colin\\_Anderson@cox.net](mailto:Colin_Anderson@cox.net)

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Progressive and dynamic leader with more than 20 years of management experience leading change initiatives and process improvement in a variety of banking organizations and environments ■ Unique ability to leverage deep financial knowledge into successful business strategies ■ Cultural leader and strong decision-maker who accepts responsibility for financial performance ■ Strong operational, organizational and project management experience – particularly with bank mergers, acquisitions, system conversions and cultural integrations ■ Excellent communicator who is equally comfortable with clients, co-workers, community leaders and/or board members ■ Sets the ‘tone at the top’ for business development and a healthy credit environment

- Strategic Leader** Develops customized strategies and solutions for the unique needs of each financial institution. Communicates new business initiatives to create a sense of excitement and anticipation in the achievement of goals.
- Community Banking Model Advocate** Significant experience in successfully executing a ‘community banking’ business model across different markets and lines of business. Understands the importance of establishing a strong credit culture and communicating a positive vision, to the success of an institution.
- Results Driven** Strong and varied experience in accounting and financial systems. Strong record of assessing needs and identifying competitive strategies and actions plans tailored to improve financial performance of the organization. Creative thinker who understands that different institutions require different approaches.

## PROFESSIONAL EXPERIENCE

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**Great Western Bank** – Omaha, NE  
**Regional President**

**March 2008 – April 2011**

*Great Western Bank is an \$8.0 Billion financial institution headquartered in Sioux Falls, SD. With nearly 200 branch offices, the bank operates in 7 states – South Dakota, Iowa, Nebraska, Missouri, Kansas, Colorado and Arizona. The Nebraska Region represents approximately 40% (or \$3.0 Billion) of the total assets of the organization. Great Western Bank adheres to a Community Banking business model by maintaining a decentralized structure for decision-making and delivery of products and customer service.*

Recruited by Bank management to address several concerns within the Nebraska Region, including organizational structure, employee morale, and loan portfolio mix and asset quality. Acted quickly to independently assess organizational needs; implement requisite managerial changes and establish a new strategic direction for the region. Significant achievements included the following:

- Restructured the management team to leverage the strengths, capabilities and potential of managers, markets and lines of business. Involved senior management team in annual strategic planning process.
- Provided credit leadership throughout the region by conducting regular loan committee meetings, establishing sound credit quality goals, and assigning individual loan limits for all bankers in the region.
- Created a strong sales environment supported by banker recruitment, unique marketing efforts, productive sales meetings, individual performance goals, and a competitive sales ‘pitch’.
- Led local due diligence efforts in the development of the winning bid for the TierOne Bank acquisition. Responsible for assessing credit quality; staffing needs, branch office needs, managerial structure, and capital spending improvements.
- Successfully integrated the \$2.0 Billion FDIC-assisted acquisition of TierOne Bank in June 2010.

**First National Bank** – Sioux City, IA  
**President & CEO**

**January 2005 – March 2008**

*First National Bank is a privately held financial institution operating in three markets in Northwest Iowa – Sioux City, LeMars and Sioux Center. The Bank has total assets of approximately \$250 Million with 7 offices and 45 full time employees. First National Bank is one of three banks held under common ownership. Each of the banks*

## **Colin D. Anderson**

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*operates according to a community-banking model with distributed decision-making for issues impacting customer service.*

Recruited by bank ownership to regain control of this low-performing financial institution. Strategized with owners and corporate staff to develop a plan addressing a variety of structural, financial, credit quality, cultural and performance concerns, as follows:

- Acted quickly to address market inconsistencies that were contributing to internal confusion and lack of direction.
- Unified the credit environment to ensure confidence in underwriting, file management, document tracking, and adherence to loan policy.
- Developed a retail-banking vision to achieve competitiveness and greater balance within the loan and deposit portfolios.
- Collaborated with senior management team in the development of annual business plans and operating budgets to ensure agreement on financial goals, departmental expectations and action plans for individuals.
- Led merger with affiliated bank to create additional operating efficiencies and lean operations across the combined charter.

### **First Federal Bank, FSB** – Sioux City, IA **Chief Financial Officer**

**November 2002 – January 2005**

*First Federal Bank was a publicly held financial institution (thrift) operating in various markets throughout Iowa. The Bank had total assets of approximately \$620 Million with 20 offices and more than 100 full time employees. The company was acquired by Great Southern Bank in 2009 and then consolidated within their structure.*

Responsible for all aspects of accounting and finance for First Federal Bankshares, Inc. (FFSX) and its subsidiary companies. As a member of the senior management team, responsible for presenting financial reports to Board of Directors and Annual Stockholders meeting. Personally responsible for certification of public financial statements. Accomplishments included:

- Achieved record earnings in 2003 and 2004 through disciplined review of balance sheet, assessment of low-performing assets, and redeploying capital in growth markets and new lines of business.
- Positioned the bank for future growth and improved profitability by providing much needed ALCO and balance sheet leadership which resulted in:
  - Selling a portion of the low-yielding mortgage portfolio to take advantage of the interest rate curve and to reduce the duration of the portfolio.
  - Selling three low-performing and projected low-growth branch offices in rural Iowa markets.
- Responsible for enterprise-wide implementation of S-OX (Sarbanes-Oxley) compliance initiatives. Collaborated with external auditors, board audit committee and senior management team to ensure complete understanding and agreement on risk mitigation efforts.

### **Marquette Banks** – Minneapolis, MN **Chief Financial Officer**

**April 1997 – November 2002**

*Marquette Financial Companies is a privately held group of banking and non-banking financial institutions. At the time, it was the largest privately held banking group in the United States. The company consisted of 18 separate charters operating 75 branch offices throughout 7 states – Minnesota, South Dakota, Wisconsin, Iowa, Illinois, Nebraska and Arizona. The banking affiliates were sold to Wells Fargo in 2002.*

Responsible for a staff of 22 accounting professionals involved in all aspects of accounting and finance serving the 18 affiliated companies. Primary responsibilities included: Internal financial reporting, regulatory reporting, Investment portfolio accounting, fixed asset accounting, accounts payable, accounts receivable, Wire transfers, general ledger reconciliations, general ledger systems, profit planning and profitability reporting. Significant accomplishments included:

## **Colin D. Anderson**

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- Centralization of all accounting functions to a single location in Bloomington, MN thereby achieving substantial cost savings and quality control.
- Implemented standardized board reports, ALCO reports, and accounting methods to ensure consistency and efficiency across the department.
- Developed a creative cost center structure enabling the organization to compare financial results across, down and through the company.
- Implemented a sophisticated profitability reporting system to provide comparable and fully allocated financial results by charter, state, office, line of business, function and customer.
- Led efforts to consolidate charters, agree on new and consistent naming conventions for legal entities, and to convert to common banking platforms and system rules.

### **First of America Bank Corporation**

**Chief Financial Officer** – First of America Bank – Florida  
Tampa, FL

**July 1994 – April 1997**

**VP and Controller** – First of America Bank - Illinois  
Rockford, IL

**March 1992 – July 1994**

**Assistant Regional Controller** – First of America Bank – Illinois  
Rockford, IL

**October 1987 – March 1992**

**VP and Cashier** – First of America Bank – Belvidere  
Belvidere, IL

**February 1984 – October 1987**

*First of America Bank Corporation was a \$23 Billion holding company with banking offices located in Michigan, Illinois, Indiana and Florida. The company was acquired by National City Corporation in 1998 and, National City was subsequently acquired by PNC following the global financial crisis in late 2008.*

Served in a variety of increasingly responsible roles during a 13-year career with First of America Bank Corporation. Responsibilities included: Internal financial reporting, regulatory reporting, Asset/Liability management, application of accounting standards to merged/acquired institutions, assimilation and integration of acquired banking assets, project management in banking system conversions, strategic planning and profit planning. Major accomplishments included:

- Selected from an internal pool of candidates to become Chief Financial Officer for First of America Bank – Florida during expansion into these markets through acquisition of thrift institutions in St. Petersburg, Sarasota and Punta Gorda.
- Led project team to convert banking systems of these three acquired institutions.
- Centralized accounting functions to a single location in Tampa, FL to achieve operating efficiencies and internal consistency.
- Implemented key asset/liability management strategies designed to restructure the balance sheet for alignment with the needs of a commercial banking organization.
- Developed significant experience with banking regulators (OCC, FDIC, OTS and FRB) during on-site examinations, merger application processes and regulatory reporting.

## **PROFESSIONAL DEVELOPMENT AND EDUCATION**

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**ABA – Stonier Graduate School of Banking**, Rutgers University, New Brunswick, NJ  
Graduated two-year program

**Drake University**, Des Moines, IA  
Masters Degree – Business Administration (MBA)

**Drake University**, Des Moines, IA  
Bachelor of Science – Finance

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End of Application for

Anderson, Colin

For Board:

Oak Ridge Land Bank Corporation Board of Directors

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# City of Oak Ridge Board Application 2013

BoardName: Oak Ridge Land Bank Corporation Board of Directors

Application Submitted

12/29/2013 01:49 PM

Applicant: Colverson, Colin

Race (Optional):

Number of Times Previously Applied: 0

Preference: 1

Address	Contact Information
109 Clarion Rd	Home Phone: 352-222-7611 Email: ccolverson@gmail.com

Oak Ridge, TN 37830

Current Company/Organization
U.S. Department of Energy

Current Position / Title
Attorney-Advisor/MPNHP Coordinator

Retired?
N

Do you currently serve on any other City board, commission or committee?
Beer Permit Board

Education, Professional and or Community Activity
U.S. Department of Energy Attorney-Advisor - 08/09 – Present – Responsible for providing counsel on environmental, property, administrative and contracting law and policy. Specific responsibilities include advising DOE Environmental Management senior leadership on project compliance with CERCLA, RCRA, CWA, CAA, TSCA, NEPA, and other environmental laws. Represent DOE before judicial and administrative forums on a wide variety of issues; independently draft correspondence, reports, and memoranda etc which represent the opinion of DOE. Notably, I have represented the Dept. in various permit appeals, show cause hearings and contract actions with potential judgments exceeding \$68 million; typically, the issues I have responsibility for have in excess of \$1 million in liabilities. Manhattan Project National Historical Park ORO Liaison - 01/12 – Present –Coordinate Oak Ridge Office, their programmatic clients, DOE Headquarters and field offices, state delegation, and the local community in effectively coordinating Oak Ridge’s legislative and administrative efforts towards a Manhattan Project National Historical Park (MPNHP) which complements and supports ORO and DOE’s enduring mission in Oak Ridge. Responsibilities include communication, drafting, policy coordination and project control. Board Member – Big Brothers Big Sisters of East Tennessee Pastor Nominating Committee/Youth Leader - First Presbyterian Church of Oak Ridge Founder and Director – Charity Dog Walk/Mutt Strutt College Mentor - TnAchieves Board Member – City of Oak Ridge Beer Board Member – Hamilton Burnett Chapter of the Inn of Court

Explain why you are interested in being appointed to this board, commission or committee
My wife and I moved to Oak Ridge 4.5 years ago, and have enjoyed living here ever since. We lovingly restored an original "B" house, and have constantly been surprised that more young families don't find the original Oak Ridge housing stock more attractive. While the houses certainly have their quirks, they also abut large tracts of hardwood forest, have relatively low property tax rates, and provide easy access to local retail and employment centers. The city has so many unique attributes and positives, why don't more people take advantage of them and "live where they work"? I am interested in serving on the

# City of Oak Ridge Board Application 2013

BoardName: Oak Ridge Land Bank Corporation Board of Directors

Application Submitted

12/29/2013 01:49 PM

Applicant: Colverson, Colin

Race (Optional):

Number of Times Previously Applied: 0

Preference: 1

Land Bank Corporation, because I believe I can take my unique skill set as an attorney and assist in promoting a better place for young families to live. I believe the Land Bank Co. can serve a critical role in fostering a positive environment for residential development, which can spur further commercial development.

Describe any special knowledge or past experience qualifying you for this appointment?

My experience working with DOE real estate should assist the Lank Bank Corporation in working through the unique property law challenges that this city faces. My personal experience with an original Oak Ridge home will provide a helpful perspective on how to best position our real estate assets for future use and development. Finally, my unique set of relationships within the city and the region will foster success for the Board in partnership development and coalition building.

Additional Information

Special Qualifications

# Colin D. Colverson

109 Clarion Rd., Oak Ridge, TN 37830 ~ (352)-222-7611 ~ ccolverson@gmail.com

## EMPLOYMENT

### U.S. Department of Energy Attorney-Advisor, Manhattan Project National Historical Park ORO Liaison

Attorney-Advisor - 08/09 – Present – Responsible for providing counsel on environmental, property, administrative and contracting law and policy. Specific responsibilities include advising DOE Environmental Management senior leadership on project compliance with CERCLA, RCRA, CWA, CAA, TSCA, NEPA, and other environmental laws. I have a particular focus on LLW/MLLW waste disposal requirements, along with integration of NRC requirements into DOE Orders for LLW and hazardous waste management. Represent DOE before judicial and administrative forums on a wide variety of issues; independently draft correspondence, reports, and memoranda etc which represent the opinion of DOE. Notably, I have represented the Dept. in various permit appeals, show cause hearings and contract actions with potential judgments exceeding \$68 million.

Manhattan Project National Historical Park ORO Liaison - 01/12 – Present –Coordinate Oak Ridge Office, their programmatic clients, DOE Headquarters and field offices, state delegation, and the local community in effectively coordinating Oak Ridge's legislative and administrative efforts towards a Manhattan Project National Historical Park (MPNHP) which complements and supports ORO and DOE's enduring mission in Oak Ridge. Responsibilities include communication, drafting, policy coordination and project control.

### Southeastern Environmental Law Journal Editor in Chief

03/08 – 06/09 – Responsible for the production of a bi-annual nationally distributed scholarly journal. Managed 39 staff members, coordinated Journal activities, implemented Journal policy and procedure, and served as final editor. Second edition focused specifically on the interaction of climate change with impacts on the ocean; organized a symposium entitled “**Climate Change and the Oceans: Regulating the Seas to Protect the Atmosphere & Vice Versa.**” See <http://www.law.sc.edu/elj/2008symposium/>

### Coastal Conservation League & Conservation Voters of SC Legislative Liaison

05/08 – 09/08 – Research, drafting and advocacy for environmental issues in South Carolina, with a particular focus on products and issues supporting coastal conservation.

### McDonald, McKenzie, Rubin, Miller & Lybrand, LLP Law Clerk

09/07 – 05/08 - Research and drafting for a general civil litigation firm (primarily defense), with cases and projects that dealt with insurance, foreclosure, real estate closings, civil banking litigation, and automobile litigation.

### Samuel A. Mutch, P.A. Law Clerk

05/07 – 09/07 - Research and drafting for a general civil litigation firm (primarily plaintiff), with cases that dealt with property, zoning, environmental, contract, family, business, and tort law.

### Florida Organic Growers Contract Author

05/06 – 08/06 – Wrote a manual for educators on benefits of incorporating gardening into a curricula.  
Available at – [www.foginfo.org/about/Project\\_School\\_Gardens.pdf](http://www.foginfo.org/about/Project_School_Gardens.pdf)

### Allied Engineering & Testing System Designer

05/05 – 05/06 – Interpretation of Florida state water law and regulation for design of engineered construction plans, while incorporating wetland delineation, groundwater behavior and site soil traits.

### Florida Department of Health Environmental Specialist II, Special Project Manager

Environmental Specialist - 01/04 – 05/05 - Interpretation and enforcement of Florida state water law; specifically in the regulation of potential threats to ground water sources. Additionally, I served as director of the Lee County Sanitary Nuisance program.

Special Project Manager - 05/06 – 08/06 - Created a water quality database for local watersheds in Alachua County, FL. Interviewed property owners, collected field data, created a research methodology and created a GIS database.

### City of Gainesville Public Works Department Engineering Intern

08/02 – 12/02 - Coordinated sedimentation study in local watershed, and measured pervious surface area for storm water retention basins.

### The Nature Conservancy Land Acquisition Assistant

05/01 – 09/01 - Property appraisal, preliminary title searches, property field research, assessor and property appraiser interaction, map assessment, database creation.

## EDUCATION

<u>University of South Carolina School of Law</u>	<u>University of Florida</u>
J.D. – May, 2009	B.A. – Environmental Policy – December, 2003
Honor Council Representative – 2 terms	Distinguished – Blue Key Honor Society
Treasurer Public Interest Law Society	Cabinet Director – Environmental Affairs, UF Student Government
Board of Directors – Pro Bono Program	Vice President – Dept of Natural Resources College Council
	Founder/Director – UF Environmental Coalition

**ADMITTED TO PRACTICE LAW IN THE STATE OF SOUTH CAROLINA; BAR LICENSE # 78771**

## Colin D. Colverson

109 Clarion Rd., Oak Ridge, TN 37830 ~ (352)-222-7611 ~ ccolverson@gmail.com

### LANGUAGES

Fluent in Spanish – Served as a Translator for:

Global Health Organization – Honduras  
Heifer Project International – Various Conferences

Florida Department of Health – Migrant Labor Program  
Project AYUDA – Pro Bono Program, USC School of Law

### VOLUNTEER/NON-PROFIT (CURRENT)

Board Member – Big Brothers Big Sisters of East Tennessee

Founder and Director – Charity Dog Walk/Mutt Strutt

Board Member – City of Oak Ridge Beer Board

Pastor Nominating Committee/Youth Leader  
- First Presbyterian Church of Oak Ridge

College Mentor - TnAchieves

Member – Hamilton Burnett Chapter of the Inn of Court

### PROFESSIONAL/PERSONAL REFERENCES

Prof. Robert Wilcox  
USC School of Law  
701 S. Main St.  
Columbia SC 29208  
803-777-6112  
[wilcoxrm@law.sc.edu](mailto:wilcoxrm@law.sc.edu)

John “Jack” McKenzie, Esq.  
McDonald, McKenzie, Rubin  
Miller & Lybrand, LLP  
1704 Main St.  
Columbia, SC 29201  
803-252-0500  
[jackm@mrrml.com](mailto:jackm@mrrml.com)

Prof. Robert Bockman  
USC School of Law  
701 S. Main St.  
Columbia, SC 29208  
803-777-3613  
[bockman@law.sc.edu](mailto:bockman@law.sc.edu)

Will Dillard, Esq.  
Belser & Belser  
1901 Main Street, Suite 1550  
Columbia, SC 29201  
803-760-0590  
[wduillard3@yahoo.com](mailto:wduillard3@yahoo.com)

Samuel A. Mutch, Esq.  
Samuel A. Mutch, P.A.  
2114 NW 40th Terrace, Suite A-1  
Gainesville, FL 32605-3593  
352-378-5599  
[smutch@mutchlaw.com](mailto:smutch@mutchlaw.com)

John Eschenberg  
Uranium Processing Facility Federal Project Director  
Routing - NA-APM-1  
Oak Ridge, TN 37830  
865-574-5620  
[eschenbergjr@yso.doe.gov](mailto:eschenbergjr@yso.doe.gov)

Suzanne Bauknight, Esq.  
Civil Chief, AUSA  
United States Attorney's Office, Eastern District of Tennessee  
900 S Gay Street # 2200  
Knoxville, TN37902  
865-225-1660  
[Suzanne.bauknight@usdoj.gov](mailto:Suzanne.bauknight@usdoj.gov)

Jim Campbell  
President  
East Tennessee Economic Council  
1201 Oak Ridge Turnpike, Suite 100  
Oak Ridge, Tennessee 37830  
865.483.4577  
[Campbell@eteonline.org](mailto:Campbell@eteonline.org)

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End of Application for

Colverson, Colin

For Board:

Oak Ridge Land Bank Corporation Board of Directors

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# City of Oak Ridge Board Application 2013

BoardName: Oak Ridge Land Bank Corporation Board of Directors

Application Submitted

12/29/2013 11:54 AM

Applicant: Crutchfield, Karen

Race (Optional):

Number of Times Previously Applied: 0

Preference: 1

Address	Contact Information
15 Rockingham Lane	Home Phone: (865) 483-8171 Email: kcrutchfield@wimberlylawson.com

Oak Ridge, TN 37830

Current Company/Organization
LWimberly, Lawson, Wright, Daves & Jones, PLLC

Current Position / Title
Attorney/Member

Retired?
N

Do you currently serve on any other City board, commission or committee?
Highland View Redevelopment Board Oak Ridge representative on Anderson County Economic Development Board

Education, Professional and or Community Activity
Please see attached CV.  OECD-NEA Nuclear Law Essentials Program Delegate, Paris, October 2013  JD, University of Tennessee College of Law, 1994 MSW, Washington University, St. Louis, 1991 BS Communications, University of Tennessee, Knoxville, 1988  Licensed to practice law in Tennessee since 1994.

Explain why you are interested in being appointed to this board, commission or committee
I am very interested in being actively involved in supporting and encouraging the redevelopment of blighted, vacant and abandoned lots and buildings in our City. I was appointed to the Highland View Redevelopment Advisory Board last year, and was excited to learn more about the work the city of Oak Ridge was doing in turning blighted, vacant & abandoned properties from dangerous eyesores that encouraged criminal activity and reduced surrounding property values and community safety - into green space or locally owned property that contributes to the tax base throughout the entire city. I think the Oak Ridge Land Bank Corporation could facilitate and increase these efforts to transform and revitalize our neighborhoods and city as a whole. Removing and/or rehabilitating blighted, vacant and abandoned properties in our neighborhoods is a key component in the overall revitalization and redevelopment of our historic city, and with the additional redevelopment of the Oak Ridge Mall, the new Kroger's, and the redevelopment of the Jackson Square area - our neighborhoods and community will truly benefit. Although the Highland View Redevelopment Advisory Board has essentially been inactive in the past year, the efforts of other development projects in Oak Ridge are improving our city, and I believe the Oak Ridge Land Bank Corporation will be a very helpful new tool that can advance the redevelopment of vacant, blighted, and/or abandoned properties into productive and useful properties in Oak Ridge. I would like to contribute to this revitalization effort in my city.

Monday, December 9, 2013

# City of Oak Ridge Board Application 2013

BoardName: Oak Ridge Land Bank Corporation Board of Directors

Application Submitted

Applicant: Crutchfield, Karen

12/29/2013 11:54 AM

Race (Optional):

Number of Times Previously Applied: 0

Preference: 1

Describe any special knowledge or past experience qualifying you for this appointment?

I believe my experience as an attorney, and in particular, my experience in working with various businesses and municipal entities on legal, risk management and unique environmental issues in our area, would allow me to be a useful member of the Oak Ridge Land Bank Corporation Board.

Additional Information

Special Qualifications



**KAREN GOFORTH CRUTCHFIELD**  
**15 ROCKINGHAM LANE**  
**OAK RIDGE, TN 37830**  
[kgrutchfield@comcast.net](mailto:kgrutchfield@comcast.net)  
**(865) 483-8171 (home)**  
**(865) 604-9831 (mobile)**

**I. EDUCATIONAL BACKGROUND:**

**OECD-NEA Nuclear Law Essentials Program, Delegate, October 2013.**

**Doctor of Jurisprudence, University of Tennessee, Knoxville, TN 1994**

Honors and Activities: TAPIL Fellowship, 1992; Law Women 1991-1994, Treasurer 1992-93; Student Bar Association 1991-94; CASA volunteer 1992-94. Clerkships at Knox County Juvenile Court and McCord, Weaver & Troutman, PC.

**Master of Social Work, Washington University of St. Louis, Missouri, 1991**

Honors and Activities: Marion Weir Scholarship 1989-91; Student Council 1990-91; Student Representative, Curriculum Committee 1990-91. Graduate Research Assistant to Dr. Martha Ozawa 1989-91.

**Bachelor of Science in Communications, University of Tennessee, Knoxville, 1988**

Honors and Activities: UTK Student Orientation Assistant 1986; All Campus Events 1985-87, Co-Chair 1986-87; Richard Joel Scholarship 1986; Parade Magazine Young Columbus Program, Switzerland 1987.

**III. PROFESSIONAL EXPERIENCE:**

Admitted to all state Courts in Tennessee, and U.S. District Court for Tennessee, Eastern District 1994

**Wimberly, Lawson, Wright, Daves & Jones, PLLC.**

**Member, October 2013 to present.**

Attorney with practice emphasis in corporate and professional liability defense of negligence, environmental & toxic exposures, construction, products and premises liability cases, as well as workers compensation claims. Experience as lead counsel in jury and bench trials in State & Federal Courts, state and federal administrative proceedings, mediations, contract negotiations, and working with various government/municipal agencies and administrative agencies. Consultant for local, national and international businesses on issues of legal compliance, litigation and risk

management issues. Experience as member of litigation and crisis teams on claims with media exposure, potential brand impact and pre-litigation and/or claim resolution planning

**Leitner, Williams, Dooley & Napolitan, PLLC,  
January 1998 to September 2013, Equity member from 2003 to 2013.**

Attorney with practice emphasis in defense litigation of professional and personal injury, construction, products and premises liability claims, as well as occupational exposures and workers compensation matters.

**Sports Belle, Inc., Knoxville, TN, May 1997 – December 1997**

Corporate Counsel/Human Resources Coordinator. Responsible for legal affairs, vendor, supplier, sales and licensing agreements, contract compliance, human resources, health insurance and employee benefits programs, state & federal government compliance with TOSHA/OSHA, workers compensation and risk management functions for custom athletic uniform manufacturer with approximately 300 total employees at sewing and screen print factories in Knoxville and LaFollette, TN.

**McCord, Weaver & Troutman, P.C., (later McCord, Troutman & Irwin, PC)  
Knoxville, Tennessee, June 1992 - April 1997 (Law Clerk, 1992 – October 1994;  
Attorney – October 1994-1997)**

General civil practice with emphasis on corporate bankruptcy, business, wills and estates and domestic relations law.

**Metropolitan Association of Philanthropy, St. Louis, Missouri, 1990-91.**

Conducted research and evaluations of corporate and community philanthropy programs for Union Electric of Missouri (now Ameren). Conducted research, identified community liaisons in cities throughout USA & wrote guide to Community Reinvestment Act Programs for Citicorp Mortgage, Inc., to assist in selection of cities for CRA investment programs. Conducted research and created a guide for substance abuse resources & services for youth in the St. Louis metropolitan area published by MAP and United Way.

**YMCA of Greater St. Louis, Corporate Office, St. Louis, Missouri, January –  
August 1990, Special Programs Assistant**

Responsible for all YMCA 1990 Summer Youth Employment Programs. Directly supervised four community site directors and sixteen staff members; responsible for budget, payroll, and JTPA contract guidelines for programs employing approximately 200 youth. Obtained government and community grants for additional funding of Youth Programs.

**Brown Transportation Company, Knoxville, Tennessee, 1986-1987;  
Corporate office, OS&D Department, Charlotte, North Carolina, 1987-88.**

Supervised the disposition of over, short and damaged freight claims at Knoxville terminal, then promoted to Corporate office to supervise disposition of over, short and damaged freight claims at ten terminals including Chicago and Atlanta.

**V. MEMBERSHIP IN PROFESSIONAL ORGANIZATIONS:**

**Anderson County Bar Association**

**Knoxville Bar Association**

**Tennessee Bar Association**

**American Bar Association**

**East Tennessee Lawyers Association for Women;** TLAW Representative 2013, Immediate Past-President 2012; President, 2011; President-Elect 2010; Co-Membership Chair with Justice Sharon Lee 2008 -2009.

**Tennessee Lawyers Association for Women**

**Tennessee Defense Lawyers Association**

**Defense Research Institute,** Women in the Law & Construction Litigation Committee Member

**Claims & Litigation Management Alliance,** Member

**VI. COMMUNITY INTERESTS & OTHER ORGANIZATIONS:**

**Anderson County Economic Development Board 2013-15**

**Highland View Re-Development Advisory Board 2013-14**

**Tennessee Public Risk Management Association** – Professional Affiliate 2013.

**CASA of the Tennessee Heartland;** Immediate Past President of the Board 2012-13, Co-President 2011-12, President Elect 2010-2011; Co-chair BBQ Bash 2010 & 2013, 2014.

**Oak Ridge League of Women Voters** - Member 2008 – Present

**Emory Valley Center – Human Rights Committee** – Member

**Leadership Oak Ridge 2012**

**University of Tennessee College of Law Alumni Council** Member, 2010 – 2013.

**First Families of Tennessee, East Tennessee Historical Society** – Registrant/Member

**National Trust for Historic Preservation** – Member

**VII. PRESENTATIONS & PUBLISHED ARTICLES**

Co-author, with Ned Babb & Kris Best on Compendium of Tennessee Law for Claims & Litigation Management Alliance Claims Handling Guide, 2013

“Food Fights: Where Is Your Claim in the Food Chain?” Presentation with Ron Harper, Tim Conner, Charles Poss at the 2008 PLRB Annual Convention, Boston, MA, April 13-17, 2008.

“Bad Faith in Insurance Claims Handling in Tennessee; an Overview of Legal and Ethical Issues,” Lorman Seminar, Knoxville, TN, October 9, 2007.

“Insurance Coverage for Mold Claims in Tennessee,” NBI Seminar, August 2004.

“Sexual Harassment in the Workplace,” Presentation for the Institute of Management Accountants, University of Tennessee Conference Center, October 23, 1997.

Guest Lecturer on Employment Law, University of Tennessee, Knoxville College of Business Administration, 1995.

“Advocating for Youth in the Juvenile Justice System,” Presentation for the 1995 Tennessee CASA Convention, Oak Ridge, Tennessee, October, 1995.

*Substance Abuse Prevention Programs for Adolescents in the St. Louis Metropolitan Area*, Metropolitan Association of Philanthropy, 1991.

*CMI’s Guide to Community Reinvestment Act*, Citicorp Mortgage, Inc., 1991.

## VIII. INTERESTS & HOBBIES

**World Travel** – have traveled throughout Europe, including the U.K., Ireland, France, Germany, Switzerland, Austria, Luxembourg, Liechtenstein, Spain & Italy. Have also traveled to South Africa & Zimbabwe, throughout the Caribbean, Mexico and Canada. Plan to travel to Asia, China & Australia in the future.

**Music of all types**

**Historic Preservation**

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End of Application for

Crutchfield, Karen

For Board:

Oak Ridge Land Bank Corporation Board of Directors

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# City of Oak Ridge Board Application 2013

BoardName: Oak Ridge Land Bank Corporation Board of Directors

Application Submitted

11/27/2013 03:35 PM

Applicant: Dunthorn, Anne

Race (Optional): white

Number of Times Previously Applied: 0

Preference: 1

Address Contact Information

908 West Outer Drive

Home Phone: (865) 483-6296

Email: dunthorn@tds.net

Oak Ridge, TN 37830

Current Company/Organization

C F Systems

Current Position / Title

Business Manager

Retired?

N

Do you currently serve on any other City board, commission or committee?

Education, Professional and or Community Activity

BS, MA at UT Knoxville

Oak Ridge Rotary Club –Secretary 2013-14, Grants Chair

United Way of Anderson County, Inter Agency Coalition Steering Committee, Agency Financial reviewer

Oak Ridge Chamber – Development Forum Chair

Explain why you are interested in being appointed to this board, commission or committee

I have long been interested in a better way to address the Housing needs of the city as well as having adequate land available for commercial and industrial expansion that will help our city thrive.

My years of experience in Grant Writing, financial management of projects with multiple funding sources and housing development should be very useful in developing Policies and Procedures as well as the Strategic Plan for the Land Bank.

Our community will benefit greatly in the future if the Land Bank is well designed and managed to address the changing housing needs in our community.

Describe any special knowledge or past experience qualifying you for this appointment?

My housing development work over the last couple of decades has built a sound understanding of how to accomplish the funding and development, particularly when resources are limited. Every development has its obstacles and I have learned how to solve the problems encountered and come out with a facility that the host community can be proud of. In working with many different communities in Tennessee, Kentucky and Ohio I have learned a lot of different way to address housing and land development issues.

As part of this work I had to help create and organize new Owner non-profit firms that Owned the developments and later

Monday, December 9, 2013

# City of Oak Ridge Board Application 2013

BoardName: Oak Ridge Land Bank Corporation Board of Directors

Application Submitted

11/27/2013 03:35 PM

Applicant: Dunthorn, Anne

Race (Optional): white

Number of Times Previously Applied: 0

Preference: 1

managed them.

Many of my developments had multiple funding sources, each with its own set of regulations. I have been able to successfully combine Federal, State, and Local resources meeting all of their varying regulations. It is the challenge that makes the task interesting.

I began my understanding of development through my experience on the Oak Ridge Regional Planning Commission and Industrial Development boards.

Additional Information

Special Qualifications

# CF SYSTEMS

908 West Outer Drive  
Oak Ridge, Tennessee 37830

Wednesday, November 27, 2013

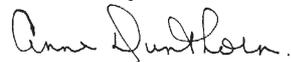
Mayor Beehan and Oak Ridge City Council  
PO Box 1  
Oak Ridge, TN 37831

Dear Mayor Beehan and Oak Ridge City Council Members:

Attached please find my Application for the Board of the Land Bank and my Resume. My years of experience in Grant Writing, financial management of projects with multiple funding sources and housing development should be very useful in developing Policies and Procedures as well as the Strategic Plan for the Land Bank. Our community will benefit greatly in the future if the Land Bank is well designed and managed to address the changing housing needs in our community.

If I may be of any assistance please do not hesitate to call.

Sincerely,



Anne Dunthorn

Voice: 865-483-6296

Cell: 865-603-4566

Email [dunthorn@tds.net](mailto:dunthorn@tds.net)

November 2013

## PERSONAL INFORMATION

Anne Elizabeth Dunthorn  
908 West Outer Drive  
Oak Ridge, Tennessee 37830-8232  
Telephone: (865) 483-6296  
Cell: (865) 603-4566  
EMail: dunthorn@tds.net  
Age 73

### Current Work Activity:

Serve as Grant Writer, Team Leader, and Developer of multi-family properties for non-profit organizations targeted for persons with special needs. We develop with a Team approach including architect, contractor, and surveyor. As a team we design and develop the properties for the non-profit sponsor. Currently under development:

- Dogwood Manor – Oak Ridge, 24+1 units for Elderly
- Peyton Manor – Lebanon, 34+1 units for Elderly
- Breakthrough Phase III – South Knoxville, 9+1 units for autistic adults

(see **Schedule A** at end of Resume for list of Developments)

Serving as Grant Writer for Emory Valley Center.

### Education:

2 1/2 Years at Carnegie Institute of Technology (now Carnegie-Mellon University) in Chemical Engineering. Economics major, BS in Business Administration, 1978, University of Tennessee, Knoxville. Econometrics Major, Regional Economics Minor MA in Economics, 1981, UT-Knoxville.

### Employment:

Business Manager and consultant with C F Systems, technical consulting services, continuing since July, 1977. Clients have included Cumberland Regional Development Corporation, Breakthrough Corporation, Covenant Health System, St. Mary's Health System, Loretto Lions Club, HOPE, Inc., Child & Family of TN, Salvation Army, Mercy Senior Health Partners, Catholic Healthcare Partners, OMNI Visions, St Vincent dePaul, North Mississippi Management, Diocese of Memphis Housing, S K International, Hardaway Realty, Inc., East Tennessee Development District, Masten Weatherspoon, Downtown Management Co., JTPA, Douglas-Cherokee Economic Authority, Emory Valley Center, Helen Ross McNabb Center, East Tennessee Human Resource Agency, Ridgeview Psychiatric Center, Overlook Center, Rogers Culliver Supportive Living Homes, Regional Education and Community Health Services, Oak Ridge Utility District, The Oak Ridger, King Research Inc., Science & Technology, Inc., US-DOL, Roane State Community College, Tennessee Technology Foundation, Oak Ridge National Laboratory, TN Department of Employment Security, TN Department of Community &

Economic Development, Martin Marietta Energy Systems, Tennessee Valley Authority, Mountain Women's Exchange, Volunteers of America, University of Tennessee at Oak Ridge National Laboratory.

UT-Department of Economics, Research assistant to Dr. Hui-shyong Chang, spring-quarter, 1979. Graduate Research Assistant, for Business and Economic Research, fall-quarter, 1978.

**Current Community Activities:**

Oak Ridge Rotary Club –Secretary 2013-14, Grants Chair  
United Way of Anderson County,  
Inter Agency Coalition Steering Committee, Agency Financial reviewer  
Oak Ridge Chamber – Development Forum Chair  
APDU – Association of Public Data Users (A national professional organization).

**Previous Community Activities:**

United Way of Anderson County Board, formerly Secretary.  
Greater Knoxville Research Network, (past-president & vice president).  
APDU - Treasurer  
Secretary/Treasurer, Oak Ridge Industrial Development Board.  
Secretary, Oak Ridge Housing Development Corporation, a CHDO  
Administrator - JTPA Contracts Program for Anderson County.  
Director / Founder, Oak Ridge Community Foundation.  
Treasurer, Committee of 50  
East Tennessee Development District - Housing Technical Committee.  
Oak Ridge Chamber of Commerce - Housing Committee.  
Clinch River MRS (Monitored Retrievable Storage) Task Force. July 1985 -1987,  
Socio-Economic Task Force.  
ORAU/ORNL Pre-college Advisory Committee - 6/86.  
Oak Ridge Regional Planning Commission, Terms of office: August, 1978 - August, 1986.  
Chairman: Source of Revenue Study Sub-committee,  
Zoning Ordinance Revision Sub-committee  
Member: Long Range Planning Sub-Committee,  
Zoning Sub-committee,  
Capital Improvements Sub-committee.  
Member: Tennessee Council on School Community Partnerships; Previously, Tennessee Advisory Council for Career Education, Tennessee Department of Education; Charter appointment beginning February, 1977 in TN in response to U. S. Public Law 95-207 (12/13/77). Chairman and member of several task forces; developed Tennessee Plan for Career Education; grant reader, and chair for regional grant reviews.  
President: Oak Ridge PTA Council, 1977-1978.  
Secretary: Superintendent Selection Committee, Spring, 1978.  
President: Jefferson Junior-High School PTA, 1976-1977.

## AREAS OF EXPERIENCE

**Economic**

Work as Housing Consultant / Developer on HUD-202 elderly multi-family housing applications, HUD-811 Supportive Housing for Persons with Disabilities, and HUD 221(d)(3) housing applications. Prepare Emergency Shelter Grant Applications, Community Development Block Grant Applications, HOME grant Applications, and Federal Home Loan Bank Affordable Housing Proposal Grant Applications, Serve as Community Development Specialist providing Technical Assistance to CHDO's (Community Housing Development Organizations) and other non-profit boards, Prepare certified economic analyses for LIHTC and FmHA 515 multi-family housing projects in Tennessee and Kentucky. Facilitator for multi-state Rural Empowerment Zone Proposal Application.

Administered data input and validation for information use surveys created by King Research, Inc.; compiled and tabulated results of those surveys in basic form and for selected cross-section analysis. Created mapping system and linked data from numerous different surveys for purposed of modeling studies.

Developed and administered four surveys for The Oak Ridger and developed a subscriber/non-subscriber data base to better define the newspaper's 'City Zone.'

Developed a forecasting model for the local gas company which predicts gas demand as a function of plant size and weather variables.

Performed hiring experience study for the Tennessee Technology Foundation. The study showed hiring announcement methods of area firms as well as the firms' experience with securing quality labor and associated labor rates.

Updated the annual EIA (Energy Information Administration) Fuel Price/Usage data base for two consecutive years under sub-contract to ORNL. This included downloading the database from the Washington, DC, EIA computer system, correcting integrity problems and restoring it to their system in the 1982 time period.

Advised ETDD (East Tennessee Development District) on software/hardware requirements of upgrading their computer system for GIS (Geographic Information System) applications.

Developed CEMOR, the Community Econometric Model for Oak Ridge, a TVA/C F Systems sponsored project, including planning for and administration of field interviewers, data collection and analysis, and development of an economic input-output model for Oak Ridge.

Created numerous large data bases for economic analysis. This has involved locating sources of current data, introduction of new data, retrieval and merging of existing data obtained from different computer systems and mainframes, and testing the resulting data bases for compatibility and integrity. Documentation of the procedures for producing each data base is always treated as equally important as the creation of the base itself.

Determined state-of-the-art in personal-income models, including the availability of data for such models.

Applied various econometric models to large data bases to evaluate specific scenarios and graphical reduction of the results. Revised an existing investment econometric model to match new requirements.

### **Business**

Serve as the grant writer / developer on HUD multi-family and group home construction projects. This includes proposal preparation, project management during construction, and supervision of financial matters through the construction audit period. Total budget responsibility for projects ranging between \$200,000 and \$4,400,000. Develop proposals for non-profit clients seeking Federal Home Loan Bank Grants and Advances, and assist them in Drawing the funds. Prepare market studies for Low Income Housing Tax Credits and other development funders. Formerly the Administrator for Contract Development, Anderson County area, for the JTPA (Job Training and Partnership Act). This was an activity contracted from the Private Industry Council by a non-profit corporation, the Committee of Fifty. My responsibilities included supervision of the Contract Developer, Disabled Training Program, Retail Training Program, and a secretary, as well as new program development and fund management. Contracts were made with County industries to hire individuals and provide training in new job skills. Total budget responsibility for FY1990 for this program exceeded \$200,000.

### **Local Planning**

Currently involved in rural development initiatives and in the provision of housing for special needs populations. Initial involvement in local planning arose from an interest in the need for more directed development in Oak Ridge. Chaired Regional Planning Commission subcommittees for alternate sources of revenue and for revision of the zoning ordinance. The latter resulted in the development of proposed major changes in both the ordinance and in zoning philosophy. This responsibility concentrated in efforts to develop performance zoning standards based upon requirements established in the 1985 Oak Ridge Comprehensive Plan. This activity currently continues in the Oak Ridge Chamber Developers Forum. We are now studying Form Based Zoning.

### **Education**

Served as a member of the ORAU/ORNL Pre-college Advisory Committee, a group formed in June, 1986 whose purpose it is to assist regional junior and senior high schools in science and mathematics education. This group modeled its efforts in the form of the Friends of Fermilab Association.

Served as representative for Business on the Tennessee Advisory Council for Career Education, resulting from an outspoken interest in the need for a better matching of manpower training with future manpower requirements. Participated in the development, execution, and administration of the State Plan for Career Education. This also involved annual reading of state-wide proposals from local education districts and preparation of recommendations to the Commissioner of Education for federal grant funding.

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				Yes	No	If "Yes," explain	
C F Systems Dunthorn, Anne	087-EE001 Auburn Hills Apartments Oak Ridge, TN. 37830	Consulting firm – 2/91 to 10/93 Housing Consultant – 2/91 to 10/93	All are current and in operation except at noted		X		
C F Systems Dunthorn, Anne	087-EE006 Cherry Hills Apartments Spring City, TN. 37831	Consulting firm – 2/92 to 7/94 Housing Consultant – 2/92 to 7/94	Current		X		
C F Systems Dunthorn, Anne	087-HD011 Tiffin Home Oak Ridge, TN. 37830	Consulting firm – 2/93 to 10/95 Housing Consultant – 2/93 to 10/95	Current		X		
C F Systems Dunthorn, Anne	087-HD017 Victory House Knoxville, TN.	Consulting firm – 2/94 to 9/96 Housing Consultant – 2/94 to 9/96	Current		X		
C F Systems Dunthorn, Anne	087-HD018 Reflections Home Jacksboro, TN.	Consulting firm – 2/94 to 11/96 Housing Consultant – 2/94 to 11/96	Current		X		
C F Systems Dunthorn, Anne	086-EE010 Oak Hills Apartments Sparta, TN.	Consulting firm – 2/94 to 9/95 Housing Consultant – 2/94 to 9/95	Current		X		
C F Systems Dunthorn, Anne	087-HD028 Ridgetop Apartments Clinton, TN.	Consulting firm – 2/95 to 7/98 Housing Consultant – 2/95 to 7/98	Current		X		
C F Systems Dunthorn, Anne	086-EE013 Holly Hills Livingston, TN.	Consulting firm – 2/95 to 10/97 Housing Consultant – 2/95 to 10/97	Current		X		
C F Systems Dunthorn, Anne	087-HD026 Hamilton Place Oak Ridge, TN 37830	Consulting firm – 6/95 to ?? Housing Consultant – 6/95 to ??	Current		X		
C F Systems Dunthorn, Anne	087-EE013 ECHO Program Scattered Sites in East Tennessee	Consulting firm - 10/96 to 10/99 Housing Consultant - 10/96 to 10/99	Current		X		
C F Systems Dunthorn, Anne	087-HD031 Blue Ridge Apartments Oneida, TN. 37841	Consulting firm - 7/96 to 11/00 Housing Consultant - 7/96 to 11/00	Current		X		
C F Systems Dunthorn, Anne	086-HD015 Highland Manor Monterey, TN. 38574	Consulting firm - 2/96 to 1/98 Housing Consultant - 2/96 to 1/98	Current		X		

**Part II - For HUD Internal Processing Only**

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Date:	Telephone Number and Area Code:	<input type="checkbox"/>	A. No adverse information; form HUD-2530 approval is recommended	<input type="checkbox"/>	C. Disclosure or Certification problem
Staff:	Processing & Control	<input type="checkbox"/>	B. Name match in system	<input type="checkbox"/>	D. Other, our memorandum is attached.
Supervisor:		Director of Housing / Director, Multifamily Division:		Approved	Date:

**Schedule A: List of Previous Projects and Section 8 Contracts.** By my name below is the complete list of my previous projects and my participation history as a principal; in Multifamily Housing programs of HUD/FmHA, State, and Local Housing Finance Agencies. **Note:** Read and follow the instruction sheet carefully. Abbreviate where possible. Make full disclosure. Add extra sheets if you need more space. Double check for accuracy. If you have no previous projects write, by your name, **"No previous participation, First Experience."**

5. List each Principal's Name (list in alphabetical order, last name first)	6. List Previous Projects (give the I.D. number, project name, city location, & government agency involved if other than HUD)	7. List Principal's Role(s) (indicate dates participated, and if fee or identity of interest participant)	8. Status of Loan (current, defaulted, assigned, or foreclosed)	5. Was Project ever in Default, during your participation?			6. Last Mgmt. and/or Physical Inspctn Rating
				Yes	No	If "Yes," explain	
C F Systems Dunthorn, Anne Dunthorn, Anne	087-HD025 St. Mary's Villa Knoxville, TN	Consulting firm - 7/96 to 12/00 Housing Consultant - 7/96 to 12/00	Current		X		
C F Systems Dunthorn, Anne	083-EE047 McAuley Manor Paducah, KY	Consulting firm - 2/97 to 11/00 Housing Consultant - 2/97 to 11/00	Current		X		
C F Systems Dunthorn, Anne	046-EE034 Siena Springs II Dayton, OH	Consulting firm - 2/97 to 4/03 Housing Consultant - 2/97 to 4/03	Current		X		
C F Systems Dunthorn, Anne	087-EE030 Riverview St. Mary's Knoxville, TN	Consulting firm - 9/96 to 6/01 Housing Consultant - 9/96 to 6/01	Current		X		
C F Systems Dunthorn, Anne Dunthorn, Anne	083-EE054 Sacred Heart Village II Louisville, KY	Consulting firm - 7/97 to 12/02 Housing Consultant - 7/97 to 12/02	Current		X		
C F Systems Dunthorn, Anne	083-HD030 Kentucky ECHO Scattered Sites in Kentucky - Cedar Lake Abigail	Consulting firm - 1/99 to 8/01 Housing Consultant 1/99 to 8/01	Canceled by Sponsor		X		
C F Systems Dunthorn, Anne	083-EE030 Sacred Heart Village III Louisville, KY	Consulting firm - 6/98 to 3/03 Housing Consultant - 6/98 to 3/03	Current		X		
C F Systems Dunthorn, Anne	083-EE047 Mercy Manor Paducah, KY	Consulting firm - 2/98 to 11/00 Housing Consultant - 2/98 to 11/00	Current		X		
C F Systems Dunthorn, Anne	086-EE021 Hilltop Manor Woodbury, TN	Consulting firm - 6/98 to 5/02 Housing Consultant - 6/98 to 5/02	Current		X		
C F Systems Dunthorn, Anne	087-HD036 Amherst Place Knoxville, TN	Consulting firm - 3/99 to 12/00 Housing Consultant - 3/99 to 12/00	Canceled by Sponsor		X		
C F Systems Dunthorn, Anne	087-EE038 ST. Mary's Villa at Riverview II Knoxville, TN	Consulting firm - 3/99 to 2/03 Housing Consultant - 3/99 to 2/03	Current		X		

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Supervisor:	Director of Housing / Director, Multifamily Division:		Approved	Date:	
			<input type="checkbox"/> Yes	<input type="checkbox"/> No	

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				Yes	No	If "Yes," explain	
C F Systems Dunthorn, Anne	087-HD037 Hope Group Homes Winfield / Huntsville, TN	Consulting firm – 6/98 to 11/02 Housing Consultant – 6/98 to 11/02	Current		X		
C F Systems Dunthorn, Anne	083-HD055 McAuley Place Louisville, KY (now Garland House)	Consulting firm – 4/00 to 11/00 Housing Consultant – 4/00 to 11/00	unknown		X		
C F Systems Dunthorn, Anne	086-EE031 Fiddlers Manor Smithville, TN	Consulting firm – 4/00 to 4/03 Housing Consultant – 4/00 to 4/03	Current		X		
C F Systems Dunthorn, Anne	086-EE026 Loretto Lions Club Loretto, TN	Consulting firm – 1/01 – 6/03 Housing Consultant – 1/01 – 6/03	Current		X		
C F Systems Dunthorn, Anne	087-HD039 Paul & Ada Ruth Mayes Home Morristown, TN	Consulting firm – 2/02 – 11/03 Housing Consultant – 2/02 – 11/03	Current		X		
C F Systems Dunthorn, Anne	087-HD042 Fairground Apartments Jamestown, TN	Consulting firm – 5/00 to 4/04 Housing Consultant – 5/00 to 4/04	Current		X		
C F Systems Dunthorn, Anne	TN37B102001 Parkridge Harbor Knoxville TN	Consulting firm – 2/02 to 10/05 Housing Consultant – 2/02 to 10/05	Current		X		
C F Systems Dunthorn, Anne	086-HD031 Shenandoah Haven Lafayette, TN	Consulting firm – 4/03 to 7/05 Housing Consultant – 4/03 to 7/05	Current		X		
C F Systems Dunthorn, Anne	086-EE050 Shenandoah Apartments Lafayette, TN	Consulting firm – 10/02 to 8/05 Housing Consultant – 10/02 to 8/05	Current		X		
C F Systems Dunthorn, Anne	086-HD033 Haley's Park Nashville, TN	Consulting firm – 2/03 to 7/08 Housing Consultant – 2/03 to 7/08	Current		X		
C F Systems Dunthorn, Anne	087-EE053 Forest Ridge Manor Kingsport, TN	Consulting firm – 3/03 to 7/08 Housing Consultant – 3/03 to 7/08	Current		X		

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Supervisor:	Director of Housing / Director, Multifamily Division:	Approved		Date:	
		<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

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				Yes	No	If "Yes," explain	
C F Systems Dunthorn, Anne	086-EE039 Laurel Creek Apartments Cookeville, TN	Consulting firm - 9/04 to 9/07 Housing Consultant - 9/04 to 9/07	Current TPA		X		
C F Systems Dunthorn, Anne	087-HD048-NP-WPD MACE Apartments Jamestown, TN	Consulting firm - 3/05 to 9/08 Housing Consultant - 3/05 to 9/08	Current		X		
C F Systems Dunthorn, Anne	086-EE056-NP South Carthage Manor South Carthage, TN	Consulting firm - 3/05 to 4/09 Housing Consultant - 3/05 to 4/09	Current		X		
C F Systems Dunthorn, Anne	086-EE055-NP Golden Oaks McMinnville, TN	Consulting firm - 3/05 to 12/08 Housing Consultant - 3/05 to 12/08	Current		X		
C F Systems Dunthorn, Anne	087-HD043 Clinch River Apartments Wartburg, TN	Consulting firm - 2/06 to 12/06 Housing Consultant - 2/06 to 12/06	Current - TPA		X		
C F Systems Dunthorn, Anne	087-HD044 Robertsville Apartments Oak Ridge, TN 37830	Consulting firm - 2/06 to 12/06 Housing Consultant - 2/06 to 12/06	Current - TPA		X		
C F Systems Dunthorn, Anne	087-HD045 Pedigo I Madisonville, TN 37354	Consulting firm - 2/06 to 12/06 Housing Consultant - 2/06 to 12/06	Current - TPA		X		
C F Systems Dunthorn, Anne	087-EE051 Pedigo II Madisonville, TN 37354	Consulting firm - 2/06 to 12/06 Housing Consultant - 2/06 to 12/06	Current - TPA		X		
C F Systems Dunthorn, Anne	087-HD051 Breakthrough Phase I Knoxville, TN 37920	Consulting firm - 2/07 to 2/11 Housing Consultant - 2/07 to 2/11	Current - TPA		X		
C F Systems Dunthorn, Anne	086-IF001 Fiddlers Annex - Intergenerational Smithville, TN 37166	Consulting firm - 4/08 to 1/11 Housing Consultant - 4/08 to 1/11	Current		X		
C F Systems Dunthorn, Anne	Mount Vernon Senior Living I, Assisted Living Livingston, TN	Consulting firm - 1/09 to present Developer - 1/09 to present	Approved, Awaiting funds assignment		X		

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				Yes	No	If "Yes," explain	
C F Systems Dunthorn, Anne	086-IF001 Fiddlers Annex - Intergenerational Smithville, TN 37166	Consulting firm – 4/09to present Housing Consultant – 4/09 to present	Current		X		
C F Systems Dunthorn, Anne	087-HD053 Breakthrough Phase II Knoxville, TN `37920	Consulting firm – 4/09 to present Housing Consultant – 4/09 to present	Current		X		
C F Systems Dunthorn, Anne	086-EE065 Peyton Manor Lebanon, TN 37087	Consulting firm – 4/11 to present Housing Consultant – 4/11 to present	Substantial Completion		X		
C F Systems Dunthorn, Anne	087-HD054 Breakthrough Phase III Knoxville, TN 37920	Consulting firm – 4/11 to present Housing Consultant – 4/11 to present	In Construction		X		
C F Systems Dunthorn, Anne	087-EE073 Dogwood Manor Oak Ridge, TN 37830	Consulting firm – 4/11 to present Housing Consultant – 4/11 to present	In Construction		X		

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Staff:	Processing & Control	<input type="checkbox"/>	B. Name match in system	<input type="checkbox"/>	D. Other, our memorandum is attached.
Supervisor:	Director of Housing / Director, Multifamily Division:	Approved		Date:	
		<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

---

End of Application for

Dunthorn, Anne

For Board:

Oak Ridge Land Bank Corporation Board of Directors

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# City of Oak Ridge Board Application 2013

BoardName: Oak Ridge Land Bank Corporation Board of Directors

Application Submitted

11/12/2013 9:35AM

Applicant: Gallaher, Lakaisha

Race (Optional): African American

Number of Times Previously Applied: 0

Preference: 1

Address	Contact Information
289 Royce Circle apt 223	Home Phone: (865) 973 -0859 Email: kaisha.gallaher@yahoo.com

Oak Ridge, TN 37830

Current Company/Organization
Greenfield Senior Living

Current Position / Title
Dining Coordinator

Retired?
N

Do you currently serve on any other City board, commission or committee?

Education, Professional and or Community Activity
Three (3) years of college education at Roane State Community College, teaching is my profession, thats what I do, enriching the lives of others from the elders down to the youth ; making a positive daily impact. As I live in a apartment community complex thats filled with monthly, seasonal activities yearly, contributing clothes, shoes, and other items to help the need of others.

Explain why you are interested in being appointed to this board, commission or committee
I believe in righteous. Fairness, anything making a difference in the people. What better way to serve my city if I can help in any way that I can, having better living conditions, As I plan to use my large amount of Inheritance (my funds) in helping my city and the people in any way that I can.

Describe any special knowledge or past experience qualifying you for this appointment?
I have struggled and suffered but it has made me humble, it has shown me humility, it has made me a better person today. I am stronger, wiser and wisdom is the key, if I have the key then I can unlock. Now I can appreciate from my struggle, I can make someone else stronger from the strenght that I give back ; in a way that brings a smile to the face of the city of Oak Ridge.

Additional Information
------------------------

Special Qualifications
------------------------

289 Royce circle apt 223

Oak Ridge, TN 37830

(865)973-0859

[Kaisha.gallaher@yahoo.com](mailto:Kaisha.gallaher@yahoo.com)

RECEIVED  
2013 NOV 12 AM 9:35  
OFFICE OF THE CITY CLERK

November 8, 2013

Mrs. Diana R. Stanley

City Clerk

City of Oak Ridge

P.O. Box 1

Oak Ridge, TN 37830-0001

Dear Mrs. Stanley:

I read October 28, your letter for applying for Boards and Commissions, your need for Oak Ridge Land Bank Corporation Boards of Directors, and I believe that I have the necessary credentials for the project. My purpose is to use my resources (funds) in serving the people and the city for better living conditions; making a positive impact on enriching the needs of others.

For the last six years I have worked at various levels in Senior Living; that is associated in Environmental Quality; and youth. I have worked as a general laborer (server) and moved up to a coordinator in a well known multi-million dollar residential corporation.

---

End of Application for

Gallaher, Lakaisha

For Board:

Oak Ridge Land Bank Corporation Board of Directors

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# City of Oak Ridge Board Application 2013

BoardName: Oak Ridge Land Bank Corporation Board of Directors

Application Submitted	
11/15/2013	2:33PM

Applicant: Hart, Len

Race (Optional): White

Number of Times Previously Applied: 0

Preference: 1

Address	Contact Information	
104 Westview Lane	Home Phone: (865) 482-1140	Email: lhart60@comcast.net

Oak Ridge, TN 37830

Current Company/Organization
Len Hart Construction Co.. Inc.

Current Position / Title

Retired?
N

Do you currently serve on any other City board, commission or committee?

Education, Professional and or Community Activity
See Resume

Explain why you are interested in being appointed to this board, commission or committee
Being a "life long" resident of this community, I have a strong interest in rehabilitating our older sections of this community in order to increase everyone's property values in addition to creating updated housing that would reflect a positive appearance to the various neighborhoods.

Describe any special knowledge or past experience qualifying you for this appointment?
Real Estate Developer / Licensed General Contractor for the past forty (40) years. I am also a local business owner with a keen awareness of the desire of the citizens. I was a "Development Engineer" for 20 years at K-25 and Y-12.

Additional Information

Special Qualifications

## Len Hart

104 Westview Lane  
Oak Ridge, Tennessee  
37830  
(865) 482-1140 (H)

242 South Illinois Ave.  
Oak Ridge, Tennessee  
(865) 482-4814 - 482-4914 (fax)

## Objective

To provide some background information relative for consideration to the ~~Board for Industrial Development~~ **OAK RIDGE LAND BANK BOARD OF DIRECTORS.**

## Summary of qualifications

Co-Owner of AMH Development Corporation with activities located around Cookeville, Tennessee.

Co-Owner of Southern Development Enterprises, LLC. of Oak Ridge, Tennessee.

Owner of Hartland Estates, Inc., a Licensed General Contractor in the State of Tennessee.

Owner of Len Hart Construction Co., Inc. operating in and outside the City of Oak Ridge, serving this area for twenty five (25) years. I am also a Licensed Real Estate agent (retired) in the State of Tennessee. I worked with Union Carbide Corp./Martin Marrietta Energy Systems for 20 years from 1969 to 1989. I began as a Supervisor for Technical personnel in the Centrifuge Division, promoted to Project Engineer for the Advanced Machine Development Laboratory and then to Assistant Test Director for the first full scale plant prototype facility. When the United States Centrifuge effort stopped in 1985, I went to the Safeguards/Security Division at the Y-12 Plant. Responsibilities there included all five (5) DOE/Martin Marrietta Facilities known as Lockheed - Martin. The Facilities are now operated by BWXT.

## Work Experience

Len Hart Construction Co., Inc.	-	1989 - Present
Hartland Estates, Inc. Vice-Pres.	-	1972 - Present
Martin Marrietta Energy Systems	-	1969 - 1989

## Education

Licensed General Contractor	-	1972 to Present
Licensed Real Estate Associate Broker	-	1986 to Present
University Of Tennessee	-	1967 to 1969 (Civil Engineering)
David Lipscomb University	-	1965 to 1967
Oak Ridge High School	-	1965
Jefferson Junior High School		
Cedar Hill Elementary		

### **Extracurricular activities**

Sponsored and Coached several Baseball Teams in the Oak Ridge/Knoxville area.

Won State Championships in every division (Pee Wee Reese/Willie Mays/Mickey Mantle/Connie Mack/Stan Musial. Place second in the Southern Regional Tournament in Clearwater, Florida

### **Accreditations**

Past Certified Instructor in Kepner-Tregoe's "Problem Solving/Decision Making" (PSDM)

Past Certified Instructor in Kepner-Tregoe's "Analytical Troubleshooting" (ATS)

Past Certified Instructor in "Supervisory Selection Process" (Martin Marrietta Product)

### **Professional memberships**

National Association of Home Builders (NAHB)

Oak Ridge Chamber of Commerce (Emerald Club)

President of the local Civitan Club

Past President of the local Homebuilders association

### **Community activities**

Served on several "city sponsored" task forces for the betterment of the community

### **References**

Terry Domm

Dr. Stacy Myers - Advanced Management Corporation - Oak Ridge, Tennessee

Others if necessary

### **Interests and activities**

I have spent most of my entire life in this community. My interest in the everyday activities here is genuine. I believe that future generations are solely dependant on what we do today, how we do it, and how well we do it. I pledge to work hard for the purpose of attracting new industries to this area so that the "basis" of the economy locally can be expanded.

I wish to have an active role in the advancement and betterment of my community by helping others in any way possible.

I have always had a keen interest in atheletics particularly ORHS Football and Baseball. I enjoy following and supporting my children in their endeavors.

Spare Time? Spending all the "Quality" time I can with my family.

**LEN HART CONSTRUCTION CO., INC.**

*Work History - Len Hart Construction Co., Inc.*

**PROJECTS - COMMERCIAL:**

1. *Highland View Church of Christ-Providence Road-Oak Ridge, Tennessee - Total value of work - \$ 1,000,000.00  
Scope of work included the addition of 7,000 sq/ft to existing building,  
total renovation and expansion of the existing auditorium, addition of a new exterior front entry and facade, sound system and state of the art video system. Duration of task - April, 1996 - November, 1996*
2. *Office Building - 1936 Oak Ridge Turnpike - Oak Ridge, Tennessee - Total value of work - \$300,000.00  
Scope of work included total construction of a new office building now occupied by Advanced Management Corporation.  
Duration of Task - April, 1994 - August, 1994.*
3. *Magnolia Tree Restaurant (Eddie's Malt Shop) - 1934 Oak Ridge Turnpike - Oak Ridge, Tennessee - Total value of work - \$400,000.00  
Scope of work included total renovation of an existing office building, interior/exterior to convert to a restaurant facility.  
Duration of Task - January, 1994 - April, 1994*
4. *Bruner Shopping Center - 1920 Oak Ridge Turnpike, Oak Ridge, Tennessee - Total value of work - \$ 250,000.00  
Scope of work included the installation of a new roof system, new exterior facade, interior renovation of two existing businesses in the shopping center.  
Duration of task - June, 1994 - August, 1994*

**RESIDENTIAL PROJECT DEVELOPMENTS:**

1. *Willow Place Neighborhood, a residential development in Oak Ridge, Tennessee. Developer and Builder. Developed building sites and constructed ALL 72 homes on 16.23 acres. Prices ranged from \$150,000 to \$600,000.*

2. *Westwood Neighborhood, a residential development in Oak Ridge, Tennessee. Developer and Primary Builder of over 200 homes with prices ranging from \$275,000 to \$800,000.*

3. *Hartland Estates, a residential development in Roane County. Developer and Primary Builder of a 100 unit single family housing development project.*

*In addition to the above mentioned projects, Len Hart Construction Co., Inc. has constructed several homes in the Knoxville, Clinton, Kingston and Tellico Village area. Of those in Knoxville, two (2) homes have been close to \$ 1,000,000.00 valuation each.*

4. *Clark's Preserve at Burnham Wood, a residential development in Oak Ridge, Tennessee. Developer and Primary builder for this 36 lot development. Two (2) homes completed and sold as of 2/10/2012.*

5. *Park Meade Place, a residential development in Oak Ridge, Tennessee. Developer and Primary builder for this 30 lot development. Nine (9) single family homes constructed and sold at an average price point of \$400,000.00.*

*I am a Licensed Contractor in the State of Tennessee, Len Hart Construction Co., Inc. for a maximum valuation of \$1,000,000.00 each project.*

February 10<sup>th</sup>, 2012

**HOMES SOLD/BUILT BY LEN HART CONSTRUCTION - LAST FIVE (5) YEARS**

<b><u>ADDRESS</u></b>	<b><u>OWNER</u></b>	<b><u>SALES AMOUNT</u></b>
107 Liberty Court/Oak Ridge, TN	Anderson	\$190,000.00
113 Liberty Court/Oak Ridge, TN	Beehan	\$280,000.00
117 Liberty Court/Oak Ridge, TN	Hartjie	\$310,000.00
119 Liberty Court/Oak Ridge, TN	Craig	\$320,000.00
143 Liberty Court/Oak Ridge, TN	Freeman	\$182,000.00
145 Liberty Court/Oak Ridge, TN	Weinberger	\$185,000.00
165 Liberty Court/Oak Ridge, TN	Sharma (MD)	\$280,000.00
103 Winchester Cir/Oak Ridge, TN	Uher	\$280,000.00
117 Winchester Cir/Oak Ridge, TN	Ward	\$380,000.00
124 Winchester Cir/Oak Ridge, TN	Corbett	\$560,000.00
220 Park Meade Place/Oak Ridge, TN	Townhome	\$360,000.00
222/224/226/228/230/232/Oak Ridge, TN.	6 Townhomes	\$2,160,000.00
119 Tempura Drive/Oak Ridge, TN	Josey	\$255,000.00
106 South Taube Lane/Oak Ridge, TN	Clark	\$360,000.00
964 Old Johnson Valley Rd. /Kingston, TN	Baker	\$285,000.00
968 Old Johnson Valley Rd./Kingston, TN	Baker	\$290,000.00
116 Deer Haven Court/Harriman, TN	Ahler	\$510,000.00

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End of Application for

Hart, Len

For Board:

Oak Ridge Land Bank Corporation Board of Directors

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# City of Oak Ridge Board Application 2013

BoardName: Oak Ridge Land Bank Corporation Board of Directors

Application Submitted

12/1/2013 09:03 AM

Applicant: Hillman, Melinda

Race (Optional):

Number of Times Previously Applied: 0

Preference: 1

Address Contact Information

832 West Outer Drive

Home Phone: (865) 607-4114

Email: mkhillman@ymail.com

Oak Ridge, TN 37830

Current Company/Organization

Roane State Community College

Current Position / Title

Vice President, Development and Community Relations

Retired?

N

Do you currently serve on any other City board, commission or committee?

Education, Professional and or Community Activity

Master of Public Administration, Public Policy emphasis, University of TN at Chattanooga

Certified Fund Raising Executive - this is a comprehensive certification for those who run not-for-profit organization

Rotary Club of Oak Ridge - Vocational Service Director

Friends of the UT Arboretum Board of Directors

Oak Ridge Chamber of Commerce, Board of Directors and Vice-Chair of the Pro-growth Advocacy Committee

Explain why you are interested in being appointed to this board, commission or committee

I am keenly interested in working with this board as it forms. I believe it can provide a very effective vehicle to transform declining neighborhoods into desirable places to raise children and build community values. Plus, the land bank can be a very attractive solution to individuals and estates who want to revive Oak Ridge neighborhoods through bequests and outright gifts. Because of my background in charitable giving, I am quite familiar with the potential tax benefits of giving property to a charitable organization rather leaving it in an estate or trust.

Promotion of these gift opportunities will be critical to the success of the Oak Ridge Land Bank. The Board of Directors must develop a strategic plan that includes prioritized areas where they would like to acquire land and a communication plan to educate the owners about the advantages of and opportunities to support the land bank either now or through a bequest.

The Land Bank Board of Directors must develop very clear criteria for accepting property as well as a vetting process for determining if property is eligible for acceptance by the Land Bank.

The Land Bank Board of Directors must also have a plan to get the donated property back on the tax rolls and generating even greater revenue than they did before they were gifted to the organization.

# City of Oak Ridge Board Application 2013

BoardName: Oak Ridge Land Bank Corporation Board of Directors

Application Submitted

12/1/2013 09:03 AM

Applicant: Hillman, Melinda

Race (Optional):

Number of Times Previously Applied: 0

Preference: 1

Describe any special knowledge or past experience qualifying you for this appointment?

As a not-for-profit professional, I have more than 20 years of experience working with people who want to support their interests through a variety of vehicles that include gifts of land via direct transfer or through bequests and trusts. These gift transactions require familiarity with tax, estate and real estate law.

Master of Public Administration, Public Policy emphasis, University of TN at Chattanooga

Certified Fund Raising Executive - this is a comprehensive certification for those who run not-for-profit organizations

More than 20 years experience working in a not-for-profit environment where gifts of land are evaluated on a regular basis

More than 20 years experience marketing charitable giving vehicles like gifts of land through direct transfer or bequests.

For a number of years (2005-2009), I was a practicing TN licensed Realtor. I have successfully negotiated a number of land transfers on behalf of the Roane State Foundation as well as carefully turned down offers of land that were not in the best interest of the Foundation to accept.

Additional Information

Special Qualifications

832 West Outer Drive  
Oak Ridge, TN 37830  
Cell Phone: 865-607-4114  
E-mail: [mkillman@ymail.com](mailto:mkillman@ymail.com)

# Melinda K. Hillman

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## Education

2008 Yale University New Haven, CT

**Common Fund Endowment Investment Institute**

2004 - present Washington, DC

Internationally recognized credential in the  
fund raising profession [www.cfre.org](http://www.cfre.org)

**Certified Fund Raising Executive**

Summer 1999 College of William & Mary Williamsburg, VA

**National Planned Giving Institute**

1995 – 1997 University of Tennessee - Knoxville Knoxville, TN

**21 hours in Master's level Communications courses**

1992 – 1994 University of Tennessee - Chattanooga Chattanooga, TN

**Master's of Public Administration – Public Policy concentration**

1985 – 1987 Tennessee Wesleyan College Athens, TN

**Bachelor of Arts – Communications - Journalism emphasis**

- Work Scholarship – 2 years
- Summer internship with CNN - Washington, DC Bureau in 1986

1983 – 1985 Cleveland State Community College Cleveland, TN

**Associate of Science – General Transfer**

- Outstanding student photography award - 1985
- Academic scholarship – 2 years

## Professional Experience

September 2012 – Present Roane State Community College

**Vice President for Development and Community Relations**

- Serve on the college's executive council; report to the president of the college
- Manage the day-to-day operations on the Oak Ridge Branch Campus (approximately 2,500 students)
- Serve as the primary liaison between the College and the Oak Ridge/Anderson County community
- Supervise the seven Campus Directors for all of the Roane State Higher Education Centers – Campbell, Cumberland, Fentress, Knox, Loudon, Morgan, and Scott counties
- Supervise the Executive Director of the Roane State Foundation: over \$10 million in assets which includes \$7 million endowment;
- Work directly with major donors who wish to support the Roane State Foundation through a variety of gift vehicles including cash, stocks,

insurance, land, art/collectibles and bequests;

- Primary responsibility for working with the architect and construction company building the 65,000 sq. ft. building scheduled to open Fall Semester 2014.
- Supervise the Foundation Office, Webmaster, Marketing and Public Relations Office and the Alumni Relations Office

June 2009 - Present Roane State Community College Harriman, TN

**Vice President for Oak Ridge and Satellite Campuses**  
**Executive Director of the Roane State Foundation**

- Serve on the college's executive council; report to the president of the college
- Manage the day-to-day operations on the Oak Ridge Branch Campus (2,588 students Fall semester 2010)
- Serve as the primary liaison between the College and the Oak Ridge/Anderson County community
- Supervise the seven Campus Directors for all of the Roane State Higher Education Centers – Campbell, Cumberland, Fentress, Knox, Loudon, Morgan, and Scott counties
- Serve as Executive Director of the Roane State Foundation: supervise fiscal management of the Foundation's \$10 million in assets which includes \$6 million endowment; all state audits have had no findings;
- Recently completed major gifts campaign to raise \$2.5 million for the Oak Ridge Campus that will be matched with \$9 million state grant to build a 48,000 sq. ft. facility on the existing campus;
- Supervise the Foundation Office, Webmaster, Marketing and Public Relations Office and the Alumni Relations Office

July 2004 – May 2009 Roane State Community College Harriman, TN

**Vice President for Institutional Advancement**

- Serve as Executive Director of the Roane State Foundation and on the college's executive council; report to the president of the college
- Supervise fiscal management of the Foundation's \$8 million in assets which includes \$5 million endowment; all state audits have had no findings
- Planned, implemented and completed a successful campaign to raise \$2 million to build and equip a campus in Morgan County;
- Planned, implemented and completed a successful campaign to raise \$450,000 to furnish and equip the Loudon County Satellite Campus; coordinated and supervised installation of all furnishings and equipment for the new facility
- Planned and implemented a capital campaign to raise \$2.6 million to build a permanent satellite campus in Campbell County (completed August 2006)
- Supervise the Foundation Office, Webmaster, Marketing and Public Relations Office and the Alumni Relations Office
- Manage Foundation Scholarship Program that provides approximately \$225,000 in scholarships annually
- Manage Faculty Development program that provides \$25,000 in mini-grants for Roane State Faculty annually
- Planned and implemented the college's first alumni initiative. To date, current addresses for 15,000 graduates have been identified and integrated into the Raiser's Edge database; ten editions of the alumni magazine have been published and mailed; alumni chapters are forming and special alumni events occur annually; solicitation of alumni nets more

than \$25,000 annually and growing

Jan. 1998 – June 2004 Roane State Community College Harriman, TN

**Executive Director of the Roane State Foundation**

- Planned and implemented complete computerization of all Foundation donor and financial records using Blackbaud's Raiser's Edge and General Ledger
- Developed and implemented administrative policies and procedures manual for the Roane State Foundation
- Planned, implemented and completed a successful \$1 million capital campaign to furnish and equip the new Oak Ridge Branch Campus
- Planned and implemented and completed a successful \$250,000 furnishings and equipment campaign for the new Cumberland County Satellite Campus
- Supervised Foundation Office Staff including secretary, special events coordinator, and accountant

June 1993 – Dec. 1997 Cleveland State Community College Cleveland, TN

**Director of Institutional Advancement**

- Planned and implemented complete computerization of all Foundation donor and financial records
- Solicited new scholarship endowments
- Developed and implemented new investment policy for scholarship endowment; prior to policy, all funds were invested in CD's; instituted professional management of \$2.5 million endowment with 50 percent invested in stocks and 50 percent invested in bonds
- Developed and implemented a successful marketing and enrollment management plan for the college; advertising and marketing plan won numerous regional and national awards; college enrollment increased 14 percent in fall semester 1995
- Supervised the production of all college publications, press releases and advertising
- Supervised a secretary, the coordinator of public information and the college print shop

Nov. 1991 – May 1993 Cleveland State Community College Cleveland, TN

**Coordinator of Public Information**

- Prepared all press releases for the college
- Developed and designed college advertising and publications
- Served as college photographer

July 1987 – Oct. 1991 Daily Post Athenian Athens, TN

**Advertising Manager**

- Managed six retail sales representatives and classified advertising dept.
- Exceeded sales goals every year
- Won several Tennessee Press Association Awards for advertising campaigns and marketing programs for local business and industry

**Teaching Experience**

2010 Roane State Community College; Introduction to Speech

1997 Cleveland State Community College; Developmental Study Skills for College Students

1987 & 1988 **Tennessee Wesleyan College**; Introduction to Photography

**Professional Memberships**

1994 – present Tennessee Advancement Resources Council member

1994 – present Member of the Tennessee Council for Resource Development– president 2000 – 2001, 1999 –2000 Vice-president

1994 – present Member of the Council for Resource Development (national organization for Community College fund raising professionals)

**Presentations & Publications**

2006 Tennessee Council for Resource Development – presenter on establishing an alumni association for community colleges

2000 Tennessee Council for Resource Development Winter Workshop – facilitator for breakout discussion on enhancing the community college image in Tennessee

1996 American Marketing Association National Symposium for the Marketing of Higher Education Presenter – “All Aboard the Enrollment Ride: A Successful Comprehensive Enrollment Strategy”

**Community Activities**

Current member Rotary Club of Oak Ridge, Director of Vocational Services Program

Current member Oak Ridge Chamber of Commerce Board of Directors, Vice-chair of Pro-growth Advocacy Committee

Current member Friends of the UT Arboretum Board of Directors

2011 Oak Ridge Preschool Advisory Committee

2010 Graduate Leadership Oak Ridge

2008 – 2009 Roane County Fly Ash Committee

2004 – 2008 Keep Roane Beautiful Board of Directors

**Awards Received**

2012 Oak Ridge Chamber of Commerce Volunteer of the Year

2007 Second Place Paragon Award for Alumni Magazine

2006 Outstanding Administrator at Roane State Community College

1999 Honorable Mention CASE award for Special Event Promotion

1999 Third Place Paragon Award for Best Promotional Campaign of a Special Event (national)

1996 First Place ADDY for Best Billboard Campaign

1996 First Place Paragon Award Marketing and Recruitment Program

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End of Application for

Hillman, Melinda

For Board:

Oak Ridge Land Bank Corporation Board of Directors

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# City of Oak Ridge Board Application 2013

BoardName: Oak Ridge Land Bank Corporation Board of Directors

Application Submitted

12/2/2013 02:15 PM

Applicant: Howe, Andrew

Race (Optional): White

Number of Times Previously Applied: 0

Preference: 1

Address Contact Information

115 E. Maiden Lane

Email: ahowe23@gmail.com

Oak Ridge, TN 37830

Mobile Phone: (865) 640-5704

Current Company/Organization

TEK Systems

Current Position / Title

Contract Software Engineer

Retired?

N

Do you currently serve on any other City board, commission or committee?

Education, Professional and or Community Activity

B.S. in Electrical Engineering and Computer Science, MIT, 1993

Software Engineer

Work with Children's Museum regularly, assist High Places during open performances, perform as a musician often and theater personnel on occasion, attend City Council meetings and make my opinions heard.

Explain why you are interested in being appointed to this board, commission or committee

I want to help the city by getting involved, basically.

The Land Bank got my attention because of the 'curious nature' of that beast. I'm quite satisfied with the way it's been handled so far, but there is always some risk of a program like this being misused. I'd say a good portion of my desire to be on this board is a desire to provide some oversight.

However, I also enjoy working with people and feel I could present a decent face for the city's interaction with property owners.

Describe any special knowledge or past experience qualifying you for this appointment?

I've always been a 'do-it-yerselfer' and thus have a decent amount of knowledge regarding construction standards and where safety issues can hide.

Although I've only owned my own home for six years, I've lived in many different homes throughout my life as a renter, usually helping my landlord by doing the upkeep myself (re-arching bathrooms, re-roofing, re-wiring, etc).

My own home has been transformed since I purchased it. It used to be one just another one of the many A homes in Oak Ridge that have been left somewhat neglected and it showed. But after taking back control from the woods, putting in

Monday, December 9, 2013

# City of Oak Ridge Board Application 2013

BoardName: Oak Ridge Land Bank Corporation Board of Directors

Application Submitted

12/2/2013 02:15 PM

Applicant: Howe, Andrew

Race (Optional): White

Number of Times Previously Applied: 0

Preference: 1

modern windows and re-landscaping, I've turned it into a lovely little place.

In short, I know what can make a house crumble or stand-up, and what will make it look appealing or gross. And I can talk with people about it.

Additional Information

Special Qualifications

End of Application for

Howe, Andrew

For Board:

Oak Ridge Land Bank Corporation Board of Directors

# City of Oak Ridge Board Application 2013

BoardName: Oak Ridge Land Bank Corporation Board of Directors

Application Submitted

11/14/2013 3:21PM

Applicant: Jernigan, Charlie

Race (Optional): Caucasian

Number of Times Previously Applied: 0

Preference: 1

Address Contact Information

118 Claymore Ln

Home Phone: (865) 482-4836

Email: charlie@jernigans.net

Oak Ridge, TN 37830

Current Company/Organization

General Board of Pension and Health Benefits of United Methodist Church

Current Position / Title

Senior Administrator

Retired?

N

Do you currently serve on any other City board, commission or committee?

Oak Ridge Housing Authority

Education, Professional and or Community Activity

BS Engineering Science, Florida State University - Emphasis on Systems Engineering

MS Electrical Engineering, Northwestern University - Emphasis on Biomedical Engineering

MBA Kellogg Graduate School of Business, Northwestern University - Emphasis on Management and Marketing

The bulk of my profession career has centered on computer systems, working with vendors supporting end users, working as a consultant supporting end users, and directly with end users, as i do now. My current job has been centered on managing the migration of the pension and health benefit systems through two major changes of infrastructure environments. Until I moved to Oak Ridge, I was the Director of Systems Infrastructure. Prior to that I have spent years as the Midwest manager of technical support for two separate computer manufacturers with my direct reports spread over seven states.

My work can be summarized as designing and implementing reliable solutions for complex problems in the business world.

Explain why you are interested in being appointed to this board, commission or committee

I came to believe, once I arrived in Oak Ridge in 1999, that the city had two obvious shortcomings that needed to be addressed to stabilize the community and then let it move forward. The first is retail, centered on our failing mall. Although at one point I worked for a large mall developer in Chicago on a small team developing software to manage the operations of malls, I knew that this solution would be initiated by an external real estate developer and the city needed to find the right partner.

The second issue is housing. There are many factors that are different today than when our core neighborhoods were built and those factors mostly tend to reduce the desirability of those neighborhoods for families moving to the area. The Land Bank is in position to begin changing these factors.

The mall appears to be in good hands and I am optimistic about our improving retail circumstances. The Land Bank is being created to take a lead in solving our housing problems just at a time when we are starting to see these same problems creep into homes built in the next round of construction after WWII, starting in the 1960's.

I would like, very much, to be a part of this activity, tackling the complex issue that is Oak Ridge housing.

Monday, December 9, 2013

# City of Oak Ridge Board Application 2013

BoardName: Oak Ridge Land Bank Corporation Board of Directors

Application Submitted

11/14/2013 3:21PM

Applicant: Jernigan, Charlie

Race (Optional): Caucasian

Number of Times Previously Applied: 0

Preference: 1

Describe any special knowledge or past experience qualifying you for this appointment?

In Oak Ridge, I joined the Board of the Oak Ridge Housing Authority which specializes in HUD sponsored programs aimed at housing for people with low income. I am on the Board of Dogwood Manor which is an apartment building for the low income elderly being constructed on Adams Road, just behind Linda Brown Realty, off the Oak Ridge Turnpike.

For the last four years I have advocated for this program and have shepherded it from a concept that was right for Oak Ridge, have worked to generate city government support, have worked along side of the city to get state legislative support, and have helped move the process forward through the City Council. I have attended a national convention dealing with issues of reclaiming blighted properties through the efforts of land banks around the country and know many of the people involved personally or by reputation.

My education and experience will allow me to contribute in the formation of this enterprise, the design of its infrastructure and programs, and the leadership to help define its direction.

Additional Information

Special Qualifications

End of Application for

Jernigan, Charlie

For Board:

Oak Ridge Land Bank Corporation Board of Directors

# City of Oak Ridge Board Application 2013

BoardName: Oak Ridge Land Bank Corporation Board of Directors

Application Submitted

12/2/2013 04:16 PM

Applicant: Lee, Joseph

Race (Optional): Caucasian

Number of Times Previously Applied: 0

Preference: 1

Address Contact Information

99 East Pasadena Road

Email: josephelee3@comcast.net

Mobile Phone: (865) 389-6812

Oak Ridge, TN 37830

Current Company/Organization

Rentenbach Constructors Inc.

Current Position / Title

Superintendent

Retired?

N

Do you currently serve on any other City board, commission or committee?

Board of Building and Housing Code of Appeals

Education, Professional and or Community Activity

Oak Ridge High School - Graduate

Warren Wilson College - Student

League of Women Voters - Member

Board of Building and Housing Code Appeals 9/26/06

Explain why you are interested in being appointed to this board, commission or committee

I am interested in being appointed to this board so I may participate in the pilot program set up by the State of Tennessee to confront the problems caused by vacant, abandoned and tax delinquent properties and take appropriate action required to protect the value of the housing stock of Oak Ridge.

Describe any special knowledge or past experience qualifying you for this appointment?

I have served on the Board of Building and Housing Code Appeals for eight years and have first hand know/ledge of deteriorated condition of many properties in our city and I also have over 40 years experience in the construction industry building residential, commercial and industrial projects.

Additional Information

Special Qualifications

RECEIVED  
Dec. 2 4:16  
~~2013 NOV 32 PM 2:58~~  
OFFICE OF THE CITY CLERK

Joseph E. Lee, III  
99 East Pasadena Road  
Oak Ridge, Tennessee 37830

December 2, 2013

Diana Stanley  
Oak Ridge City Clerk  
Oak Ridge, Tennessee 37830

Ms. Stanley,

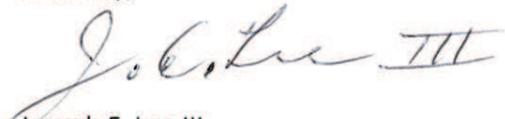
I would like to be considered for appointment to the Oak Ridge Land Bank Board of Directors. I believe my experience as an Oak Ridge native and citizen indicate I am qualified to serve on this board.

I have attached to this letter for your review the completed application, my resume (as of 2011) and several letters of endorsement. I can provide additional information and references upon request.

I am currently building the new University Center in Knoxville at The University of Tennessee. If appointed to the Land Bank Board, I would not have the time to serve on two boards and will resign from the Board of Building and Housing Code Appeals.

Thank you for your consideration.

Sincerely,



Joseph E. Lee III  
(865) 389-6812  
[josephelee3@comcast.net](mailto:josephelee3@comcast.net)

Enclosures

**Resume:**

**Joseph E. Lee III**  
99 East Pasadena Road  
Oak Ridge, Tennessee 37830  
[josephelee3@comcast.net](mailto:josephelee3@comcast.net)  
(865)-389-6812

**Objective:** Provide quality supervision of personnel and deliver projects that are on-schedule and in-budget.

**Experience:**

2010	Tennessee Tech University / residence hall	Cookeville	TN
2010	Grand Bohemian Hotel	Asheville	NC
2009	UTK - Baker Center for Public Policy	Knoxville	TN
2009	UTK -Neyland Stadium / renovation	Knoxville	TN
2008	Harrah'a Casino / expansion	Cherokee	NC
2007	Johnson Bible College / student union	Knoxville	TN
2006	Board of Building & House Code Appeals	Oak Ridge	TN
2006	PBA - Powell Branch Library	Powell	TN
2005	Methodist Medical Center / renovation	Oak Ridge	TN
2004	Townsend Heritage Center	Townsend	TN
2003	Scarboro Community Center	Oak Ridge	TN
2002	Carson-Newman College / residence hall	Jefferson City	TN
2001	LaGrange College / residence hall	LaGrange	GA
2001	LaGrange College / sports complex	La Grange	GA
2000	Cossa Bend Golf Course	Gadsden	AL
1999	Whirlpool Corporation / research facility	St. Joseph	MI
1999	Gettysvue / fuel and retail center	Knoxville	TN

1998	Shorter College / student union	Rome	GA
1997	Centennial Golf Clubhouse	Oak Ridge	TN
1997	Bennett Galleries / art and retail shops	Knoxville	TN
1997	Truett-McConnell College / student union	Cleveland	GA
1996	Gettysvue / sports complex	Knoxville	TN
1996	Gettysvue Polo, Golf & Country Club / clubhouse	Knoxville	TN
1995	Revco Drug Store / retail	Oak Ridge	TN
1994	HUD Cherry Hills / 40 housing units	Spring Hill	TN
1993	HUD Auburn Hills / 42 housing units	Oak Ridge	TN
1992	Tennessee Air National Guard Mini-Mall	Knoxville	TN
1991	Firestone Tire and Rubber / plant expansion	Wilson	NC
1988	Oak Ridge Mall / mall development	Oak Ridge	TN
1987	Wal-Mart Store / retail anchor	Oak Ridge	TN
1986	Home Builders Institute – Management Training	Hendersonv.	NC
1980	United States Army – Basic Combat Training	Fort Jackson	SC
1972	Warren Wilson College - Student	Swannanoa	NC
1971	Boy Scouts of America - Troop 224 Eagle	Oak Ridge	TN
1970	Oak Ridge High School - Graduate	Oak Ridge	TN

**Note:** Addition information and references provided upon request.

**Attached:** Letters of endorsement.



November 23, 2010

To Whom It May Concern

Please let this letter serve as my endorsement of Joe Lee as a very capable construction superintendent. As the construction industry continues to endure the down economy, our company is forced to downsize our construction team. In a down economy, eventually you are forced to let some good people go. Joe Lee is an example of this situation.

Joe Lee is a good leader, very dependable, a great problem solver, resourceful, knowledgeable, and extremely capable. My favorite thing about Joe is his ability to "close" a job, that is, he can build the project and then follow up and get the punch list completed, allowing final payment and swift closure to any open issues.

Should you need a superintendent for your project, you should consider adding Joe to your team. If you would like, you may contact this writer for a further reference on Joe.

Very truly yours,

RENTENBACH CONSTRUCTORS INCORPORATION

Anthony K. Pettit

Vice President

AKP:ism

*John Ward*

**August 11, 2009**

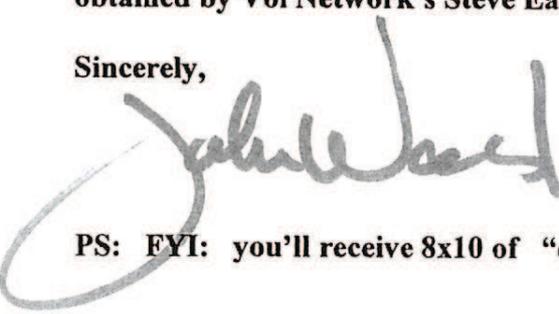
**Mr. Joseph Lee  
Rentenbach Constructors  
2400 Sutherland Avenue  
Knoxville, TN 37919**

**(546-2440)**

**Dear Mr. Lee:**

**Enclosed is for your files....with a thank you for taking time to give both the Vol and Titans Network crews a tour. Incidentally, the enclosed laminated reprint obtained by Vol Network's Steve Early and Brandon Parks.**

**Sincerely,**



**PS: FYI: you'll receive 8x10 of "our" pix soon.**

*Voice of the Volunteers - 12003 S. Fox Den, Knoxville, Tennessee 37922*

14 January 2003

**PARTNERS**  
AND ASSOCIATES INCORPORATED  
REAL ESTATE DEVELOPMENT

To whom it may concern:

It is my pleasure to recommend Mr. Joseph Lee without reservation. Partners and Associates is a real estate development company based in Knoxville, Tennessee. Joe has worked for us for seven and one-half years.

Of prime importance to us has been his willingness to truly work to maximize the quality and value of the final product while aggressively working within budget and schedule constraints. Joe has a hands on management style and a no-nonsense approach to getting the job done. On tough schedules, he has shown a very willing attitude to work as long as necessary to stay on schedule. The attitude of Joe has been, "I will do whatever it takes to get the job done."

He is enthusiastic to undertake very complicated and sensitive jobs, and he is a strong, cooperative team member with architects, engineers, subcontractors and specialty consultants. Joe served as a project manager for Partners and Associates on a variety of local and out of state projects that included the renovation and new construction of educational, recreational and commercial facilities. These projects include the Clubhouse and Retail Center at Gettysvue Polo, Golf and Country Club, Bennett Art Galleries, Whirlpool Corporation's Research and Product Development Facility in Benton Harbor, Michigan, the Twin Bridges Public Golf Course and Clubhouse for the City of Gadsden, Alabama and, most recently, the renovation of two historic residence halls on the campus of Carson-Newman College.

Most importantly, Mr. Lee's work ethic is based upon hard work, integrity and performance.

Please contact me personally if you have any further questions.

Sincerely,



R. A. Watkins, Jr.  
Chief Operating Officer

RAWjr/mm



**CHEROKEE  
CONSTRUCTION AND SUPPLY COMPANY, INC.**

---

March 15, 1995

Mr. Joseph E. Lee  
99 East Pasadena Road  
Oak Ridge, TN 37830

Dear Joe:

This correspondence is to confirm the conversations we have had earlier regarding your employment status with our company. Due to a light work load at the present time we will be unable to offer employment for you at the conclusion of the Cherry Hill project. The last day for your work will be Friday, March 17; we will continue to pay you at the same weekly rate until Friday, March 31, 1995.

On behalf of the owners of Cherokee Construction I want to express our appreciation for the fine supervision you have provided for the construction of the Auburn Hills project in Oak Ridge last year and for the same type of effort and result at Cherry Hill Apartments in Spring City. We have received favorable comments about your organizational ability from many subcontractors, as well as from the HUD inspector on his final visit to the jobsite. We wish we had another project waiting for you, but unfortunately we do not.

As you are in contact with prospective employers, please know that we will be ready to offer our support in verifying the skills and abilities you are able to bring to work each day. We wish you the best in your future endeavors.

Sincerely yours,

CHEROKEE CONSTRUCTION & SUPPLY CO., INC.

Doug Moody  
President

BRIDGESTONE / FIRESTONE, INC.

February 14, 1991

WILSON PLANT

P.O. Box 1139, Firestone Parkway  
Wilson, North Carolina 27893  
Phone: 919-291-4275  
Fax: 919-399-7442

Mr. Dick Parker  
Senior Vice President  
Lockwood Greene Engineers, Inc.  
P. O. Box 3561  
Oak Ridge, TN 37831-3561

Re: Joseph E. Lee, III

Dear Mr. Parker:

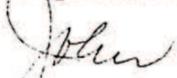
I am pleased to have had the opportunity to work with your employee, Joseph Lee, for the past (18) months in my role as Controller of the Bridgestone/Firestone plant in Wilson, North Carolina. Lockwood Greene was selected to be our primary contractor in our effort to make the Wilson facility a "World Class" operation. From my experience, the selection of a company is more reflective of the quality of its personnel not so much by its name.

Joe has worked in Wilson from the inception of the project and is the only Lockwood Greene employee remaining as we near completion. As construction manager, Joe has conducted himself in a very professional manner even in times of disagreement. One of the qualities of a good manager is one who offers a different opinion but still remains a "team player". I believe Joe has shown that quality.

In my opinion there have been occasions when I found it necessary to ask for Joe's advise and help in resolution of contractual matters. He has made an effort to diligently review the situation and provide me with recommendations that were in the overall interest of BFS. He interfaced extremely well with our purchasing department.

Joe is an individual that would be an asset to any organization. He is the "take charge" guy who gets assignments completed in a timely manner. I have enjoyed the opportunity to work with Joe and would renew our association in the future if the situation arises.

Respectfully,



John W. Jenkins  
Controller

JWJ:jbp

cc: Jack Lafferty, Lockwood Greene  
Gerry Levers, Lockwood Greene  
Bonnie Ogden, Lockwood Greene  
Joseph Lee, Lockwood Greene

# Downtown Management Company

November 8, 1988

333 Main Street East  
Post Office Box 447  
Oak Ridge, Tenn.  
37831  
615/482-1013

To whom it may concern:

This letter is written on behalf of Mr. Joseph Lee. Joe was hired by me approximately one (1) year ago to oversee the construction activities associated with the planned activity to convert our large strip shopping center into a regional enclosed mall. This project would have involved the construction of approximately 200,000 square feet of new buildings facing our 550,000 square feet of existing stores and construction of a covered walkway between the buildings, thus forming an enclosed mall. The magnitude of the project was tremendous, especially considering that throughout the entire construction project all of our existing businesses would have been kept accessible to the public and open for business.

Following ten (10) months of a major "war" with another mall developer who was proposing to construct a mall within one mile of our project, the matter was finally resolved by the selling of our project to our competitor. As a result of this sale we are closing out our management and construction activities in Oak Ridge.

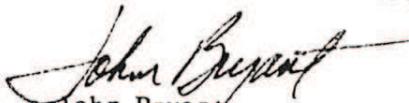
Throughout the entire time Joe worked for me I found him to be a hard working, take-charge type of person who was 110% dedicated to our company. His professional knowledge of the construction industry was extremely beneficial to me. It should be noted that at the time of Joe's employment with our company we had just contracted out for the building of a 90,000 square foot Wal-Mart store. His overseeing the contractor of this building proved to be of tremendous value.

In addition to the above mentioned projects, Joe was also responsible for the construction involved in the turnover of tenants in our center. He would draw floor plans, make construction estimates, order materials, schedule subcontractors, and see that the completed project met the needs of the new tenant.

In conclusion I found Joe to be a great deal of pleasure to work with both on a professional and personal basis. I believe he can handle almost any type of construction activity on a highly competent level. I would welcome the opportunity to work with Joe in the future.

Sincerely,

DOWNTOWN MANAGEMENT CO.

  
John Bryan  
Vice President

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End of Application for

Lee, Joseph

For Board:

Oak Ridge Land Bank Corporation Board of Directors

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# City of Oak Ridge Board Application 2013

BoardName: Oak Ridge Land Bank Corporation Board of Directors

Application Submitted

11/23/2013 4:36PM

Applicant: Martell-Stotler, Mare

Race (Optional):

Number of Times Previously Applied: 0

Preference: 1

Address	Contact Information
103A Wakefield Rd	Home Phone: (865) 209-7380 Email: maremartell@gmail.com

Oak Ridge, TN 37830

Current Company/Organization
(Unofficially) Humans For Empowerment

Current Position / Title
Public Speaker

Retired?
N

Do you currently serve on any other City board, commission or committee?

Education, Professional and or Community Activity
I'm high school graduate with some college. I'm involved with The Red Tent Temple which is a women's group.

Explain why you are interested in being appointed to this board, commission or committee
I live in the Highland View Neighborhood and witness the living conditions daily. I am the change I wish to see in the world. What I require is a forum and resources. I believe in community. It was suggested by Council members and others in authority that I apply for this position.

Describe any special knowledge or past experience qualifying you for this appointment?
I've lived in Highland View since 2007. I've watched the neighborhood become more and more dilapidated over time. I've watched the uprising of crimes such as prostitution, drugs, hunger, poverty, and disregard for human life grow. It's time to take a stand. We all know what the problems are. It's time to work on viable solutions. Felt needs such as hunger and heating can be addressed, eased, and I believe with effort eliminated. Nobody can eat an entire elephant, but if we take it "one bite at a time," we can make a difference.

Additional Information
Special Qualifications

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End of Application for  For Board:

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# City of Oak Ridge Board Application 2013

BoardName: Oak Ridge Land Bank Corporation Board of Directors

Application Submitted

12/2/2013 04:35 PM

Applicant: Mealer, Carolyn

Race (Optional):

Number of Times Previously Applied: 0

Preference: 1

Address	Contact Information
106 Olmstead Lane	Home Phone: (865) 483-1651 Email: camealer@comcast.net

Oak Ridge, TN 37830

Current Company/Organization
Realty 100, Inc.

Current Position / Title
Realtor

Retired?
N

Do you currently serve on any other City board, commission or committee?

Education, Professional and or Community Activity

Graduate, BA Degree 1973 Kent State University - Anthropology

Licensed Realtor since 1991 - Oak Ridge, Tennessee. Member National Association of Realtors, Tennessee Association of Realtors and the Knoxville Board of Realtors.

Explain why you are interested in being appointed to this board, commission or committee

I am interested in being appointed to this Board because of my long time interest in the original Oak Ridge neighborhoods. I live in the old neighborhood and value the easy access to walking trails, parks, shopping, smaller local owned restaurants and want to continue to see them thrive. One of the best ways to do this is to come up with some creative ideas as to what to do with land that becomes available in these neighborhoods when a house must be taken down. For example, what would be the best use of the corner lot now available at the corner of Delaware and Decatur. This home (I believe) was purchased by the City from the Estate heir after a tragic fire. Do we build a new affordable home here...do we make a small neighborhood playground as there are lots of children right in this area...do we turn it in to community gardening space for the neighbors...a local dog park...what is the best use of this land not only for the Citizens but the City of Oak Ridge.

Allowing homes to sit vacant, or unoccupied for years is dangerous not only for the safety of children and adults but also for the health of the house which rapidly becomes mildew and mold ridden due to lack of utilities and or water/roof leaks. The homes quickly become a major investment to restore or remodel either for owner occupants or those wanting to remodel and sell. We are seeing an increase in homes "just sitting"...not being lived in for a many reasons...we need to become even more aware of this housing stock and be proactive in seeking ways to rehabit.

I would like to be appointed to this board to work together with others in searching out ways to keep our older neighborhoods viable and growing.

# City of Oak Ridge Board Application 2013

BoardName: Oak Ridge Land Bank Corporation Board of Directors

Application Submitted	
12/2/2013	04:35 PM

Applicant: Mealer, Carolyn

Race (Optional):

Number of Times Previously Applied: 0

Preference: 1

Describe any special knowledge or past experience qualifying you for this appointment?

I have been full time Realtor in Oak Ridge since 1991 and I like to think that the older neighborhood homes are my specialty. I also have extensive remodeling experience of the original alphabet homes from a project management level. I also live in the old neighborhood and love it!

Additional Information

Special Qualifications

End of Application for

Mealer, Carolyn

For Board:

Oak Ridge Land Bank Corporation Board of Directors

# City of Oak Ridge Board Application 2013

BoardName: Oak Ridge Land Bank Corporation Board of Directors

Application Submitted

11/22/2013 10:15PM

Applicant: Moore, Bill

Race (Optional):

Number of Times Previously Applied: 0

Preference: 1

Address Contact Information

109 Wakefield Road

Home Phone: (865) 483-9006

Email: akitaz@mac.com

Oak Ridge, TN 37830

Current Company/Organization

Current Position / Title

Retired? Company / Organization Retired From

Y Marshall University, Huntington, WV

Do you currently serve on any other City board, commission or committee?

Highland View Redevelopment Advisory Board

Education, Professional and or Community Activity

B.A., English, Texas A&I

B.S., Electrical Engineering, Texas A&I

Ph.D., Experimental Psychology, Univ. of Houston

Member, Highland View Redevelopment Board

Member, Board of Trustees, Oak Ridge Unitarian-Universalist Church

Volunteer Instructor for the Oak Ridge Institute of Continued Learning

Explain why you are interested in being appointed to this board, commission or committee

Oak Ridge is a great place to live, one with not only a unique history, but also one that offers cultural and educational opportunities that are lacking in many places of a much larger size. However, like any city, there are challenges to be faced, and I believe that housing, along with attracting a more diverse economic base, are the ones that we face. Because of its history, the housing stock in Oak Ridge is quite different than most cities of comparable size. While respecting the history, it must also be realized that in many cases, not only does it not provide for the needs and wishes of a newer, younger demographic that is essential to the future sustainability of Oak Ridge, but also fails to adequately meet the needs of the current population. Careful and thoughtful consideration needs to be given to redevelopment, with some mix of new stock, in some cases renovation of old stock, and repurposing of some of the real estate upon which it is located.

I have been a resident of the Highland View area for approximately 20 years. In that time, I have become aware of the challenges and problems related to housing, not in Highland View, but in other older areas as well. I seen various attempts to address this issue. The Land Bank seems to me to be one of the more hopeful of these, in terms of its ability to produce real change and accomplishment of goals whose necessity and value have been recognized for many years. With the recent upswing in commercial development, such as the Kroger project and the numerous new restaurants, it seems to me the time is ripe for taking a fresh view, establishing achievable goals, and moving forward to accomplish them. I would like to be a part of this effort, to which end I am submitting this application.

Describe any special knowledge or past experience qualifying you for this appointment?

Due to my background in engineering and science, I try to take a rational, data-based approach to problem solving. This involves understanding the parameters of the problem, then seeking solutions which will best satisfy those requirements.

I feel that I am also a reasonably good strategic thinker, and try to "think out of the box" when trying to devise some plan of

Monday, December 9, 2013

# City of Oak Ridge Board Application 2013

BoardName: Oak Ridge Land Bank Corporation Board of Directors

Application Submitted	
11/22/2013	10:15PM

Applicant: Moore, Bill

Race (Optional):

Number of Times Previously Applied: 0

Preference: 1

action.

I have some experience which I feel will be useful to the Land Bank Board. I served for several years as a Board Member of the Housing Development Corporation of the Clinch Valley, which is now unfortunately defunct. This did give me hands on experience with the operation of an organization concerned with many of the same issues that will be facing the Land Bank, including working with municipal government, public opinion and support, along with some sense of what works and what needs to be avoided. Currently, as a member of the Board of Trustees of the Oak Ridge UU Church, I am involved in the issues which are part of the impending construction and moving to a new facility.

Finally, as a homeowner in Highland View, I will admit that I have a personal interest in seeing progress made toward resolution of some of the housing challenges in this city.

Additional Information

Special Qualifications

# Bill Moore

109 WAKEFIELD ROAD OAK RIDGE, TN 37830  
TEL 865 4839006

[akitaz@mac.com](mailto:akitaz@mac.com)

November 22, 2013  
City Council  
City of Oak Ridge, TN  
P.O. Box 1  
Oak Ridge, TN 37831-0001

Hon. Mayor Beehan and City Council Members,

I am grateful for the opportunity to present myself as a candidate for the Board of Directors of the newly authorized Land Bank in Oak Ridge.

Since coming to live in Oak Ridge about twenty years ago, I have come to love living in this city, and want to see it continue to be a thriving, vital place to live. I believe the soon to be formed Land Bank to be perhaps the best approach that I have seen to addressing some of the housing issues which I feel are critical to our city's future. I would like to be part of that effort.

Thank you in advance for your careful consideration of my qualifications, not as a banker, real estate person, or a lawyer, but simply as an interested and concerned resident. I look forward to hearing your decision.

Sincerely yours,

(signed)

James W. "Bill" Moore, Jr., Ph.D.

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End of Application for

Moore, Bill

For Board:

Oak Ridge Land Bank Corporation Board of Directors

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# City of Oak Ridge Board Application 2013

BoardName: Oak Ridge Land Bank Corporation Board of Directors

Application Submitted

11/18/2013 1:13PM

Applicant: Stephens, Benjamin

Race (Optional): African American

Number of Times Previously Applied: 0

Preference: 1

Address	Contact Information
105 Tamara Lane	Home Phone: (865) 483-7553 Email: benjamin_ste@msn.com

Oak Ridge, TN 37830

Current Company/Organization
Y-12 National Security Complex

Current Position / Title
Manager of Academic Partnerships

Retired?
N

Do you currently serve on any other City board, commission or committee?
Anderson County Community Action Commission

Education, Professional and or Community Activity
Manager of Academic Partnerships, Y-12 National Security Complex
Past positions at Y-12 National Security Complex Oak Ridge: (Arrived 2007)
Director of Diversity and Employee Concerns Talent Management Consultant
Adjunct Instructor for Tennessee Tech University for Human Resources and Leadership
Assistant Director EEO and Diversity for 4 years - Office of Naval Intelligence
Senior Trainer & University Partnership Consultant 4 years - Booz Allen and Hamilton Consulting
Retired Navy Senior Chief Petty Officer – 25 years (Equal Opportunity Specialist & Aviation Electronics Maintenance)
First year doctoral student of Johnson University (2013) Ph.D. in Leadership Studies
MSA degree in Human Resources 1998 (Central Michigan University Mt. Pleasant, MI)
BS degree in Professional Aeronautics 1990 (Embry Riddle Aeronautical University in Daytona Beach FL)

Explain why you are interested in being appointed to this board, commission or committee
I am member of our Oak Ridge community and I want to see Oak Ridge thrive with new residents in housing that is attractive and affordable. The land bank is a tool used to facilitate the use of abandoned, vacate, and tax-delinquent properties into productive use. I am requesting to be a voice of my community in the leadership of the Land Bank. It is important for all members of Oak Ridge to feel that their hopes, wishes and concerns are considered in the decision making process.

# City of Oak Ridge Board Application 2013

BoardName: Oak Ridge Land Bank Corporation Board of Directors

Application Submitted	
11/18/2013	1:13PM

Applicant: Stephens, Benjamin

Race (Optional): African American

Number of Times Previously Applied: 0

Preference: 1

Describe any special knowledge or past experience qualifying you for this appointment?

Experience serving on various boards of directors for non-profit organizations:

Boys and Girls Club of East Tennessee

Big Brothers and Big Sisters of East Tennessee

Oak Ridge Chamber of Commerce Center for Leadership & Community Development

Additional Information

Special Qualifications

**Benjamin J. Stephens II**  
**105 Tamara Lane**  
**Oak Ridge, TN 37830**



**Manager of Academic Partnerships, Y-12 National Security Complex**

Past positions at Y-12 National Security Complex Oak Ridge: (Arrived 2007)

- Director of Diversity and Employee Concerns
- Talent Management Consultant

Adjunct Instructor for Tennessee Tech University for Human Resources and Leadership

- Assistant Director EEO and Diversity for 4 years - Office of Naval Intelligence
- Senior Trainer & University Partnership Consultant 4 years - Booz Allen and Hamilton
- Retired Navy Senior Chief Petty Officer – 25 years  
(Equal Opportunity Specialist & Aviation Electronics Maintenance)
- First year student of Johnson University (2013) – Ph.D. in Leadership Studies
- MSA degree in Human Resources 1998  
(Central Michigan University Mt. Pleasant, MI)
- BS degree in Professional Aeronautics 1990  
(Embry Riddle Aeronautical University in Daytona Beach FL)

Hobbies: SCUBA diving, writing poetry, reading, movies and enjoying music (Blues)

**Married & proud grandparent**

**Born and raised in Panama City, Florida**

**Current Associations & Organization Affiliations:**

- Board member of the Oak Ridge Chamber of Commerce Center for Leadership & Community Development
- Graduate of Leadership Oak Ridge Class of 2009
- Graduate of East TN Regional Leadership Association Class of 2010
- Past President of the Atomic City Sportsman Club
- Member of the Naval Institute
- Member of the National Black Scuba Divers Association & Certified Rescue Diver

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End of Application for

Stephens, Benjamin

For Board:

Oak Ridge Land Bank Corporation Board of Directors

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# City of Oak Ridge Board Application 2013

BoardName: Oak Ridge Land Bank Corporation Board of Directors

Application Submitted

12/2/2013 12:06 PM

Applicant: Ward, Hugh

Race (Optional):

Number of Times Previously Applied: 0

Preference: 1

Address	Contact Information
27 Montclair Road	Home Phone: (865) 482-7303 Email: hughbward@comcast.net

Oak Ridge, TN 37830

Current Company/Organization
Young, Williams & Kirk, PC

Current Position / Title
Attorney

Retired?
N

Do you currently serve on any other City board, commission or committee?
Board of Building and Housing Code Appeals Convention and Visitors Bureau

Education, Professional and or Community Activity
Shippensburg University, B.A. American University, M.A. George Mason University, J.D. Oak Ridge Rotary Club St Mary's Catholic Church of Oak Ridge Finance Board East Tennessee Economic Council (ETEC) Adjunct Professor Business Law Tennessee Tech University

Explain why you are interested in being appointed to this board, commission or committee
Public Service of my community and to apply my professional experience and expertise.

Describe any special knowledge or past experience qualifying you for this appointment?
retired Federal Prosecutor Eastern District of Tennessee Knoxville Tennessee Administrative Hearing Officer (state of Tennessee) Attorney at Law (familiarity with real estate, housing and land use issues)

Additional Information
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Special Qualifications
------------------------

**Hugh B. Ward, Jr.  
27 Montclair Road  
Oak Ridge, TN 37830**

Telephone: 865/740-1003 (mobile)  
865/637-1440 (office)  
Email: hugh@tn-attorneys.com

### **Legal Practice**

**Young, Williams & Kirk PC**, Knoxville, Tennessee.

Corporate representation, government regulatory affairs, civil litigation, criminal law, administrative and municipal law, tax controversy matters in all State of Tennessee Courts and U.S. District Courts and Courts of Appeals.

**United States Department of Justice, Assistant United States Attorney**, Knoxville, Tennessee (1992-December, 2009).--Federal Prosecutor. Investigated and prosecuted violations of federal criminal laws in the Eastern District of Tennessee; including national security, anti-terrorism, white collar crimes, organized crimes, Top Secret, SCI security clearance.

**Kramer, Rayson, et al**, Knoxville, Tennessee (1991-1992) – Commercial law, bankruptcy, contracts, real estate, other civil actions, government relations.

**U.S. Department of Justice Executive Office for United States Trustees**, Washington, D.C. (1989-1991) – Attorney-Advisor.

**Hotel Association of New York City** (1988-1989) – Trade Association. In-house Counsel.

**U.S. Consumer Product Safety Commission**, Washington, D.C. (1985-1988) – Counsel for Congressional Relations.

### **Other Professional Experience**

**Tennessee Board of Professional Responsibility**, Hearing Panel Member

**Institute for Nuclear Security, University of Tennessee**, Commentator/Blogger

**Tennessee Tech University**, Adjunct Professor

**WUOT, University of Tennessee, National Public Radio**, Commentator, Legal Affairs.

**Bush-Cheney Transition** (2000-2001), U. S. Department of Justice, Transition Advisory Committee.

**Roane State Community College** (1998), Adjunct Professor

**Reagan-Bush Campaign** (1984), Assistant Director for Voter Groups

**United States House of Representatives**, (1975-1978) Staff Legislative Analyst.

### **Education**

**George Mason University School of Law**, Arlington, Virginia, Juris Doctor, 1987.

**The American University**, Washington, D.C. and **L'Universite de Franche-Comte**, Besancon, France, Master of Arts, School of International Service, 1980.

**Shippensburg University**, Shippensburg, Pennsylvania, Bachelor of Arts, 1975.

### **Professional Affiliations**

Admitted to practice in all state courts of Tennessee, and the District of Columbia.

Admitted to practice in United States District Courts in Tennessee and Pennsylvania.

Admitted to practice in the United States Court of Appeals for the Fourth and Sixth Circuits.

East Tennessee Economic Council (ETEC), Oak Ridge Tennessee

Oak Ridge Rotary Club, Oak Ridge, Tennessee

City of Oak Ridge, Tennessee: Board of Building and Housing Code of Appeals and the Oak Ridge Convention Visitors Bureau

### **Awards**

Special Achievement Award, United States Department of Justice for Sustained Superior Performance

Organized Crime Drug Enforcement Task Force (OCDETF) – Outstanding Case of 2000 and 2009.

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End of Application for

Ward, Hugh

For Board:

Oak Ridge Land Bank Corporation Board of Directors

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# City of Oak Ridge Board Application 2013

BoardName: Oak Ridge Land Bank Corporation Board of Directors

Application Submitted

11/14/2013 1:50PM

Applicant: Wilson, David

Race (Optional): caucasian

Number of Times Previously Applied: 0

Preference: 1

Address	Contact Information
1079 W. Outer Drive	Home Phone: (865) 789-5988 Email: dewilson99@juno.com

Oak Ridge, TN 37830

Current Company/Organization
Wilson Scientific Services,Inc.--Par Properties,Inc----, Foust Diversified Services, Inc,

Current Position / Title
President and owner of all three companies

Retired?
N

Do you currently serve on any other City board, commission or committee?
Health and Educational Facilities Board Industrial Development Board

Education, Professional and or Community Activity
Business, East Tennessee State University Banking/Finance- Vanderbilt University Grad School of Real Estate Finance. Ohio State University  I spent 24+ years in commercial Banking, early retirement from Bank of America as Senior Vice President and Senior Credit Officer. In charge of residential and commercial mortgage lending. I have owned two real estate companies, one in Oak Ridge and one in Knoxville. Currently have my license with local company.  I have served on a variety of Boards, currently Vice Chair of Keystone Board along with Chair of Oak Ridge Industrial Development Board. Have served as President of the United Way of Anderson County and President of the Oak Ridge County Club.

Explain why you are interested in being appointed to this board, commission or committee
Having been a resident of Oak Ridge since late 1978,and as a banker and a realtor,I have wished that something could be done to alleviate the problem of some of the houses that have fallen into a serious state of repair. These houses will lower the value of those that are in the same area. This will reflect by lowering the assessments, which will lower property taxes. In addition to that, houses in poor repair invite vandalism and activities which could also be bad for the neighborhood. I would like to be a part of helping to solve some of these problems.

# City of Oak Ridge Board Application 2013

BoardName: Oak Ridge Land Bank Corporation Board of Directors

Application Submitted

Applicant: Wilson, David

11/14/2013

1:50PM

Race (Optional): caucasian

Number of Times Previously Applied: 0

Preference: 1

Describe any special knowledge or past experience qualifying you for this appointment?

My experience as a Banker, Realtor and interest in doing what I can to help Oak Ridge be a better place to live.

My resume is on file in the clerks office

(Since Mr. Wilson referenced his on file resume, the City Clerk's Office has provided the most recent, active copy for City Council.)

Additional Information

Special Qualifications

RECEIVED

THE PERSONAL RESUME OF DAVID E. WILSON

2008 FEB 25 PM 1:47

OFFICE OF THE CITY CLERK

PERSONAL DATA:

ADDRESS: 1079 WEST OUTER DR. OAK RIDGE, TN. 37830

BIRTHDATE MARCH 4, 1943  
PLACE KNOXVILLE, TN

MARRIED: KATHY (MARY KATHRYN) WILSON

EDUCATION:

GRADUATE SCHOOL OF REAL ESTATE FINANCE,  
OHIO STATE UNIVERSITY

TENNESSEE BANKING SCHOOL  
VANDERBILT UNIVERSITY

EAST TENNESSEE STATE UNIVERSITY  
BUSINESS

FULTON HIGH SCHOOL  
KNOXVILLE, TN

EMPLOYMENT:

PRESENT FOUST DIVERSIFIED SOLUTIONS, INC.  
EXECUTIVE VICE PRESIDENT/COO

WILSON SCIENTIFIC SERVICES, INC.  
PRESIDENT

PAR PROPERTIES, INC.  
PRESIDENT

ACCENT MORTGAGE COMPANY  
KNOXVILLE, TN

REALTY EXECUTIVES  
OAK RIDGE, TN

1991-2004 REMAX ACTION ASSOCIATES  
OAK RIDGE, TN  
OWNER/PRESIDENT

1980-1991 SOVRAN BANK ( NATIONSBANK, BANK OF AMERICA)  
OAK RIDGE, TN  
SENIOR VICE PRESIDENT LENDING  
SENIOR CREDIT OFFICER/ MANAGER COMMERCIAL REAL ESTATE LENDING  
MANAGER RESIDENTIAL REAL ESTATE LENDING, SENIOR OFFICER,  
MANAGER HUMAN RESOURCE DEPARTMENT

- 1977-1980 CITY AND COUNTY BANK OF ANDERSON COUNTY  
OAK RIDGE, TN  
VICE PRESIDENT, COMMERCIAL LENDING  
MEMBER OF BANKS SENIOR LOAN COMMITTEE
- 1971-1977 HAMILTON NATIONAL BANK  
MORRISTOWN, TN  
VICE PRESIDENT, LENDING  
MANAGER HUMAN RESOURCES DEPARTMENT, CREDIT CARD DEPARTMENT  
AND BUSINESS DEVELOPMENT.
- 1966-1971 HAMILTON NATIONAL BANK  
KNOXVILLE, TN  
CORRESPONDENT BANKING OFFICER  
COMPUTER PROGRAMMER AND SYSTEM DESIGN  
COMPUTER OPERATIONS

MILITARY SERVICE:

UNITED STATES AIR FORCE  
550<sup>TH</sup> MISSILE SQUADRON  
SCHILLING AFB, SALINA, KANSAS  
BIGGS AFB, EL PASO, TEXAS  
HONORABLE DISCHARGE

OTHER ACTIVITIES:

CURRENT VICE CHAIRMAN OF THE OAK RIDGE INDUSTRIAL DEVELOPMENT  
BOARD AND PAST CHAIRMAN  
CHAIRMAN OF THE FINANCE COMMITTEE , FIRST UNITED METHODIST  
CHURCH AND PAST CHAIR OF THE TRUSTEES.  
MEMBER OF THE OAK RIDGE COUNTRY CLUB AND PAST PRESIDENT  
PAST PRESIDENT OF THE UNITED WAY OF ANDERSON COUNTY  
INSTRUCTOR OF BANKING CLASSES FOR THE AMERICAN INSTITUTE OF  
BANKING, GUEST LECTURER AT THE UNIVERSITY OF TENNESSEE BANKING  
SCHOOL. CASE LEADER AT THE SCHOOL OF BANKING, VANDERBILT  
UNIVERSITY.

BOARDS AND ASSOCIATIONS:

BOARD MEMBER, PAR PROPERTIES, INC, WILSON AND ASSOCIATES, INC,  
FOUST DIVERSIFIED SOLUTIONS, INC, M.K. WILSON AND ASSOCIATES, INC

LICENSED REAL ESTATE AGENT  
CERTIFIED REVIEW APPRAISER  
REGISTERED MORTGAGE UNDERWRITER  
LICENSED MORTGAGE LENDER

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End of Application for

Wilson, David

For Board:

Oak Ridge Land Bank Corporation Board of Directors

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# City of Oak Ridge Board Application 2013

BoardName: Oak Ridge Land Bank Corporation Board of Directors

Application Submitted

11/12/2013 11:40AM

Applicant: Yager, Phil

Race (Optional):

Number of Times Previously Applied: 0

Preference: 1

Address Contact Information

66 Riverview Drive

Home Phone: (865) 272-5153

Email: psyager@gmail.com

Oak Ridge, TN 37830

Current Company/Organization

Goelzer Investment Management

Current Position / Title

Vice President

Retired?

N

Do you currently serve on any other City board, commission or committee?

Education, Professional and or Community Activity

I moved to Oak Ridge in early November, consequently, I have no other community activities.

Explain why you are interested in being appointed to this board, commission or committee

As a home owner since 2007 and new resident, I am extremely interested in making a difference in my new community. I bring a clean slate to the table. I have no biases or alliances that may cloud my impartiality.

I will see things from a fresh perspective and give my full attention to the improvement in Oak Ridge.

The housing issue in general is an important one in Oak Ridge, and the way to improve the property tax base is to create a better environment to attract new residents.

Describe any special knowledge or past experience qualifying you for this appointment?

Coming from a thirty-year career in the financial investment field, I have no special knowledge in real estate, however, my experience in economic and effects will be an important asset in analyzing the ramifications of blighted housing.

The emotional impact of living within blighted housing should not be overlooked. The incentive to maintain a home within sight of such housing is a real issue. Taking pride in your community cannot be overstated. Viewing government as uncaring compounds the blight within neighborhoods. Seeing an engaged Land Bank should lift spirits in Oak Ridge.

My desire to improve my community is strong, and being on the ground floor of something as important as housing is an issue about which I feel strongly.

Additional Information

Special Qualifications

End of Application for Yager, Phil For Board: Oak Ridge Land Bank Corporation Board of Directors

**OAK RIDGE CITY COUNCIL  
SPECIAL MEETING  
Municipal Building Courtroom**

December 16, 2013—Immediately Following Election for Oak Ridge Land Bank Corporation

**AGENDA**

I. **ROLL CALL**

II. **ELECTIONS (Existing Boards and Commissions)**

- a. Elect one (1) applicant to the Anderson County Community Action Commission
- b. Appoint two (2) residents to the Anderson County Development Corporation's Operating Committee (Mayoral Appointments)
- c. Elect one (1) applicant to the Anderson County Economic Development Association
- d. Appoint one (1) resident to the Anderson County Tourism Council (Mayoral Appointment)
- e. Elect two (2) applicants to the Beer Permit Board
- f. Elect two (2) applicants to the Board of Building and Housing Code of Appeals
- g. Elect one (1) applicant to the Board of Zoning Appeals
- h. Elect three (3) applicants to the Oak Ridge Convention and Visitors Bureau as hotel representatives
- i. Elect three (3) applicants to the Environmental Quality Advisory Board
- j. Elect three (3) applicants to the Health and Educational Facilities Board
- k. Elect one (1) applicant to the Oak Ridge Housing Authority
- l. Elect three (3) applicants to the Oak Ridge Municipal Planning Commission
- m. Elect two (2) applicants to the Personnel Advisory Board
- n. Elect four (4) applicants to the Recreation and Parks Advisory Board
- o. Elect three (3) applicants to the Senior Advisory Board
- p. Elect three (3) applicants to the Trade Licensing Board
- q. Elect four (3) applicants to the Traffic Safety Advisory Board

III. **ADJOURNMENT**

# Voting Ballot A for Beer Permit Board

Vacancies 2

Term Valid Through Three (3) years commencing on January 1, 2014

	Full Name	Preference	<input type="checkbox"/>	Abstain
<input type="checkbox"/>	Anne McGaugh	1	<input type="checkbox"/>	Abstain
<input type="checkbox"/>	Darren Osborne	1	<input type="checkbox"/>	Abstain
<input type="checkbox"/>	Esther Palmer	1		
<input type="checkbox"/>	Kelvin Rice	1		
<input type="checkbox"/>	Debra K. Solmonson (Incumbent)	1		

Member, Oak Ridge City Council  
12/16/2013

Round: 1

SAMPLE

# Anderson County Community Action Commission

NumVacancies 1 Total # of Members 1

Term of Office

One (1) year commencing on January 1, 2014.

Qualifications

No special qualifications, other than Oak Ridge residency.

Anderson County Community Action Commission	Special Qualifications	Submitted	Preference	# of Previous Submissions
Mrs. Lakaisha Gallaher		11/12/2013	1	0
Mrs. Mare Martell-Stotler		11/15/2013	1	0
<b>Total Number of Applicants: 2</b>				

Current Members

Member Name	Special Qualifications	Term Expires
Mr. Benjamin J. Stephens		2013

# City of Oak Ridge Board Application 2013

BoardName: Anderson County Community Action Commission

Application Submitted

11/12/2013

Applicant: Gallaher, Lakaisha

Race (Optional): African American

Number of Times Previously Applied: 0

Preference: 1

Address	Contact Information
289 Royce Circle apt 223	Home Phone: (865) 973 -0859      Email: kaisha.gallaher@yahoo.com

Oak Ridge, TN 37830

Current Company/Organization
Greenfield Senior Living

Current Position / Title
Dining Coordinator

Retired?
N

Do you currently serve on any other City board, commission or committee?

Education, Professional and or Community Activity

Three (3) years of college education. Teaching is my profession, thats what i do , enriching the lives of others from elders down to the youth. Making a positive daily impact. I live in a apartment community complex thats filled with monthly , seasonal activities yearly, contributing to the community donating clothes, shoes and other items to help the need of others.

Explain why you are interested in being appointed to this board, commission or committee

I believe in righteous, fairness, anything making a difference in the people, what better way to serve my city if I can help in any way that all can , having better living conditions. As I plan to use my large amount of Inheritance (My funds) in helping my city, the people in any way that I can.

Describe any special knowledge or past experience qualifying you for this appointment?

I have struggled and suffered but it has made me humble, it has shown me humility, it has made me better person today. I am stronger, wiser and wisdom is the key, if I have the key then I can unlock-Now I can appreciate from my struggle I can make someone else stronger. I can give back, in a way that brings a smile to the face of the city of Oak Ridge.

Additional Information

Special Qualifications

289 Royce circle apt 223

Oak Ridge, TN 37830

(865)973-0859

[Kaisha.gallaher@yahoo.com](mailto:Kaisha.gallaher@yahoo.com)

RECEIVED  
2013 NOV 12 AM 9:35  
OFFICE OF THE CITY CLERK

November 8, 2013

Mrs.Diana R. Stanley

City Clerk

City of Oak Ridge

P.O. Box 1

Oak Ridge, TN 37830-0001

Dear Mrs. Stanley:

I read October 28, your letter for applying for Boards and Commissions ,your need for Oak Ridge Land Bank Corporation Boards of Directors ,and I believe that I have the necessary credentials for the project. My purpose is to use my resources (funds) in serving the people and the city for better living conditions ; making a positive impact on enriching the needs of others.

For the last six years I have worked at various levels in Senior Living ; that is associated in Environmental Quality ; and youth. I have worked as a general laborer (server) and moved up to a coordinator in a well known multi-million dollar residential corporation.

---

End of Application for

Gallaher, Lakaisha

For Board:

Anderson County Community Action Commission

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# City of Oak Ridge Board Application 2013

BoardName: Anderson County Community Action Commission

Application Submitted

11/15/2013 1:21PM

Applicant: Martell-Stotler, Mare

Race (Optional):

Number of Times Previously Applied: 0

Preference: 1

Address	Contact Information
103A Wakefield Rd	Home Phone: (865) 209-7380 Email: maremartell@gmail.com

Oak Ridge, TN 37830

Current Company/Organization
(Unofficially) Humans For Empowerment

Current Position / Title
Public Speaker

Retired?
N

Do you currently serve on any other City board, commission or committee?

Education, Professional and or Community Activity

I am a high school graduate with some college. I help people whenever I can in my neighborhood. I am on the R.A.I.N.N. Speakers Bureau.

Explain why you are interested in being appointed to this board, commission or committee

I've lived in the Highland View neighborhood since June of 2007. In October of 2011 I sent an open letter to Mark Watson describing the living conditions I observed where I lived. I moved several months ago within the same neighborhood and discovered that things are poor here as well.

I have ideas to help the people that live in this depressed area such as community gardens to help feed the children of our neighborhood. I think clothing exchange parties would allow children and adults to have new to me clothing. Block parties to create a sense of community, to encourage people to give a dang about their fellow human beings who are fighting the same hard fights. There are many ways to actually build a community instead of a depressed area.

We already know what the problem is in Highland View, it's time to look for solutions.

Describe any special knowledge or past experience qualifying you for this appointment?

I've grown my own garden in the back yard of my former apartment. I was able to feed seven families with fresh vegetables from a 6X8 garden. I grew zucchini, yellow squash, peas, basil, and pumpkins. Kids came and helped weed the small plot and in return I gave them food. During the second harvest, I was able to put in some tomatoes. Working together with sweat equity we can make sure that our community doesn't go hungry.

When I got rid of 100 things I owned, I got rid of a lot of clothing that no longer fit me or that wasn't comfortable. That clothing was all in excellent condition and could have gone to help a neighbor. I instead donated them to the local thrift shop. A clothing exchange would be more ideal to meet the needs of Highland View.

Highland View lacks a sense of knowing neighbors. It lacks a sense of taking care of our community. It lacks a sense of hope for a cleaner, nicer neighborhood. If we set up a trash for "cash" program this community could not only become a shining example of revitalization, but it could encourage people to actually do something positive. It doesn't matter if they care, just that they do it.

# City of Oak Ridge Board Application 2013

BoardName: Anderson County Community Action Commission

Application Submitted

Applicant: Martell-Stotler, Mare

11/15/2013

1:21PM

Race (Optional):

Number of Times Previously Applied: 0

Preference: 1

I live here. This is my home. I want to feel pride and confidence in the place I put down roots. I want to be the change I wish to see in this world.

Additional Information

Special Qualifications

End of Application for

Martell-Stotler, Mare

For Board:

Anderson County Community Action Commission

# Anderson County Development Corporation

NumVacancies 2 Total # of Members 4

## Term of Office

Four (4) years commencing on January 1, 2013

## Qualifications

One (1) position shall be an executive of Anderson County's commercial and financial institution community and the second (2) position shall have industrial and/or commercial development experience. These are Mayoral Appointments.

## Applicants

### Current Members

Member Name	Special Qualifications	Term Expires
Mr. Richard G Chinn Sr.	industrial and/or commercial development experience.	2013
Ms. Louise B. Dunlap	Mayor's appointment	2014
Councilmember Charlie Hensley	Mayor's appointment	2014
Mr. Thomas Tuck	Executive of Anderson County's commercial banking and financial institution community.	2013

## MAYOR'S MEMORANDUM

13-03

**DATE:** November 21, 2013  
**TO:** Fellow Members of City Council  
**FROM:** Thomas L. Beehan, Mayor  
**SUBJECT:** ANDERSON COUNTY DEVELOPMENT CORPORATION AND ANDERSON COUNTY TOURISM APPOINTMENTS

### Anderson County Development Corporation

Early in the recruitment process for the end-of-year City Boards and Commissions elections, I had requested that the City Clerk's Office contact Mr. Richard Chinn with R&R Properties and Mr. Thomas Tuck, President of TN Bank to request their consideration to serve another term on the Anderson County Development Corporation's Operating Committee as my appointments.

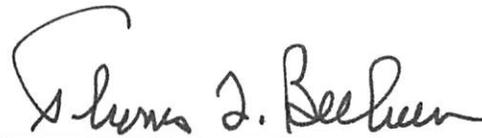
Both Mr. Chinn and Mr. Tuck have agreed to volunteer to serve on the committee for a four-year term of office that commences on January 1, 2014. Both meet the special qualifications outlined in the Charter of the Anderson County Development Corporation with Mr. Chinn representing industrial and/or commercial development experience and Mr. Tuck representing an executive of Anderson County's commercial banking and financial institution community.

### Anderson County Tourism Council

Similarly, I had also requested that Councilwoman Garcia Garland be contacted regarding her interest in serving another term on the Anderson County Tourism Council and she has agreed to serve another one (1) year term effective January 1, 2014.

These appointments are not subject to City Council approval, but are being transmitted to City Council for informational purposes only.

Although confirmation of these appointments by City Council are not required, it would be appreciated.



Thomas L. Beehan

# Anderson County Economic Development Association

NumVacancies 1 Total # of Members 4

Term of Office

Four (4) years commencing on January 1, 2014

Qualifications

No special qualifications, other than Oak Ridge residency.

Anderson County Economic Development Association	Special Qualifications	Submitted	Preference	# of Previous Submissions
Mr. Dominic R. Giuliano		11/14/2013	1	1
Total Number of Applicants: 1				

Current Members

Member Name	Special Qualifications	Term Expires
Mr. Leonard Abbatiello		2015
Councilmember Tom Beehan	Mayor's Designated Seat	2014
Ms. Karen Goforth Crutchfield		2016
Mr. Dominic R. Giuliano		2013

# City of Oak Ridge Board Application 2013

BoardName: Anderson County Economic Development Association

Application Submitted

11/14/2013 9:26AM

Applicant: Giuliano, Dominic

Race (Optional):

Number of Times Previously Applied: 1

Preference: 1

Address	Contact Information
103 Liberty Court	Home Phone: 513-328-0638 Email: domgiuliano@gmail.com

Oak Ridge, TN 37830

Current Company/Organization
Oak Ridge National Laboratory

Current Position / Title
Mechanical/Nuclear Engineer

Retired?
N

Do you currently serve on any other City board, commission or committee?
Anderson County Economic Development Association

Education, Professional and or Community Activity
Master's Degree in Nuclear Engineering Bachelor's Degree in Mechanical Engineering Board member of the Young Professionals of Oak Ridge Board member of the Anderson County Economic Development Association

Explain why you are interested in being appointed to this board, commission or committee
I would like to continue to help this community grow to meet its potential.

Describe any special knowledge or past experience qualifying you for this appointment?
Board member of Anderson County Economic Development Association

Additional Information
Special Qualifications

# Dominic Giuliano

Work Address:  
PO Box 2008 MS-6304  
Oak Ridge, TN 37831-6304

(865) 574-7389  
giuliano@ornl.gov

Permanent Address:  
103 Liberty Court  
Oak Ridge, TN 37830

## Education

**University of Cincinnati, College of Engineering, Cincinnati, OH** Sep 2005 – Sep 2010

- BS Mechanical Engineering, G.P.A.: 3.6/4.0
- MS Nuclear Engineering, G.P.A.: 3.8/4.0

## Experience

**Oak Ridge National Laboratory, Remote Systems, Oak Ridge, TN** Oct 2010 - Present

- Led engineering team in the design, analysis, and fabrication of remote manufacturing equipment used for californium-252 production.
- Completed thermal analyses of high temperature fission chambers and reactor targets.
- Designed manipulators for refueling high temperature molten salt reactors.
- Designed target for rare isotope generator.
- Constructed detailed MCNPX models and radiation analyses for nuclear facilities.
- Designed new containers and facilities for used fuel disposition.
- Assessed United States' ability and need to procure strategic materials.
- Designed particle collectors for post detonation analysis.

**Oak Ridge National Laboratory, High Flux Isotope Reactor, Oak Ridge, TN** Jun 2010 – Sep 2010

- Characterized the neutron flux in the gamma irradiation facility.
- Designed new experiments for user facility.
- Updated and improved MCNPX models of HFIR reactor vessel.

**Oak Ridge Institute for Science and Education, Remote Systems, Oak Ridge, TN** Mar 2009 - Jun 2009  
Sep 2008 - Dec 2008

- Designed and tested remote tooling for radiation environments.
- Designed hot cells for new nuclear facilities.
- Analyzed second generation target design for the Spallation Neutron Source
- Analyzed vibration data for transportation of mercury flasks.
- Sized equipment and parts for nuclear fusion reactor.

**First Energy, Davis Besse Nuclear Power Plant, Oak Harbor, OH** Mar 2008 – Jun 2008  
Sep 2007 – Dec 2007

- Programmed a fuel movement sheet generator.
- Analyzed fuel assembly grid wear and fuel cycle data.
- Reviewed reactor physics calculations.
- Updated system descriptions, and piping models.

**First Energy, Perry Nuclear Power Plant, Perry, OH** Mar 2007 – Jun 2007

- Tracked foreign material concerns.
- Managed accountability of foreign material.
- Determined reportability of condition reports.

## **Activities/Awards**

College:	American Society of Mechanical Engineers American Nuclear Society National Dean's List National Society of Collegiate Scholars Recipient of the Cincinnatus Scholarship National Academy for Nuclear Training Fellowship Conducted research on nucleate boiling
Professional:	Certified Reviewer of Safety Analysis Reports for Radioactive Packages
Community:	Boy Scouts (Eagle Scout) Young Professionals of Oak Ridge Oak Ridge Revitalization Effort Anderson County Economic Development Board Member

## **Computer Skills**

Programming:	MATLAB Visual Basic
CAD:	Solid Edge SolidWorks NX-5 Pro/Engineer
Radiation Transport:	MCNPX TRIM

## **Technical Reports**

- D.R. Giuliano *Radiation Transport Calculation for Beam Dump and Target Ion Exchange Columns as part of the FRIB Design*, (2012) Oak Ridge, Tennessee
- D.R. Giuliano *Radiation Transport Calculation of Areas Surrounding the Beam Dump and Target Delay Tanks, and Gas Liquid Separators as Part of the FRIB Design*, (2012) Oak Ridge, Tennessee
- J.R. DeVore, D.R. Giuliano *Recirculating Primary Confinement Exhaust Model for FRIB Design*, (2011) Oak Ridge Tennessee
- D.R. Giuliano *Neutron Flux Measurements and Calculations in the Gamma Irradiation Facility Using MCNPX*, (2010) Oak Ridge, Tennessee

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End of Application for

Giuliano, Dominic

For Board:

Anderson County Economic Development Association

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# Anderson County Tourism Council

NumVacancies      1      Total # of Members      1

Term of Office

One (1) year commencing on January 1, 2014

Qualifications

Nominated by either the City Manager or the Mayor and confirmed by City Council.

Applicants

Current Members

Member Name	Special Qualifications	Term Expires
Councilmember Anne Garcia Garland	Nominated by either the City Manager or the Mayor and confirmed by City Council.	2013

## MAYOR'S MEMORANDUM

13-03

**DATE:** November 21, 2013  
**TO:** Fellow Members of City Council  
**FROM:** Thomas L. Beehan, Mayor  
**SUBJECT:** ANDERSON COUNTY DEVELOPMENT CORPORATION AND ANDERSON COUNTY TOURISM APPOINTMENTS

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Early in the recruitment process for the end-of-year City Boards and Commissions elections, I had requested that the City Clerk's Office contact Mr. Richard Chinn with R&R Properties and Mr. Thomas Tuck, President of TN Bank to request their consideration to serve another term on the Anderson County Development Corporation's Operating Committee as my appointments.

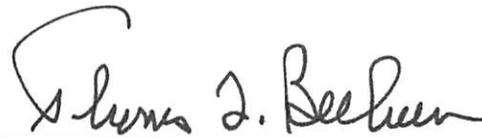
Both Mr. Chinn and Mr. Tuck have agreed to volunteer to serve on the committee for a four-year term of office that commences on January 1, 2014. Both meet the special qualifications outlined in the Charter of the Anderson County Development Corporation with Mr. Chinn representing industrial and/or commercial development experience and Mr. Tuck representing an executive of Anderson County's commercial banking and financial institution community.

### Anderson County Tourism Council

Similarly, I had also requested that Councilwoman Garcia Garland be contacted regarding her interest in serving another term on the Anderson County Tourism Council and she has agreed to serve another one (1) year term effective January 1, 2014.

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Although confirmation of these appointments by City Council are not required, it would be appreciated.



Thomas L. Beehan

# Beer Permit Board

NumVacancies 2 Total # of Members 7

Term of Office

Three (3) years commencing on January 1, 2014

Qualifications

Applicants must be at least twenty-two (22) years old and have been a resident of Oak Ridge for at least two (2) years.

Beer Permit Board	Special Qualifications	Submitted	Preference	# of Previous Submissions
Mrs. Anne McGaugh		11/11/2013	1	1
Mr. Darren Osborne		11/5/2013	1	0
Ms. Esther Palmer		11/13/2013	1	0
Mr. Kelvin Rice		10/4/2013	1	0
Ms. Debra K. Solmonson		11/14/2013	1	3
<b>Total Number of Applicants: 5</b>				

Current Members

Member Name	Special Qualifications	Term Expires
Mr. William Barton Bailey		2014
Mr. Colin Colverson		2014
Ms. Theresa Scott		2015
Ms. Debra K. Solmonson		2013
Mr. William Randy Tedford		2015
Dr. Wendy Williams		2015

# City of Oak Ridge Board Application 2013

BoardName: Beer Permit Board

Application Submitted

11/11/2013 8:31AM

Applicant: McGaugh, Anne

Race (Optional):

Number of Times Previously Applied: 1

Preference: 1

Address Contact Information

118 Virginia Rd

Home Phone: (865) 300-7519

Email: anneoakridge@yahoo.com

Oak Ridge, TN 37830

Current Company/Organization

Current Position / Title

Insurance / Billing

Retired?

N

Do you currently serve on any other City board, commission or committee?

Education, Professional and or Community Activity

BS Health Administration / Business Management

Community volunteer and coach

Girl's Inc. Parade of Trees

MMC Casino Night

Secret City Festival

Knox County Jail Ministry

Graduation Celebration

Explain why you are interested in being appointed to this board, commission or committee

I have time available to volunteer and would like to help the citizens of Oak Ridge improve the quality of life.

Describe any special knowledge or past experience qualifying you for this appointment?

I have been a resident of Oak Ridge for over 40 years. I have volunteered for numerous events in the city and have time to give back.

Additional Information

Special Qualifications

End of Application for McGaugh, Anne For Board: Beer Permit Board

# City of Oak Ridge Board Application 2013

BoardName: Beer Permit Board

Application Submitted

11/5/2013

Applicant: Osborne, Darren

Race (Optional): Black

Number of Times Previously Applied: 0

Preference: 1

Address Contact Information

119 Quincy Avenue

Email: darren.osborne@regions.com

Mobile Phone: (865) 300-6899

Oak Ridge, TN 37830

Current Company/Organization

Regions Bank

Current Position / Title

Branch Manager

Retired?

N

Do you currently serve on any other City board, commission or committee?

Education, Professional and or Community Activity

ORHS Class of 1998

University of TN @ Chattanooga- Bachelor of Science- Class of 2006

Strayer University @ Knoxville- M.B.A.: Business Management- Class of 2013

Leadership Oak Ridge- Class of 2012

East TN Regional Leadership- Class of 2013

Currently serving 1st term as Board of Director for the United Way of Anderson County

Explain why you are interested in being appointed to this board, commission or committee

I am interested in being appointed to board because I want to help ensure that underage consumption of alcohol is regulated and strictly enforced in the city of Oak Ridge.

Describe any special knowledge or past experience qualifying you for this appointment?

I am a long time resident of Oak Ridge and very familiar with the various restaurants and businesses in the area that possess a beer permit license.

Additional Information

Currently serves on the United Way of Anderson County

Special Qualifications

End of Application for Osborne, Darren For Board: Beer Permit Board

# City of Oak Ridge Board Application 2013

BoardName: Beer Permit Board

Application Submitted

11/13/2013 4:42PM

Applicant: Palmer, Esther

Race (Optional):

Number of Times Previously Applied: 0

Preference: 1

Address	Contact Information
107 Brentwood Drive	Home Phone: (865) 685-0311 Email: expalmer1@aol.com

Oak Ridge, TN 37830

Current Company/Organization
Bechtel National

Current Position / Title
Records and Information Manager

Retired?

N

Do you currently serve on any other City board, commission or committee?

Education, Professional and or Community Activity

College degree in Business Management  
Member of professional organization related to information management AIIM and ARMA

Explain why you are interested in being appointed to this board, commission or committee

I am interesting in servicing Oak Ridge and believe we need address issues with bringing new business into the city. Also believe a board that involves itself in a business should be willing to listen to the business and community needs and not impose their personal believes and wants.

Describe any special knowledge or past experience qualifying you for this appointment?

Once discussed opening a estblishment that served beer but found that there was a great deal of uncertainly in the process or that the information was available.

Additional Information

Special Qualifications

---

End of Application for  For Board:

---

# City of Oak Ridge Board Application 2013

BoardName: Beer Permit Board

Application Submitted

10/4/2013

Applicant: Rice, Kelvin

Race (Optional): W

Number of Times Previously Applied: 0

Preference: 1

Address	Contact Information
224 W Tenn Ave	Home Phone: (865) 220-8455      Email: k_rice09@comcast.net

Oak Ridge, TN 37830

Current Company/Organization
Retired

Current Position / Title

Retired?	Company / Organization Retired From
Y	

Do you currently serve on any other City board, commission or committee?

Education, Professional and or Community Activity
Neighbourhood Watch Block Captain, Anderson Co Beer Board, Anderson Co Jail Comm

Explain why you are interested in being appointed to this board, commission or committee
Have same views as the board does, I know that i would be able to work with the people that are serving on board, Have been a member of Anderson Co Beer Board for over 1 year, Would like to give more time to Oak Ridge.

Describe any special knowledge or past experience qualifying you for this appointment?
Anderson Co Beer Board, I have had the training.

Additional Information
Current member of Anderson Co Beer Board, also on Anderson Co Jail Comm.

Special Qualifications

---

End of Application for  For Board:

---

# City of Oak Ridge Board Application 2013

BoardName: Beer Permit Board

Application Submitted

11/14/2013 7:23PM

Applicant: Solmonson, Debra

Race (Optional): White

Number of Times Previously Applied: 3

Preference: 1

Address Contact Information

124 Westlook Circle

Email: ronndeb2@comcast.net

Mobile Phone: (865) 640-6495

Oak Ridge, TN 37830

Current Company/Organization

Department of Energy

Current Position / Title

Director, Eastern Audits Division

Retired?

N

Do you currently serve on any other City board, commission or committee?

Beer Permit Board

Education, Professional and or Community Activity

Bachelor of Science Degree - Accounting

Board of Directors, Oak Ridge Boys and Girls Club, Secretary

Explain why you are interested in being appointed to this board, commission or committee

Since moving to Oak Ridge in 1999, I have served my community in various volunteer positions. In particular, I have been very concerned about our youth and have dedicated countless hours toward providing them with wholesome recreational and family-oriented opportunities (i.e. sports and church). I wish to continue my current volunteer efforts of serving my community and filling an important role in the Oak Ridge Community as a member of the city's Beer Permit Board.

Describe any special knowledge or past experience qualifying you for this appointment?

I have served on the Beer Permit Board since 2004.

Additional Information

I've served on this board since 2004.

Special Qualifications

CITY OF OAK RIDGE, TENNESSEE  
BOARDS AND COMMISSIONS

**TIME IN OFFICE AND ATTENDANCE RECORD**

NAME: \_\_\_\_\_ Debra Solmonson \_\_\_\_\_

BOARD OR COMMISSION: \_\_\_\_\_ Beer Permit Board \_\_\_\_\_

TIME IN OFFICE: Term of Office \_\_\_\_\_ 3 Years \_\_\_\_\_

Date Appointed \_\_\_\_\_ 6/21/04 \_\_\_\_\_

Number of Terms Served \_\_\_\_\_ 2 1/2 \_\_\_\_\_

ATTENDANCE RECORD (MOST RECENT TERM OF OFFICE):

Number of Meetings Held \_\_\_\_\_ 39 \_\_\_\_\_

Number of Absences \_\_\_\_\_ 3 \_\_\_\_\_

Date Prepared \_\_\_\_\_ 12/4/13 \_\_\_\_\_

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End of Application for

Solmonson, Debra

For Board:

Beer Permit Board

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# Board of Building and Housing Code Appeals

NumVacancies 2 Total # of Members 7

## Term of Office

Three (3) years commencing on January 1, 2014

## Qualifications

One (1) vacancy is a physician or person from a health-related field, and the other one (1) is for one architect or engineer. If no individuals meet the above criteria, City Council may appoint applicants from the public-at-large.

Board of Building and Housing Code Appeals	Special Qualifications	Submitted	Preference	# of Previous Submissions
Mrs. Lakaisha Gallaher		11/12/2013	2	0
Dr. Bruce Ryan LeForce	Physician (Neurologist)	10/14/2013	1	3
Mr. John A. Russell Jr.	Engineer (Electrical Engineer)	10/11/2013	1	N/A
<b>Total Number of Applicants: 3</b>				

## Current Members

Member Name	Special Qualifications	Term Expires
Mr. Joseph E. Lee	Building Supply Dealer	2015
Dr. Bruce Ryan LeForce	Physician	2013
Mr. Philip W. Nipper		2014
Mr. John A. Russell Jr.	Engineer	2013
Ms. Amy L. Seiber		2014
Mr. Hugh B. Ward Jr.	Incumbent	2015
Mr. Aaron Wells	Incumbent	2015

# City of Oak Ridge Board Application 2013

BoardName: Board of Building and Housing Code Appeals

Application Submitted

11/12/2013

Applicant: Gallaher, Lakaisha

Race (Optional): African American

Number of Times Previously Applied: 0

Preference: 2

Address	Contact Information
289 Royce Circle apt 223	Home Phone: (865) 973 -0859      Email: kaisha.gallaher@yahoo.com

Oak Ridge, TN 37830

Current Company/Organization
Greenfield Senior Living

Current Position / Title
Dining Coordinator

Retired?
N

Do you currently serve on any other City board, commission or committee?

Education, Professional and or Community Activity

Three (3) years of college education. Teaching is my profession, thats what i do , enriching the lives of others from elders down to the youth. Making a positive daily impact. I live in a apartment community complex thats filled with monthly , seasonal activities yearly, contributing to the community donating clothes, shoes and other items to help the need of others.

Explain why you are interested in being appointed to this board, commission or committee

I believe in righteous, fairness, anything making a difference in the people, what better way to serve my city if I can help in any way that all can , having better living conditions. As I plan to use my large amount of Inheritance (My funds) in helping my city, the people in any way that I can.

Describe any special knowledge or past experience qualifying you for this appointment?

I have struggled and suffered but it has made me humble, it has shown me humility, it has made me better person today. I am stronger, wiser and wisdom is the key, if I have the key then I can unlock-Now I can appreciate from my struggle I can make someone else stronger. I can give back, in a way that brings a smile to the face of the city of Oak Ridge.

Additional Information

Special Qualifications

289 Royce circle apt 223

Oak Ridge, TN 37830

(865)973-0859

[Kaisha.gallaher@yahoo.com](mailto:Kaisha.gallaher@yahoo.com)

RECEIVED  
2013 NOV 12 AM 9:35  
OFFICE OF THE CITY CLERK

November 8, 2013

Mrs.Diana R. Stanley

City Clerk

City of Oak Ridge

P.O. Box 1

Oak Ridge, TN 37830-0001

Dear Mrs. Stanley:

I read October 28, your letter for applying for Boards and Commissions ,your need for Oak Ridge Land Bank Corporation Boards of Directors ,and I believe that I have the necessary credentials for the project. My purpose is to use my resources (funds) in serving the people and the city for better living conditions ; making a positive impact on enriching the needs of others.

For the last six years I have worked at various levels in Senior Living ; that is associated in Environmental Quality ; and youth. I have worked as a general laborer (server) and moved up to a coordinator in a well known multi-million dollar residential corporation.

---

End of Application for

Gallaher, Lakaisha

For Board:

Board of Building and Housing Code Appeals

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# City of Oak Ridge Board Application 2013

BoardName: Board of Building and Housing Code Appeals

Application Submitted

10/14/2013

Applicant: LeForce, Bruce

Race (Optional):

Number of Times Previously Applied: 3

Preference: 1

Address	Contact Information
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105 Center Park Lane

Home Phone: (865) 483-8106

Email: bleforce@covhlth.com

Oak Ridge, TN 37830

Office Phone: (865) 693-3499

Current Company/Organization

Parkway Neurology Associates

Current Position / Title

Neurologist

Retired?

N

Do you currently serve on any other City board, commission or committee?

Board of Building and Housing Code of Appeals, Health and Educational Facilities Board

Education, Professional and or Community Activity

Current chair of the Board of Building and Housing Code Appeals

Previous member of the Health and Education Facilities Board

Previous board member of the Park Meade Homeowner's Association

Bachelor of Science, cum laude, with Honors, Rhodes College, 1981

Doctor of Medicine, University of Louisville, 1985

internship in Internal Medicine, Wilford Hall USAF Medical Center, 1986

Residency in Neurology, Wilford Hall USAF Medical Center, 1989

Fellow, Epilepsy and Clinical Neurophysiology, Cleveland Clinic Foundation, 1990

Staff Neurologist and OIC Electroencephalography Laboratory, Wilford Hall USAF Medical Center, 1990-1994

Private Practice, Neurology, San Antonio, Texas, 1994-1998

Private Practice, Neurology, Cumberland Neurology Group, Oak Ridge, Tennessee, 1998-2002

Associate Medical Director, MedSolutions, Inc., Franklin, Tennessee, 2002-2003

Private Practice, Neurology, Parkway Neurology Associates, 2003 to present.

Explain why you are interested in being appointed to this board, commission or committee

I have been an active member of this board for about nine years.

Describe any special knowledge or past experience qualifying you for this appointment?

I have been an active member of this board for about nine years and chair for about five years.

Additional Information

Special Qualifications

Physician (Neurologist)

CITY OF OAK RIDGE, TENNESSEE  
BOARDS AND COMMISSIONS

**TIME IN OFFICE AND ATTENDANCE RECORD**

NAME: Bruce LeForce, M.D.

BOARD OR COMMISSION: Board of Building and Housing Code of Appeals

TIME IN OFFICE: Term of Office 3 Years

Date Appointed 10/1/03

Number of Terms Served 3

ATTENDANCE RECORD (MOST RECENT TERM OF OFFICE):

Number of Meetings Held 20

Number of Absences 3

Date Prepared 12/4/13

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End of Application for

LeForce, Bruce

For Board:

Board of Building and Housing Code Appeals

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# City of Oak Ridge Board Application 2013

BoardName: Board of Building and Housing Code Appeals

Application Submitted

10/11/2013

Applicant: Russell, John

Race (Optional):

Number of Times Previously Applied: N/A

Preference: 1

Address Contact Information

934 W. Outer Drive

Home Phone: (865) 483-0368

Email: johnajr@bellsouth.net

Oak Ridge, TN 37830

Current Company/Organization

Current Position / Title

Retired? Company / Organization Retired From

Y ORNL/Instrumentation & Crontrols Div.

Do you currently serve on any other City board, commission or committee?

Board of Building and Housing Code of Appeals

Education, Professional and or Community Activity

BS - Electrical Engineering, Univ of Maryland

Prof. Engineer, Tennessee Cert #4765 (inactive due to retirement & stopping practice)

Past President & board member of West Ridge Corp. ( Development complete and corporation no longer exists)

Boy Scouts - Member of Eagle Board of Review, past Chairman

Former member of Great Smoky Council Advisory Committee

Former lead volunteer on Aid To Distressed Families construction team specializing in decks, porches, handicap ramps and handicap compliance.

Plant tour guide for Museum of Science and Energy since 1992.

Explain why you are interested in being appointed to this board, commission or committee

My desire is to maintain the quality of buildings in Oak Ridge and to rid the community of deteriorated buildings.

Describe any special knowledge or past experience qualifying you for this appointment?

Continuous service on this board since 1978 and currently vice chairman.

My experience with West Ridge Corp. during the development of the subdivision known as West Ridge located between West Outer Drive and the Turnpike.

Additional Information

applying to this board since 1977

Special Qualifications

Engineer (Electrical Engineer)

To: City Council

I am applying for a new term as member of the Board of Building and Housing Code Appeals where I have served continuously since about 1957. Initially I served on the Building Code board which met only when an appeal was to be heard. When that board was merged with the Housing board, case load increased substantially and the new board meets monthly. The cases are interesting and challenging and I try to balance the goals of eliminating decaying and unsafe buildings from our community against preserving the rights of the property owner. Sometimes the decision is difficult and I feel that my experience on the Board helps in making the decisions.

My experience as member of the board of the West Ridge Corporation helps in addressing problems of the community and my decision making duties as a professional engineer at ORNL may help qualify me for service on this board. I have enjoyed and appreciated the opportunity to serve on this board and, if reelected, I will do my best.

Thank you,

John A Russell, Jr.

CITY OF OAK RIDGE, TENNESSEE  
BOARDS AND COMMISSIONS

**TIME IN OFFICE AND ATTENDANCE RECORD**

NAME: \_\_\_\_\_ John A. Russell, Jr. \_\_\_\_\_

BOARD OR COMMISSION: \_\_\_\_\_ Board of Building and Housing Code of Appeals \_\_\_\_\_

TIME IN OFFICE: Term of Office \_\_\_\_\_ 3 Years \_\_\_\_\_

Date Appointed \_\_\_\_\_ 7/15/91 \_\_\_\_\_

Number of Terms Served \_\_\_\_\_ 6 1/3 \_\_\_\_\_

ATTENDANCE RECORD (MOST RECENT TERM OF OFFICE):

Number of Meetings Held \_\_\_\_\_ 20 \_\_\_\_\_

Number of Absences \_\_\_\_\_ 3 \_\_\_\_\_

Date Prepared \_\_\_\_\_ 12/4/13 \_\_\_\_\_

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End of Application for

Russell, John

For Board:

Board of Building and Housing Code Appeals

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# Board of Zoning Appeals

NumVacancies 1 Total # of Members 5

Term of Office

Five (5) year term commencing on January 1, 2014

Qualifications

No special qualifications, other than Oak Ridge residency.

Board of Zoning Appeals	Special Qualifications	Submitted	Preference	# of Previous Submissions
Mr. Keith Craft		11/13/2013	1	2
Total Number of Applicants: 1				

Current Members

Member Name	Special Qualifications	Term Expires
Mr. Syd Ball		2017
Mr. Keith Craft		2013
Ms. Susan Donnelly		2015
Mr. David R. Gengozian		2016
Mrs. Judith Mason		2014

# City of Oak Ridge Board Application 2013

BoardName: Board of Zoning Appeals

Application Submitted

11/13/2013 12:56PM

Applicant: Craft, Keith

Race (Optional):

Number of Times Previously Applied: 2

Preference: 1

Address Contact Information

404 Robertsville Rd

Home Phone: (865) 483-3725

Email: kecraft@bwsc.net

Oak Ridge, TN 37830

Office Phone: (865) 481-0496

Current Company/Organization

Barge Waggoner Sumner Cannon

Current Position / Title

Project Manager of Federal Projects in the Land Resource Group. Registered Land Surveyor-Lie. no 509

Retired?

N

Do you currently serve on any other City board, commission or committee?

Board of Zoning Appeals

Education, Professional and or Community Activity

Presently employed by Barge Waggoner Sumner Cannon as Project Manager for Federal Project in the Land Resource Group. I am a charter member of the Oak Ridge Breakfast Rotary Club.

Explain why you are interested in being appointed to this board, commission or committee

I am a longtime oak ridger and I want to see our community grow in a way that will attract new residence. I feel that the zoning board has an impact on what the community looks like for existing and future residence. Being involved in how our city is shaped makes difference.

Describe any special knowledge or past experience qualifying you for this appointment?

I have served on the Board of Zoning Appeals for two terms. See attached letter for additional information.

Additional Information

Special Qualifications



RECEIVED  
2013 NOV 13 PM 12:56  
OFFICE OF THE CITY CLERK

DATE: November 13, 2013  
TO: Oak Ridge City Council  
FROM: Keith E. Craft  
RE: Election for Board of Zoning Appeals

I am interested in serving on the Board of Zoning Appeals for a third term. I have 50 years of experience in consulting, architecture, engineering services, and planning with firms in Oak Ridge. I worked for Adams, Craft, Herz and Walker, Martin Marietta, and presently for Barge, Waggoner, Sumner and Cannon, Inc.

I have presented many projects before the Oak Ridge Planning Commission addressing subdivisions and zoning regulations. I feel that I am well qualified and am willing to serve on this board if selected by the City Council.

Thank you in advance for your consideration.

Very truly yours,

A handwritten signature in blue ink that reads "Keith E. Craft". The signature is written in a cursive style with a large, sweeping "K" and "C".

Keith E. Craft  
404 Robertsville Road  
Oak Ridge, Tennessee 37830

F:\90\90200\9020003\Admin\BRENDA\Craft\OakRidgeCouncil11\_13\_2013.docx

CITY OF OAK RIDGE, TENNESSEE  
BOARDS AND COMMISSIONS

**TIME IN OFFICE AND ATTENDANCE RECORD**

NAME: Keith Craft

BOARD OR COMMISSION: Board of Zoning Appeals

TIME IN OFFICE: Term of Office 5 Years

Date Appointed 7/7/03

Number of Terms Served 2

ATTENDANCE RECORD (MOST RECENT TERM OF OFFICE):

Number of Meetings Held 49

Number of Absences 9

Date Prepared 12/4/13

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End of Application for

Craft, Keith

For Board:

Board of Zoning Appeals

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# Convention and Visitors Bureau

NumVacancies 3 Total # of Members 10

## Term of Office

One (1) year terms commencing on January 1, 2014.

## Qualifications

Two (2) members shall be the general managers of the top local hotel/motel establishments based upon actual hotel/motel occupancy collections, and one (1) member shall be the General Manager of one of the remaining local hotel/motel establishments.

Convention and Visitors Bureau	Special Qualifications	Submitted	Preference	# of Previous Submissions
Ms. Gretchen A. Julius	Double Tree General Manager (Hotel Representative)	11/11/2013	1	2
Mr. Troy Patel	Hotel Representative (General Manager)	10/24/2013	1	0
Ms. Misty Williams	Staybridge Suite General Manager (Hotel Representative)	11/20/2013	1	2
<b>Total Number of Applicants: 3</b>				

## Current Members

Member Name	Special Qualifications	Term Expires
Mr. Frank P. Chmielewicz		2014
Ms. Mary Anne Damos		2015
Mr. J. Mark Harvey		2015
Ms. Gretchen A. Julius	hotel representative	2013
Mrs. Patti Shelton		2014
Mrs. Carol Smallridge		2014
Mr. Hugh B. Ward Jr.		2015
Mr. Aaron Wells		2015
Ms. Misty Williams	hotel representative	2013
Mr. Adrian Zarczynski	Hotel/Motel Member	2013

# City of Oak Ridge Board Application 2013

BoardName: Convention and Visitors Bureau

Application Submitted

11/11/2013 12:38PM

Applicant: Julius, Gretchen

Race (Optional):

Number of Times Previously Applied: 2

Preference: 1

Address	Contact Information
1500 Spring View Drive Lenoir City, TN 37772	Home Phone: (865) 988-1835      Email: gjulius@cooperhotels.com Office Phone: (865) 481-2468

Current Company/Organization
DoubleTree by Hilton Oak Ridge-Knoxville

Current Position / Title
General Manager

Retired?
N

Do you currently serve on any other City board, commission or committee?
Convention and Visitors Bureau

Education, Professional and or Community Activity
Bachelor of Science in Education from the University of Tennessee-Knoxville Board member of the Oak Ridge Chamber of Commerce

Explain why you are interested in being appointed to this board, commission or committee
The DoubleTree collects the largest percentage of hotel tax dollars from our guests for the city of Oak Ridge.

Describe any special knowledge or past experience qualifying you for this appointment?
Have worked in the hospitality industry for 26 years and have served two prior terms on this board.

Additional Information
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Special Qualifications
Double Tree General Manager (Hotel Representative)

CITY OF OAK RIDGE, TENNESSEE  
BOARDS AND COMMISSIONS

**TIME IN OFFICE AND ATTENDANCE RECORD**

NAME: \_\_\_\_\_ Gretchen Julius \_\_\_\_\_

BOARD OR COMMISSION: \_\_\_\_\_ Convention & Visitors Bureau Board of Directors \_\_\_\_\_

TIME IN OFFICE: Term of Office \_\_\_\_\_ 1 Year \_\_\_\_\_

Date Appointed \_\_\_\_\_ 9/12/11 \_\_\_\_\_

Number of Terms Served \_\_\_\_\_ 1 \_\_\_\_\_

ATTENDANCE RECORD (MOST RECENT TERM OF OFFICE):

Number of Meetings Held \_\_\_\_\_ 11 \_\_\_\_\_

Number of Absences \_\_\_\_\_ 3 \_\_\_\_\_

Date Prepared \_\_\_\_\_ 12/4/13 \_\_\_\_\_

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End of Application for

Julius, Gretchen

For Board:

Convention and Visitors Bureau

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# City of Oak Ridge Board Application 2013

BoardName: Convention and Visitors Bureau

Application Submitted

10/24/2013

Applicant: Patel, Troy

Race (Optional):

Number of Times Previously Applied: 0

Preference: 1

Address Contact Information

433 S Rutgers Ave

Home Phone: (865) 481-8200

Email: tpatel@comfortinnoakridge.com

Oak Ridge, TN 37830

Current Company/Organization

Comfort Inn Oak Ridge

Current Position / Title

General Manager

Retired?

N

Do you currently serve on any other City board, commission or committee?

Education, Professional and or Community Activity

Bachelors Degree Business Management

Bachelors Degree Finance Management

Explain why you are interested in being appointed to this board, commission or committee

I am have been the General Manager of the Comfort Inn for 1+ years and with my market and community knowledge of the Oak Ridge area. I feel that I will make a great addition to the board by utilizing my 8+ years of experience and knowledge in the hospitality industry in multiple markets and communities.

Describe any special knowledge or past experience qualifying you for this appointment?

I have managed Resorts and hotels at various management levels in multiple markets from small town to large cities. With this knowledge and experience I posses the credentials to fully qualify for this appointment.

Additional Information

Special Qualifications

Hotel Representative (General Manager)

Troy Patel  
Comfort Inn  
433 S Rutgers Ave  
Oak Ridge, TN 37830  
Tel: 678-557-0530  
Email: tpatel@comfortinnoakridge.com

RE: Board Member Position Convention and Visitors Bureau

I am applying for the Board Members for the Convention and Visitors Bureau. I have a combination of experience and skills that I believe match well with what the Convention and Visitors Bureau is seeking for a Board Member of this initiative.

I have extensive managerial experience in the hospitality sector and a record of success in getting initiatives off the ground and flourishing. Currently I am the General Manager of the Comfort Inn Oak Ridge, where I have been to have much success and gain knowledge of the market. I have over 8 years of managerial experience in multiple markets with Resorts and Hotels.

I believe that with this level of experiences and knowledge my skills will be an asset to the Board and allow the Convention and Visitors Bureau to meet and exceed its goals.

Thank you and I look forward to hearing from you.

Sincerely,

Troy Patel

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End of Application for

Patel, Troy

For Board:

Convention and Visitors Bureau

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# City of Oak Ridge Board Application 2013

BoardName: Convention and Visitors Bureau

Application Submitted

11/20/2013

Applicant: Williams, Misty

Race (Optional):

Number of Times Previously Applied: 2

Preference: 1

Address	Contact Information
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Staybridge Suites

Email: gm.okrsb@wm.staybridge.com

420 S. Illinois Avenue

Mobile Phone: (865) 771-0966

Oak Ridge, TN 37830

Office Phone: (865) 298-0050

Current Company/Organization
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Staybridge Suites

Current Position / Title
--------------------------

General Manager

Retired? Company / Organization Retired From
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Do you currently serve on any other City board, commission or committee?
--

Convention and Visitors Bureau

Education, Professional and or Community Activity
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Chamber Member

ETEC

Explain why you are interested in being appointed to this board, commission or committee
--

My company, Kisna Hospitality, has a vested interest in the progress of the tourism industry with one open hote and a new hotel under construction.

Describe any special knowledge or past experience qualifying you for this appointment?
--

10 years expereince in the hotel industry in Anderson and Knox County.

(Responses for above questions were taken from the 2011 application on file.)

Additional Information
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Special Qualifications
------------------------

Staybridge Suite General Manager (Hotel Representative)

CITY OF OAK RIDGE, TENNESSEE  
BOARDS AND COMMISSIONS

**TIME IN OFFICE AND ATTENDANCE RECORD**

NAME: Misty Williams

BOARD OR COMMISSION: Convention & Visitors Bureau Board of Directors

TIME IN OFFICE: Term of Office 1 Year

Date Appointed 9/12/11

Number of Terms Served 1

ATTENDANCE RECORD (MOST RECENT TERM OF OFFICE):

Number of Meetings Held 11

Number of Absences 6

Date Prepared 12/4/13

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End of Application for

Williams, Misty

For Board:

Convention and Visitors Bureau

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# Environmental Quality Advisory Board

NumVacancies 4 Total # of Members 12

## Term of Office

(3) Three (3) years commencing on January 1, 2014; and (1) Balance of an unexpired term ending on December 31, 2014.

## Qualifications

Applicants must be residents of the City of Oak Ridge. The balance term must be a representative of the Oak Ridge Municipal Planning Commission.

Environmental Quality Advisory Board	Special Qualifications	Submitted	Preference	# of Previous Submissions
Mr. Stephen Todd Kenworthy		11/15/2013	1	1
Ms. Donna Kridelbaugh		11/15/2013	1	0
Mr. Joseph Wood		11/9/2013	1	1
<b>Total Number of Applicants: 3</b>				

## Current Members

Member Name	Special Qualifications	Term Expires
Mr. Aditya Chourey	Oak Ridge High School Student Representative	2015
Ms. Patricia M. Fain		2013
Mrs. Patricia Imperato		2014
Mr. Robert G Kennedy III, PE		2014
Mr. Stephen Todd Kenworthy		2013
Dr. Sylvia Milanez		2014
Ms. Stephanie Paul	Oak Ridge High School Representative	2014
Mr. James G. Placke Jr.		2013
Mrs. Paige R. Z. Russell		2015
Dr. Aditya Savara		2015
Ms. Ellen D. Smith		2015

# City of Oak Ridge Board Application 2013

BoardName: Environmental Quality Advisory Board

Application Submitted

11/15/2013 9:25AM

Applicant: Kenworthy, Stephen

Race (Optional):

Number of Times Previously Applied: 1

Preference: 1

Address Contact Information

101 Bridgewater Lane

Home Phone: (865) 202-4271

Email: stkts@gmail.com

Oak Ridge, TN 37830

Current Company/Organization

EQAB

Current Position / Title

Chairperson, 2013

Retired?

N

Do you currently serve on any other City board, commission or committee?

Environmental Quality Advisory Board

Education, Professional and or Community Activity

## EDUCATION

2002 Ph.D Johns Hopkins University, Baltimore, MD, Department of Geography and Environmental Engineering

1994: M.A University of Illinois, Urbana-Champaign. Department of Geography

1992: B.S University of Illinois, Urbana-Champaign. Department of Geography

## PROFESSIONAL EMPLOYMENT

2009-2011 Environmental Scientist/Project Manager II, Professional Project Services Inc. (Pro2Serve, Oak Ridge, TN)

2003 – 2008: Assistant Professor, Western Kentucky University, Dept. of Geography and Geology, Bowling Green, KY

## PUBLIC SERVICE

Jan 2012 –present: Member and Chairperson (2013), Oak Ridge Environmental Quality Board

Aug 2008 – Jan 2012: Member, Citizens Advisory Panel, Oak Ridge Reservation Local Oversight Committee

Explain why you are interested in being appointed to this board, commission or committee

I want to continue supporting the City with recommendations on environmental issues.

Describe any special knowledge or past experience qualifying you for this appointment?

I have served on EQAB for two years. I am also knowledgeable on USDOE environmental cleanup issues.

Additional Information

Special Qualifications

CITY OF OAK RIDGE, TENNESSEE  
BOARDS AND COMMISSIONS

**TIME IN OFFICE AND ATTENDANCE RECORD**

NAME: Stephen Kenworthy

BOARD OR COMMISSION: Environmental Quality Advisory Board

TIME IN OFFICE: Term of Office 3 Years

Date Appointed 12/19/11

Number of Terms Served No full term

ATTENDANCE RECORD (MOST RECENT TERM OF OFFICE):

Number of Meetings Held 22

Number of Absences 1

Date Prepared 12/4/13

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End of Application for

Kenworthy, Stephen

For Board:

Environmental Quality Advisory Board

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# City of Oak Ridge Board Application 2013

BoardName: Environmental Quality Advisory Board

Application Submitted

11/15/2013 4:59PM

Applicant: Kridelbaugh, Donna

Race (Optional):

Number of Times Previously Applied: 0

Preference: 1

Address	Contact Information
20 Windhaven Lane	Home Phone: (573) 587-2741 Email: donna.kridelbaugh@gmail.com

Oak Ridge, TN 37830

Current Company/Organization
Sole Proprietor

Current Position / Title
Science Communications Consultant

Retired?
N

Do you currently serve on any other City board, commission or committee?

Education, Professional and or Community Activity

## EDUCATION

MS Microbiology, University of Illinois at Urbana-Champaign (2006)

BS Biology, BA Chemistry, Environmental Studies Minor, Southeast Missouri State University (2003)

## PROFESSIONAL EXPERIENCE

Science Communications Consultant, Sole Proprietor, Oak Ridge, TN (2012–present)

Technical Project Support Specialist, Oak Ridge National Laboratory, Oak Ridge, TN (2010–2013)

Lab Coordinator and Instructor, Biology Department, South Dakota State University (2009–2010)

Research Lab Manager, Biology Department, Western Kentucky University (2007–2010)

## CURRENT COMMUNITY ACTIVITIES

Fundraising Committee Member, Discover Life in America (All Taxa Biodiversity Initiative), 2012–present

Rules Judge, TN Science Bowl, 2011–present

\*NOTE: Please see attached resume for additional details on professional experiences and outreach activities.

Explain why you are interested in being appointed to this board, commission or committee

I have a strong desire to serve the public and make an impact in my local community by serving on the Environmental Quality Advisory Board. As a young professional in Oak Ridge, property owner and parent of an Oak Ridge High School student, I have a personal interest in ensuring that the environmental quality of the local area meets required standards and adapts policy in lieu of changing environmental trends to attract more businesses to the area, enhance the value of personal property and provide a safe haven for the future generations growing up in the community. As a scientist, I am obligated to communicate research findings to the public and to protect the natural resources of the environment. To meld these personal and public interests, I would like to serve as a member of the Environmental Quality Advisory Board. This public service opportunity will allow me to apply my technical background, project management skills and communication strategies to serve the environmental interests of the Oak Ridge community and provide technical advice to the City Council

# City of Oak Ridge Board Application 2013

BoardName: Environmental Quality Advisory Board

Application Submitted

Applicant: Kridelbaugh, Donna

11/15/2013 4:59PM

Race (Optional):

Number of Times Previously Applied: 0

Preference: 1

members on environmental policies and practices.

Describe any special knowledge or past experience qualifying you for this appointment?

Based on my science background, communication skill sets and direct experiences working with the public in science education and outreach, I am confident that I would be successful as an Environmental Quality Advisory Board member. I possess a strong technical background and research experiences in the physical and life sciences, primarily in the fields of microbiology, molecular biology, genetics and biochemistry, and application of these areas to address environmental and energy initiatives. My education also included a solid foundation in chemistry and environmental studies with relevant coursework (e.g., Environmental Ethics). My scientific knowledge and critical mindset will make me a valuable asset to the Environmental Quality Advisory Board in the development of environmental policy recommendations. Additionally, I am skilled in science communications to both interpret scientific research from a range of disciplines and translate this information to the general public. I have developed these skills through my educational background and over six years of professional experience in training researchers, teaching instructional science labs and planning science outreach activities. I am also proficient in using social media platforms and developing website content to communicate information to a broad audience. Finally, I am experienced with working in a team environment to accomplish strategic goals. My project management experience and leadership qualities will facilitate my collaborations in working with the board and City Council in meeting the environmental objectives of the community.

Additional Information

Special Qualifications

## Donna M. Kridelbaugh

20 Windhaven Lane • Oak Ridge, TN 37380  
(573) 587-2741 • donna.kridelbaugh@gmail.com  
<http://www.linkedin.com/in/dkridelbaugh>

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### PROFESSIONAL PROFILE

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A self-motivated, detail-oriented technical professional who is dedicated to helping programs succeed. Quick learner with proven ability to excel in fast-paced environments. Skilled at relationship building across broad audiences and all levels of management. Ability to manage multiple projects and deliver results, utilizing outstanding interpersonal, communication and organizational skills.

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### AREAS OF EFFECTIVENESS

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Communications • Problem Solving • Project Management • Relationship Building • Research Training

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### EDUCATION

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**MS Microbiology**, University of Illinois at Urbana-Champaign (2006)  
Excellence in Teaching Award (Spring 2004, Fall and Spring 2005)

**BS Biology, BA Chemistry**, Environmental Studies Minor, Southeast Missouri State University (2003)  
Provost Award, Chemistry Department Distinguished Service Award, Undergraduate Research Award

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### PROFESSIONAL EXPERIENCE

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**Science Communications Consultant**, Sole Proprietor, Oak Ridge, TN (2012–present)  
Responsibilities: Edit technical manuscripts for language and grammar; Write science highlights and articles for professional organizations; Provide image-consulting and outreach services for researchers.

**Technical Project Support Specialist**, Oak Ridge National Laboratory, Oak Ridge, TN (2010–2013)  
Responsibilities: Provided research administration support to management of an interdisciplinary research center; Created technical plans for multiple internally funded research projects; Supervised two undergraduate research interns; Evaluated strategic communication needs for research groups.

*Key accomplishments:*

- Initiated and developed a multi-departmental project, including scope, budget and implementation, for a self-guided tour of ecology research facility to educate visitors on environmental management issues.
- Organized multiple research poster sessions for the BioEnergy Science Center (BESC) at their annual off-site science retreat (over 100 posters) and DOE review session (30 posters).
- Wrote the BESC subcontracts and contract closeout documents based on the technical plan for each research partner at over 12 academic institutions and businesses during the program renewal period.

**Lab Coordinator and Instructor**, Biology Department, South Dakota State University (2009–2010)  
Responsibilities: Managed the operation of instructional lab classes; Maintained a microbial inventory collection; Supervised a collaborative team of 15+ undergraduate and graduate teaching assistants.

*Key accomplishments:*

- Reformatted the lab safety training, which resulted in zero reportable incidents for over 500 students.
- Incorporated innovative instructional technology methods into the lab course to engage students.
- Implemented a new lab exercise to meet a skill competency based on updated curriculum standards.

## Donna M. Kridelbaugh

**Research Lab Manager**, Biology Department, Western Kentucky University (2007–2010)

Responsibilities: Managed lab operations, including an annual budget of \$60K, supply orders, equipment maintenance, training of lab personnel and compliance with environmental, health and safety guidelines; Directed a team of undergraduate researchers on multiple research projects.

*Key accomplishments:*

- Developed a research strategy with PI to meet a sponsor requirement for increased publications.
- Reorganized the operations of the research lab to streamline business and laboratory processes.
- Designed an online anatomy and physiology module for a graduate level course in homeland security.

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### LOCAL COMMUNITY ENGAGEMENT

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- **Fundraising committee member**, Discover Life in America biodiversity project (2012–present)
- **Rules judge**, Tennessee Science Bowl (2011–present)
- **Publicity committee chair**, Young Evolving Scientists, ORNL (2012–2013)
- **Volunteer**, Science Saturday Program, ORNL (Spring 2013)

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### PROFESSIONAL MEMBERSHIPS

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**American Association for the Advancement in Science** (2011–present)

**American Society for Microbiology**, KY-TN Branch (2009–present)

**Association for Women in Science** (2011–present)

**Project Management Institute**, East TN Chapter (2012–present)

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### REPRESENTATIVE PUBLICATIONS

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Kridelbaugh D, Nelson J, Engle N, Tschaplinski TJ and Graham DE. (2013) Nitrogen and sulfur requirements for *Clostridium thermocellum* ATCC 27405 on cellulosic substrates in a minimal nutrient medium. *Bioresource Technology*. 130:125-135.

Kridelbaugh D, Hughes S, Allen T, and Doerner KC. (2009) Production of 4-ethylphenol from 4-hydroxycinnamic acid by *Lactobacillus* sp. isolated from a swine waste lagoon. *J Appl Microbiol*. 109:190-198.

Kridelbaugh D, Kulkarni G, Guss A, and Metcalf WW. (2009) Hydrogen is a preferred intermediate in the energy conserving electron transport chain of *Methanosarcina barkeri*. *PNAS* 106:15915-15920.

Science Mentor Blog: Step-by-Step Guide to Self-Mentoring for the STEM Professional.  
<http://sciencementor.wordpress.com> (July 2012 – present)

NIH funds new program to decode exRNA communication signals. *ASBMB Today* (October 2013)

Research Resources & Career Corner: Focus on Diversity in the Sciences. American Society for Microbiology KY-TN Branch Newsletter (January 2012)

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End of Application for

Kridelbaugh, Donna

For Board:

Environmental Quality Advisory Board

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# City of Oak Ridge Board Application 2013

BoardName: Environmental Quality Advisory Board

Application Submitted

11/9/2013 11:35AM

Applicant: Wood, Joseph

Race (Optional): White

Number of Times Previously Applied: 1

Preference: 1

Address	Contact Information
100 Brockton Lane	Home Phone: (865) 481-0936 Email: gatorwoodpile@comcast.net

Oak Ridge, TN 37830

Current Company/Organization
Tetra Tech, Inc.

Current Position / Title
Senior Project Manager

Retired?
N

Do you currently serve on any other City board, commission or committee?

Education, Professional and or Community Activity

I earned an MS/Environmental Engineering (Health Physics) from the University of Florida (1986) and a BS/Environmental Engineering from the University of Florida in 1984.

I have over 27 years of environmental engineering and project management experience including: hazardous and radioactive waste site investigations and feasibility studies; remediation and verification of sites contaminated with hazardous and radioactive wastes; nuclear material control and accountability (NMC&A) assessments and procedural development; vulnerability and anti-terrorism and force protection (AT/FP) assessments of critical infrastructure; and emergency response training, coordination, and participation. I also have extensive experience in project management, subcontract development and management, and business development.

I have functioned as the Project Engineer or Quality Assurance Officer (QAO) on numerous characterization, remediation, and security-related projects and have conducted numerous quality control reviews of project deliverables to determine compliance with standards, codes, contract requirements and regulations applicable to the projects, and resolved issues with program and project managers and clients regarding quality issues for delivery orders.

I have been an Oak Ridge resident since 1991 and during this time I have been employed as an environmental engineer with three different engineering firms (Bechtel, SAIC and currently Tetra Tech). I have also been involved in the Oak Ridge community through participating in Habitat for Humanity, World Changers, and ADFAC construction projects. I am a member of Robertsville Baptist Church (RBC) where I currently serving on the RBC Finance Committee.

I previously served a partial term on EQAB during which I took on a leadership role during the formative phase of the Climate Action Plan and ultimately I was the primary author of the plan that was accepted by Oak Ridge City Council in September 2010.

Explain why you are interested in being appointed to this board, commission or committee

When I was on EQAB previously, I expended a tremendous amount of time and energy to advance the Climate Action Plan to a point where it could be accepted by Council in order to begin being implemented. Now that the Plan has been in effect for several years, I would like to once again contribute my time and talents to help determine how effective it has been for the

# City of Oak Ridge Board Application 2013

BoardName: Environmental Quality Advisory Board

Application Submitted	
11/9/2013	11:35AM

Applicant: Wood, Joseph

Race (Optional): White

Number of Times Previously Applied: 1

Preference: 1

city, and to make improvements where they are needed.

I continue to be interested in looking out for Oak Ridge citizens by applying my knowledge of environmental engineering to evaluating environmental issues for City Council's action.

Describe any special knowledge or past experience qualifying you for this appointment?

I am a Professional Engineer (PE) with over 27 years of engineering experience in the environmental arena. I am also a Certified Hazardous Materials Manager (CHMM) and a Project Management Professional (PMP). I believe all of these certifications and qualifications will allow me to once again make a significant contribution to EQAB.

Additional Information

Special Qualifications

## **JOSEPH G. WOOD, JR., CHMM, PE, PMP**

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**Senior Project Manager**

**Tetra Tech [Oak Ridge, Tennessee]**

### **EDUCATION**

MS, Environmental Engineering (Health Physics), University of Florida, Gainesville, Florida, 1986

BS, Environmental Engineering, University of Florida, Gainesville, Florida, 1984

AA, General Studies, Santa Fe Community College, Gainesville, Florida, 1980

### **SPECIAL TRAINING**

1996, Certified Hazardous Materials Manager (Certificate No. 7428/1996)

1999, Multiagency Radiation Survey and Site Investigation Manual (MARSSIM)

2002, Professional Engineer, Tennessee (License No. 103675/2002)

2002-2009, Numerous Risk Assessment Methodologies including: RAM-W; RAM-D, RAM-CF and RAM-C; CARVER; MSHARPP; ALPHA,

2007, Residual Radioactivity (RESRAD) and RESRAD-BUILD Software

2009, Project Management Training, PM 123, Level 1

2009, Project Management Training, Level 2

2011, Damage Assessment Workshop, Tennessee Emergency Management Agency

2011, Disaster Relief, Flood Recovery, Disaster Rebuild Training

2007 - 2011, Federal Emergency Management Agency Courses: IS-3, 100.b, 120, 130, 139, 200.b, 230.a, 301, 331, 700.a, 800.b, 812, 836, and Homeland Security Exercise and Evaluation Program (HSEEP)

2012, Hazardous Waste Operations and Emergency Response (HAZWOPER) Eight-Hour Refresher

2013, Project Management Professional Certification (PMP No. 1647185)

### **YEARS OF EXPERIENCE**

Years of Relevant Experience: 27

Years with Tetra Tech: 9

### **SPECIALTIES**

- Project Management
- Field Team Management and Oversight
- Environmental Studies
- Risk Assessments
- Curriculum Development and Training
- Radiological Assessments
- Threat and Vulnerability Assessments
- Quality Assurance/Quality Control

### **QUALIFICATIONS**

Mr. Wood has over 27 years of environmental engineering and project management experience including: hazardous and radioactive waste site investigations and feasibility studies; remediation and verification of sites contaminated with hazardous and radioactive wastes; nuclear material control and accountability (NMC&A) assessments and procedural development; vulnerability and anti-terrorism and force protection (AT/FP) assessments of critical infrastructure; and emergency response training,

coordination, and participation. He also has extensive experience in project management, subcontract development and management, and business development.

Mr. Wood has served as a Safeguards and Security Specialist supporting NMC&A tasks at the Los Alamos National Laboratory, as well as the environmental engineer for a feasibility analysis to provide conceptual development of alternatives for the removal of accumulated sediment from reservoirs in Los Angeles County, California. Previously he served as the Deputy Director and Program Manager of Tetra Tech's Security and Protective Services Group (SPSG) and was responsible for the technical management and oversight of all projects and tasks performed by SPSG employees. He also functioned as the primary contact for all Homeland Security activities in the Tetra Tech Oak Ridge Operations Center. He is trained in numerous risk assessment and adversary target evaluation methodologies.

Mr. Wood has functioned as the Project Engineer or Quality Assurance Officer (QAO) on numerous characterization, remediation, and security-related projects and has conducted numerous quality control reviews of project deliverables to determine compliance with standards, codes, contract requirements and regulations applicable to the projects, and resolved issues with program and project managers and clients regarding quality issues associated with delivery orders.

## RELEVANT EXPERIENCE

- **Project Engineer – Los Alamos National Laboratory MC&A Support (March 2011 – December 2012).** Provided leadership and technical support for the development of Functional Work Instructions (FWIs) and Local Work Instructions (LWIs) for the Los Alamos National Laboratory's (LANL) Nuclear Material Control and Accountability (MC&A) Group. One of the primary objectives of this effort was to assist LANL in the development of concise procedures (FWIs) to direct MC&A-related activities performed by operational groups, as well as more streamlined procedures (LWIs) to direct MC&A-related activities performed internally by the MC&A group. As such, Tetra Tech first developed a *Programmatic Documentation Infrastructure Improvement Plan* which provided specific guidance and recommendations for improving the usefulness of work-directing documents within the control and management of the MC&A Group consistent with LANL, Department of Energy (DOE) and National Nuclear Security Administration (NNSA) policies. This guidance also included a more efficient method for the preparation, review, approval and control of FWIs and LWIs for all MC&A-related activities at LANL. Mr. Wood also conducted research to identify the primary steps required to conduct MC&A activities and then guided the project team in the development of generic flowcharts for each activity. These flowcharts were then used to capture LANL-specific information from Subject Matter Experts (SMEs) at the lab prior to the development of the detailed work instructions. In addition, Mr. Wood's responsibilities included the development and maintenance of the project milestone schedules, final review of all project deliverables, development of monthly progress reports, as well as developing scope descriptions for new tasks for the project manager to deliver to the client for contract modifications.
- **Curriculum Developer and Trainer - Radiation Safety Training and Exercise Program Support, US Environmental Protection Agency's Special Teams (October 2011 – December 2012).** Developed and delivered lectures on basic radiation safety and radiological emergency response based on the objectives included in EPA's *Safety, Health & Environmental Management Program Guidelines, Guide 38, Radiation Safety and Health Protection Programs*. These sessions included presentations covering the nature and characteristics of ionizing radiation, biological effects of ionizing radiation, protective measures to minimize internal and

external radiation exposure, as well as radiation detection and survey procedures for equipment typically deployed by the response teams. The Radiation Safety and Radiation Detection and Survey training modules were delivered as part of OSHA 8-Hour Refresher Training for the US EPA's Environmental Response Teams (ERT) and Radiological Emergency Response Teams (RERT) in Edison, New Jersey; Las Vegas, Nevada; and Montgomery, Alabama. Mr. Wood also assisted with the planning, execution and evaluation of field exercises conducted at the conclusion of each course to allow participants to apply the radiation emergency response techniques in a realistic setting.

- **Environmental Engineer - Feasibility Analysis and Conceptual Development of Alternatives for Sediment Removal from Pacoima Reservoir, Los Angeles, California (January 2012 – May 2012).** Mr. Wood functioned as the lead for developing a defensible ranking process, as well as conducting a feasibility analysis of alternatives for sediment removal as part of a long-term sediment management strategy for the reservoir. This project included evaluation of sediment removal and transport alternatives, as well as sites for staging, stockpiling and processing of removed sediments, and sites for final placement of sediments. Multiple alternatives were evaluated with regard to performance and implementability, impacts to water conservation activities, environmental and social issues, construction and mitigation costs, stakeholder support, and long-term versus short-term effectiveness. Based on the results of the feasibility analysis, preferred alternatives were recommended and a project concept plan was developed.
- **Threat Assessment Team Lead / Project Engineer – National Institutes of Health (NIH) / Boston University National Emerging and Infectious Diseases Laboratory (NEIDL).** This work, performed under a contract with the United States Army Corps of Engineers, Mobile District, in support of the National Institutes of Health (NIH), involved conducting a Risk Assessment (RA) to supplement impact analyses previously completed for the site selection, construction, and operation of the National Emerging Infectious Diseases Laboratories (NEIDL) at the Boston University Medical Center in Boston, Massachusetts. Mr. Wood led the development of a unique quantitative threat assessment (TA) methodology to address concerns associated with the internal and external breaches of security as identified by the National Institutes of Health (NIH) Blue Ribbon Panel (BRP). Specifically, the TA's primary objective was to identify and evaluate credible bounding scenarios that involved the internal or external breach of the security systems (personnel, policy, procedure, etc.) that could result in a release or exposure due to malevolent actions such as a disgruntled or deranged lab worker spreading an agent in the community, or terrorist actions against high consequence critical assets at the facility.
- **Analyst – Iowa Army Ammunition Plant, Middletown, Iowa, Characterization and Remediation.** Performed calculations using the Residual Radioactivity (RESRAD) code to determine the maximum dose (in mrem/yr) that could be anticipated from exposure to residual cesium-137 (Cs137) contamination remaining at the Iowa plant under reasonable future use scenarios. The modeling was conducted using site-specific information (e.g., annual rainfall, hydraulic conductivity, watershed area, etc.) rather than default parameters within the RESRAD code. Modeling runs were also conducted using varying cover thicknesses to determine worst case and anticipated future uses of the property.
- **Project Manager – U.S. Coast Guard, Sector Delaware Bay, Strategic Risk Management Plan (SRMP).** Developed a Port-Wide Strategic Risk Management Plan (SRMP) to build upon

and compliment the Area Maritime Security Plan (AMSP) and the Area Contingency Plan (ACP) for United States Coast Guard (USCG) Sector Delaware Bay (Sector). The SRMP was designed to be a comprehensive strategy identifying risks, gaps, vulnerabilities, and mitigation measures aimed at enhancing maritime domain awareness and addressing the greater continuum of security and preparedness for the Sector for the next five years. The development of the SRMP was coordinated with the Area Maritime Security Committee (AMSC) and defined a desired future end state for the Sector, as well as Sector-wide risk reduction measures and a forward-looking risk management approach to accomplish this goal.

- **Senior Security Risk Analyst – Department of Homeland Security (USDHS) National Bio and Agro Defense Facility (NBAF).** Led the threat and risk assessment (TRA) for the proposed Department of Homeland Security (DHS) laboratory being developed to carry out basic and applied research, diagnostics, and develop countermeasures for foreign animal and zoonotic diseases. The goal of this TRA was to identify and evaluate the potential security risks (i.e., threats, vulnerabilities, and consequences) of the five candidate sites in order to aid DHS decision makers in the site selection process.
- **Exercise Controller – New Mexico Office of Emergency Management (OEM).** As a contractor to the New Mexico OEM, provided support during the design, implementation, and evaluation of a full scale Urban Search and Rescue (USAR) exercise involving local, state, federal, and nongovernmental partners. The multi-day exercise tested New Mexico's overall emergency preparedness and identified specific areas for improvement for preserving life and successfully implementing the search and rescue capability. This exercise was also designed to test the integration of local resources possessed by Las Cruces/Doña Ana County and the OEM's ability to manage and track the incident from their perspective at the New Mexico Emergency Operation Center (NMEOC).
- **Design QC Manager. Developed the Quality Control Plan (QCP).** Established and maintained an effective quality control system (QCS) for the design-build construction of a primary border barrier fence along the United States/Mexico border at and around Port of Entry, Santa Teresa, New Mexico (designated as the J1/J3 Project) and a primary border barrier fence along the United States/Mexico border east of Deming Station (designated as the I-A1 Project). The QCP was developed to govern all design and construction operations, both onsite and offsite, and was linked to the milestone schedule for the sequence of design and construction activities.
- **Project Manager – Miami-Dade Security, Survivability, Interoperability Master Plan.** Project manager and primary author for the development of a Security, Survivability, Interoperability Master Plan (SSIMP) for Miami-Dade County (County) General Services Administration in order to establish the goals, policies, and recommendations to ensure that as future capital improvement projects are planned, designed, and implemented, they incorporate a consistence set of security, survivability and interoperability goals and principles. The SSIMP is anticipated to provide the overall plan for the management and development of the County's controlled property.
- **Project Manager – Miami-Dade Vulnerability Assessments.** Project manager and technical lead as the Tetra Tech, Inc. and A Secure America, Inc. (ASA) Team applied the Vulnerability Assessment module of the Homeland Security – Community Assessment Model (HLS-CAM) to characterize the security vulnerabilities at over 100 facilities in Miami and Dade County Florida. These facilities have been identified as elements of critical infrastructure by the Miami-Dade County Office of Emergency Management. The types of facilities evaluated included schools,

centers of government, hospitals, emergency operations centers, electric power generation stations, water and wastewater treatment plants, sports and entertainment venues, and major food distribution centers.

### **Science Applications International Corporation; Oak Ridge, Tennessee**

- **Project Manager – FUSRAP PRP Investigation.** Lead investigator and technical consultant for the USACE St. Louis District Potentially Responsible Party investigations of radioactively contaminated Formerly Utilized Site Remedial Action Program (FUSRAP) waste sites in the greater St. Louis area. Scope of this task included investigation of historic records and characterization data, developing recommendations for additional characterization activities, evaluation of processes for the identification of potential waste streams that could be attributed to specific operations, and producing a final report appropriate for litigation.
- **Project Manager – USACE PMPs.** Responsible for the development of Project Management Plans (PMPs) for USACE Headquarters' Homeland Defense Project; the Philippi, West Virginia and Belington, West Virginia Flood Damage Control Projects; and The Mill Creek, Ohio General Reevaluation Report. Responsibilities included facilitating work sessions for the USACE Program and Project Managers, Project Delivery Teams (PDT), resource managers, and stakeholders to refine the scope of major characterization and construction projects; developing detailed project schedules; and development of detailed task descriptions within the USACE Work Breakdown Structure. Coordinated the completion of final PMPs as living documents for use by the PDTs to manage projects (ranging from \$20 million to \$200 million) through their completion.
- **Team Lead and Risk Analyst – Critical Infrastructure (2002 - 2004).** After the events of September 11, 2001, became trained in the Sandia National Laboratory's Risk Assessment Methodologies for performing assessments at dams, water systems, chemical facilities and communities and then lead teams performing numerous assessments throughout the United States. These assessments were performed for Federally-owned dams, municipal water systems, military base water systems, municipal facilities (e.g., courthouses, emergency operations centers, etc.) hospitals, and large public venues.

### **Bechtel National, Inc.; Oak Ridge, Tennessee**

- **Area Manager/Project Manager – FUSRAP (1997-1998).** Responsible for technical and operational management and oversight of all remediation activities at the St. Louis Downtown Site (Mallinckrodt Chemical Plant) in FUSRAP, located in downtown St. Louis. Functioned as the primary contact with the client, regulators, stakeholders and St. Louis Oversight Committee members for issues associated with the on-going D&D of radioactively contaminated buildings and the remediation of subsurface soils at the site. Attended public meeting with the DOE site manager to brief the public on the status of remedial actions at the St. Louis sites and answer stakeholder questions.
- **Project Engineer – FUSRAP (1995-1997).** Oversaw all environmental engineering and environmental science activities on FUSRAP, including former uranium process building D&D, characterization of chemically and radioactively contaminated hazardous waste sites, environmental surveillance, hazardous waste treatment, and verification and documentation of all remedial actions. Served as the Technical Liaison between Bechtel FUSRAP Program Management and DOE and its contractors for evaluation and implementation of cost-effective

innovative remediation technologies. Responsible for the management of analytical services and environmental support services subcontracts. Designated as FUSRAP Radiological Expert for responding to client requests specific to health physics and environmental radioactivity.

- **Senior Engineer/Environmental Technologies Team Lead – FUSRAP (1991-1995).** Led a group of six engineers and scientists performing activities associated with the characterization, operation, remediation, and environmental monitoring of eleven FUSRAP sites in four states. Lead engineer on numerous tasks including post remedial action reports, remedial investigation reports, hazard assessments, and work directing documents at three National Priorities Listed (NPL) Superfund FUSRAP sites in New Jersey and two sites in Massachusetts and Connecticut. Performed numerous field characterizations and radiological surveys of radioactively contaminated buildings and equipment.

#### **U.S. Environmental Protection Agency, National Air and Radiation Environmental Laboratory (NAREL); Montgomery, Alabama**

- **Senior Engineer (1987-1991).** Responsible for conducting remedial investigations and treatability studies, and evaluating remedial alternatives for radioactively contaminated NPL Superfund sites. During this time, also served in dual roles as the USEPA Emergency Response Team Leader and as the NAREL Radiation Safety Officer. In the former, assumed leadership roles during emergencies involving radioactive material, developed emergency response procedures, provided training, participated in FRMAC radiation emergency exercises, and maintained state of readiness of radiological emergency response equipment and staff. In the latter role, responsibilities included the development and implementation of the laboratory radiation safety program, training employees on basic radiation safety, and interfacing with state and federal regulators. Also responsible for the development and implementation of radiation protection procedures for the joint FBI/EPA investigation of alleged violations of environmental laws at the Rocky Flats Nuclear Weapons Plant.

#### **Alabama Power Company; Dothan, Alabama**

- **Radiation (Health Physics) Engineer (1986-1987).** Provided health physics guidance and review to various disciplines including Health Physics, Waste and Decontamination, Operations, and Chemistry at the Farley Nuclear Plant in order to insure worker and general public exposure to ionizing radiation resulting from plant operations was maintained as low as reasonably achievable (ALARA). Tasks included revision of the plant health physics manual, design and configuration of shielding, and incorporation of the ALARA principles into plant modification designs.

### **PROFESSIONAL ORGANIZATIONS/ASSOCIATIONS**

Health Physics Society, Plenary Member since 1988

### **EMPLOYMENT HISTORY**

2004-Present	Tetra Tech, Inc. 800 Oak Ridge Turnpike, Suite A-600 Oak Ridge, Tennessee 37830
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1998-2004	SAIC, Oak Ridge, Tennessee
1991-1998	Bechtel National, Inc., Oak Ridge, Tennessee
1987 1991	U.S. Environmental Protection Agency, Montgomery, Alabama
1986-1987	Alabama Power Company, Columbia, Alabama

### **SECURITY CLEARANCES**

- Department of Defense (DoD) Top Secret clearance (Inactive)
- DOE Q-clearance (Inactive)
- FBI InfraGard Member
- Chemical-terrorism Vulnerability Information Authorized User

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End of Application for

Wood, Joseph

For Board:

Environmental Quality Advisory Board

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# Health and Educational Facilities Board

NumVacancies 3 Total # of Members 9

## Term of Office

Three (3) years commencing on January 1, 2014.

## Qualifications

No special qualifications, other than Oak Ridge residency.

Health and Educational Facilities Board	Special Qualifications	Submitted	Preference	# of Previous Submissions
Ms. Delores Moyer		11/14/2013	2	0
Mr. Harold D. Osucha		11/8/2013	1	2
Mr. David E. Wilson		9/27/2013	1	1
<b>Total Number of Applicants: 3</b>				

## Current Members

Member Name	Special Qualifications	Term Expires
Mr. William J. Biloski		2013
Ms. Louise B. Dunlap		2015
Dr. Bruce Ryan LeForce		2015
Dr. William S. Lenihan III		2017
Ms. Sue Anne Lewis		2015
Dr. Fay M. Martin Ph.D.		2017
Mr. David L. Mason		2017
Mr. Harold D. Osucha		2013
Mr. David E. Wilson		2013

# City of Oak Ridge Board Application 2013

BoardName: Health and Educational Facilities Board

Application Submitted

11/14/2013 2:09PM

Applicant: Moyer, Delores

Race (Optional): White

Number of Times Previously Applied: 0

Preference: 2

Address	Contact Information
169 Glassboro Drive	Home Phone: (865) 482-0349 Email: dc68308@bellsouth.net

Oak Ridge, TN 37830

Current Company/Organization
Optimum Health Care

Current Position / Title
CEO/President

Retired?	Company / Organization Retired From
Y	Optimum Health Care; still doing some consulting work

Do you currently serve on any other City board, commission or committee?

Education, Professional and or Community Activity

- 1, Education: MHA - Health Care Administration with experience on the CEO/Executive Director/Adm. and VP levels in hospitals, home care agencies, physician practice management and nursing facilities, BA - Business Adm., AA - Biology and RT (Radiology Tech).
2. Professional Activities: Taught on the college level (undergraduate/graduate programs) in Memphis, Tn. for 6 years (undergraduate - allied health adm. & graduate - health care adm). Refer to resume for details. Also, have written various manuals for the entities I work for/with as well as protocols/policies & procedures (excellent writing skills) as well as newsletters, brochures, presentations, etc. for groups; while a Compliance Officer at LaFollette with the Baptist System, wrote all manuals, developed brochures, trained staff/even Board of Directors as to compliance activities, HIPAA, fraud/abuse, etc. and did consulting with various entities (hospitals, clinics & nursing homes) in which I had to make various presentations and train staff as well. Also, set-up processes/systems to develop programs/new services, alliances, contracts, etc. over the years. I have been asked various times to analyze processes/systems which did not function properly to solve their problems - always successful. Also, last nursing home I worked for I turned it around from a failing 1 STAR facility to a 5 STAR facility and received awards from professional organizations over the years for achievements.
3. Current Community Activities: Plan to become an Ombudsman (volunteer) for long-term care facilities in the area as well as volunteer at the Free Clinic in OR. Since I worked out-of-state for 7 years prior to returning back to home in late 2011 and having some health issues, I have not been available for these types of activities until recently.

Explain why you are interested in being appointed to this board, commission or committee

- I am interested in being appointed to this board, commission or committee because of the following:
1. Health issues/insurance coverage is in a challenging position at the present time and, with my education, experiences in the business and knowledge, I believe the board would benefit from my particular background in their desire to always improve (CQI - continuous quality improvement) for the OR area.
  2. My/family's experiences as patients have given us a certain perspective on health needs/issues in the community and the same is for the educational systems.
  3. My background, education and experiences in the field should help in both these areas and know a considerable amount about the regulations for the areas I have worked in over the years and try to keep up with all legislative changes/take continuing education courses to supplement this as well.
  4. I enjoy teaching and looking at processes and/or systems to make these areas meet higher standards for everyone.

# City of Oak Ridge Board Application 2013

BoardName: Health and Educational Facilities Board

Application Submitted

11/14/2013 2:09PM

Applicant: Moyer, Delores

Race (Optional): White

Number of Times Previously Applied: 0

Preference: 2

Describe any special knowledge or past experience qualifying you for this appointment?

Special knowledge or past experiences qualifying me for this appointment are as follows;

1. Health Care and Education degrees, experiences and knowledge (refer to above & resume).
2. Being honored as contributing greatly to the health/welfare of citizens of Tn while working as a VP at the Baptist System in Memphis (around 1985 by the Tn. Hospital Association) and the Am. Health Facilities Association for outstanding leadership (in 2011),
3. Being on various boards over the years and, those locally being; Clinch River Home Health and, believe it was called the Anderson County Health Planning Board (while working with Baptist in LaFollette).

Additional Information

Special Qualifications

# Resume of Delores C. Moyer, MHA/LNHA

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169 Glassboro Drive  
Oak Ridge, Tn., 37830

865-482-0349 (home)  
865-250-3196 (cell)

[dc68308@bellsouth.net](mailto:dc68308@bellsouth.net)

## Health Care Profile

- Health Care Administrator & Consultant in the long-term care industry over the past 14 years (most current being in nursing facility administration/management areas). Turned-around facilities (most current from a 1 STAR facility to a 5 STAR facility in NC), excellent surveys with no jeopardy tags/fines, honored by ACHA for excellent leadership, established new/innovative programs, put systems in place that included follow-through/audit processes to assure on-going compliance with regulations, etc., built teams to assure resident satisfaction with no blemishes on records/licenses. Also, during this period, worked for a period with a rural medical center as their NH Adm. as well as the medical center's Compliance Officer (developing program, educating everyone to requirements, developing Compliance Plans for each entity as well as auditing processes).
- Interim assignments/consultant work during period as related to assuring on-going compliance, survey readiness/success, writing policies/procedures and manuals as well as doing research/development for new programs/services. Education of staff to policies & procedures, new programs and survey/compliance requirements/readiness.
- Prior to 1998, worked in home health industry – administrative and consultant work from 1991-1998. Developed several programs in this industry as well (wound care program as integrated with local wound care center, a psychiatric home program as well as a home health program in association with the Baptist system's overall cardiac programs).
- Began as a health care administrator as a Hospital executive (Adm. and VP positions) while in Memphis and during residency in San Antonio, Tx.; often times, managing very large multi-million dollar enterprises and being involved in all aspects of management). Established first skilled units in a large hospital system and became a Nursing Home Administrator as a result. Also, developed system's wellness programs, first MRI in state, joint venture for the area's first lithotripsy center, an epilepsy center, the first head injury rehab. unit in a rehab. hospital in Tn. and a regional reference lab. Also, reorganized the 21 labs in the system into a centralized processing center to decrease issues related to lost requests, not receiving them, lost specimens, etc. System worked exceptionally well and corrected all internal problems.
- Other - worked as a Radiologic Technologist initially for 13 years and, while in Memphis, taught in several Universities on the undergraduate as well as graduate health care adm. levels. Put together and delivered various inservices in all areas I have worked in over the years.

## **Skills Highlights**

- Leadership/Communications and Team Building
- Analytical thinker
- Knowledge of regulations/compliance issues
- Financial management/budgeting and analysis. Ability to establish feed-back loops/systems to assure on-going financial viability of a facility and its accountability.
- Marketing/public relations and follow-through to develop census & relationships with all clients (physicians, residents, families, contractors, insurers, other providers, etc.)
- HR/personnel and legal knowledge/base to work through issues and development of strategies to enhance overall staff performance, professionalism & inservice needs, resident commitment and satisfaction. At ease with developing contracts and the management thereof to assure compliance with these contracts, etc.
- Consulting abilities – able to walk into a facility and within 10-30 minutes have a very good idea of building/staff compliance, resident/family satisfaction, financial viability as well as departmental performance and further needs/issues to resolve.
- Excellent writing skills (development of policies/procedures in all areas, manuals, etc).
- Excellent ability to develop educational program as well as presenting them to others.
- Visionary, able to see the big picture, weigh strengths & weaknesses with opportunities (strategic planning) and develop new/innovative programs/services.
- Focus on goals; setting goals/priorities and communicating them to staff in all areas; financial, quality/performance improvement, HR, marketing/development, etc.
- Set-up systems for all areas to assure on-going compliance with regulations, PI/QA and on-going survey preparedness as well as performing mock surveys, etc.
- Development of new/innovative programs.
- Able to utilize normal office equipment including most computer programs needed for the various health care services I have been involved with.

## **Experience/Most Recent Positions in Nursing/Rehab. Facility Management**

- Skyland Care Center – Sylva, NC  
Administrator over a 94 bed nursing & rehab. facility from Sept., 2007 through May, 2011 (facility went from 1 STAR to a 5 STAR facility while there) and had excellent surveys. Left to move back to home in Oak Ridge, Tn. Trained replacement as her preceptor. For several months after leaving, did some interim work as the Administrator for Willow Ridge Health & Rehab. Center in Rutherfordton, NC and was asked to return later but had moved back to Tn.
- Tsali Care Center – Cherokee, NC  
Administrator over their 64 bed nursing & rehab. facility from Sept., 2003 through July, 2006 and acted as Consultant to them prior to becoming their Administrator to “fix problems in facility and assure systems were in place to maintain compliance”.
- LaFollette Medical Center – LaFollette, Tn.

Administrator for the medical center's 98 bed nursing & rehab. center while working with the Baptist System out of Knoxville, Tn; from Jan., 1998 to Jan., 2001. Was also selected to be the medical center's Compliance Officer (see above as to details). Fixed all broken/non-functioning areas towards compliance/regulatory success and excellent surveys. Baptist eventually lost contract to manage the medical center and many staff members went elsewhere. I did some consulting/interim management during the years between 2001-2003 and ended up working in NC (first in interim/consulting assignments and, then with Tsali Care Center, etc.)

- Before Nursing Home Management, was working for several Home Care Agencies (first managing one for hospital system in Memphis and later, as VP of Home Care Services in Texas and then moved to Oak Ridge where daughter lived and worked until asked by Baptist Health System to work in LaFollette).
- Hospital executive prior to this time with data presented as requested.

### **Education**

- AA – Biology from Frederick Community College, Frederick, Maryland
- BS – Business Administration/Finance from Trinity University, San Antonio, Tx.
- MS – Health Care Administration from Trinity University, San Antonio, Tx.  
(Residency in HCA at Metropolitan Gen. Hospital in San Antonio as part of this Training)
- Radiologic Technology from Elkhart General Hospital, Elkhart, Indiana (where I was raised and managed depts., did diagnostic/radiation therapies and consulting to physicians when setting up practices as to radiology services).

### **Licensure/Special Education**

- Nursing Home Administrator license in Tn. and formerly in NC (recently made inactive) and held license as well in Kentucky (also inactive at this time) since I'm not practicing in either State at this time and wish to remain in Tennessee.
- Radiologic Technologist (national registration) held while in that business.

### **Other Relevant Information**

- Community relationships include being on various Boards of Directors over the years, being honored by various organizations, being a member (Diplomat) of the American College of Health Care Executives (hospital organization for professionals), etc. References upon request.

# City of Oak Ridge Board Application 2013

BoardName: Health and Educational Facilities Board

Application Submitted

11/8/2013

Applicant: Osucha, Harold

Race (Optional): White

Number of Times Previously Applied: 2

Preference: 1

Address	Contact Information
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249 Gum Hollow Road

Home Phone: (865) 482-2582

Email: halosucha@bellsouth.net

Oak Ridge, TN 37830

Office Phone: (865) 789-9753

Current Company/Organization

Current Position / Title

Retired?	Company / Organization Retired From
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Y	Lockheed Martin Energy Systems, (Y-12)
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Do you currently serve on any other City board, commission or committee?

Health and Educational Facilities Board, Industrial Development Board

Education, Professional and or Community Activity

Michigan State University-Industrial Engineering 1960

Retired from Y-12 1994

Retired captain,US Naval Reserve- 27 years service

Loaned Executive-United Way of Anderson County ( 6 years)

Graduate of Leadership Oak Ridge -class 1997

Explain why you are interested in being appointed to this board, commission or committee

Experience and knowledge gained from being on the IDB, will help with projects that might come before this board.

Describe any special knowledge or past experience qualifying you for this appointment?

Knowledge of the PILOT and TIF programs , would be helpful with projects.

Additional Information

Special Qualifications

CITY OF OAK RIDGE, TENNESSEE  
BOARDS AND COMMISSIONS

**TIME IN OFFICE AND ATTENDANCE RECORD**

NAME: Hal D. Osucha

BOARD OR COMMISSION: Health and Educational Facilities Board

TIME IN OFFICE: Term of Office 6 Years

Date Appointed 7/21/08

Number of Terms Served 1

ATTENDANCE RECORD (MOST RECENT TERM OF OFFICE):

Number of Meetings Held 4

Number of Absences 0

Date Prepared 12/4/13

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End of Application for

Osucha, Harold

For Board:

Health and Educational Facilities Board

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# City of Oak Ridge Board Application 2013

BoardName: Health and Educational Facilities Board

Application Submitted

9/27/2013

Applicant: Wilson, David

Race (Optional): caucasian

Number of Times Previously Applied: 1

Preference: 1

Address	Contact Information
1079 W. Outer Drive	Home Phone: (865) 789-5988      Email: dewilson99@juno.com

Oak Ridge, TN 37830

Current Company/Organization
Wilson Scientific Services,Inc.--Par Properties,Inc----, Foust Diversified Services, Inc,

Current Position / Title
President and owner of all three companies

Retired?
N

Do you currently serve on any other City board, commission or committee?
Health and Educational Facilities Board, Industrial Development Board

Education, Professional and or Community Activity
Business, East Tennessee State University Banking and Finance, Vanderbilt University Graduate School Of Real Estate Finance, Ohio State University Current Chair of the Oak Ridge IDB

Explain why you are interested in being appointed to this board, commission or committee
Currently serve on this Committee

Describe any special knowledge or past experience qualifying you for this appointment?
Current member of this committee

Additional Information
Special Qualifications

CITY OF OAK RIDGE, TENNESSEE  
BOARDS AND COMMISSIONS

**TIME IN OFFICE AND ATTENDANCE RECORD**

NAME: \_\_\_\_\_ David E. Wilson \_\_\_\_\_

BOARD OR COMMISSION: \_\_\_\_\_ Health and Educational Facilities Board \_\_\_\_\_

TIME IN OFFICE: Term of Office \_\_\_\_\_ 6 Years \_\_\_\_\_

Date Appointed \_\_\_\_\_ 6/16/08 \_\_\_\_\_

Number of Terms Served \_\_\_\_\_ 1 \_\_\_\_\_

ATTENDANCE RECORD (MOST RECENT TERM OF OFFICE):

Number of Meetings Held \_\_\_\_\_ 4 \_\_\_\_\_

Number of Absences \_\_\_\_\_ 0 \_\_\_\_\_

Date Prepared \_\_\_\_\_ 12/4/13 \_\_\_\_\_

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End of Application for

Wilson, David

For Board:

Health and Educational Facilities Board

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# Oak Ridge Housing Authority

NumVacancies 1 Total # of Members 5

Term of Office

Five (5) years commencing on January 1, 2014.

Qualifications

No special qualifications, other than Oak Ridge residency.

Oak Ridge Housing Authority	Special Qualifications	Submitted	Preference	# of Previous Submissions
Ms. Carol G. Cox		11/15/2013	1	N/A
Ms. Sharon Crane		11/1/2013	1	0
Mr. Charles Foster		11/11/2013	1	0
Mr. Andrew Howe		11/15/2013	3	0
Mr. Gerald Miller		11/6/2013	1	0
<b>Total Number of Applicants: 5</b>				

Current Members

Member Name	Special Qualifications	Term Expires
Ms. Karen A. Buckley		2014
Ms. Carol G. Cox		2013
Ms. Dorothy Hightower		2015
Mr. Charlie Jernigan		2016
Ms. Judith L. Osucha		2017

# City of Oak Ridge Board Application 2013

BoardName: Oak Ridge Housing Authority

Application Submitted

11/15/2013 3:09PM

Applicant: Cox, Carol

Race (Optional): White

Number of Times Previously Applied: N/A Preference: 1

Address	Contact Information
101 East Newcomb Road  Oak Ridge, TN 37830	Home Phone: (865) 482-3402      Email: carolgcox@comcast.net  Office Phone: (865) 482-1076

Current Company/Organization
------------------------------

Current Position / Title
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Retired?	Company / Organization Retired From
Y	Ridgeview Psychiatric Center

Do you currently serve on any other City board, commission or committee?
Oak Ridge Housing Authority

Education, Professional and or Community Activity
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B.A. Emory and Henry College  
M.A. Tennessee Technological University

Oak Ridge has been my home since 1973. Raised two sons, Orion and Paul, both of whom were involved along with their parents in community and school activities. I retired after 25 years from Ridgeview Psychiatric Center as Director of Community Services, which involved supervision of group homes, supported housing, case management services, consumer programs, and program development for folks with psychiatric disabilities.

In my role in housing development I worked with Steve Murray and the Housing Development Corporation in grant writing and generally identifying options for rehabing property for purposes of affordable housing for low-income folks. We developed collaborative relationships with other local agencies whose goals were similar to ours. In addition, I collaborated with state organizations, the Department of Mental Health and the Housing Development Association in an effort to finance and provide housing on the local level for the folks we served.

One of Ridgeview's first housing initiatives was with the Oak Ridge Housing Authority. We entered into an agreement to place only Ridgeview clients in the 12 apartment Joel Lane complex and would provide case management and overall sight management. This arrangement has been maintained until this day with very satisfying results.

Safe and affordable housing for low-income folks, particularly the psychiatrically disabled, has been and is a passion--because of my observation of what a positive difference it makes in their lives. But I also know that making that housing possible requires top-notch administration of the funding source. Currently, the local housing authority is the most significant housing operation available for low-income folks in Oak Ridge.

It has been an adventure being involved on a personal basis with ORHA and I believe that my service with this board and my experience in housing development and supervision will serve the City of Oak Ridge well for another term.

# City of Oak Ridge Board Application 2013

BoardName: Oak Ridge Housing Authority

Application Submitted

Applicant: Cox, Carol

11/15/2013

3:09PM

Race (Optional): White

Number of Times Previously Applied: N/A

Preference: 1

Explain why you are interested in being appointed to this board, commission or committee

B.A. Emory and Henry College

M.A. Tennessee Technological University

Oak Ridge has been my home since 1973. Raised two sons, Orion and Paul, both of whom were involved along with their parents in community and school activities. I retired after 25 years from Ridgeview Psychiatric Center as Director of Community Services, which involved supervision of group homes, supported housing, case management services, consumer programs, and program development for folks with psychiatric disabilities.

In my role in housing development I worked with Steve Murray and the Housing Development Corporation in grant writing and generally identifying options for rehabing property for purposes of affordable housing for low-income folks. We developed collaborative relationships with other local agencies whose goals were similar to ours. In addition, I collaborated with state organizations, the Department of Mental Health and the Housing Development Association in an effort to finance and provide housing on the local level for the folks we served.

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Safe and affordable housing for low-income folks, particularly the psychiatrically disabled, has been and is a passion--because of my observation of what a positive difference it makes in their lives. But I also know that making that housing possible requires top-notch administration of the funding source. Currently, the local housing authority is the most significant housing operation available for low-income folks in Oak Ridge.

It has been an adventure being involved on a personal basis with ORHA and I believe that my service with this board and my experience in housing development and supervision will serve the City of Oak Ridge well for another term.

Describe any special knowledge or past experience qualifying you for this appointment?

B.A. Emory and Henry College

M.A. Tennessee Technological University

Oak Ridge has been my home since 1973. Raised two sons, Orion and Paul, both of whom were involved along with their parents in community and school activities. I retired after 25 years from Ridgeview Psychiatric Center as Director of Community Services, which involved supervision of group homes, supported housing, case management services, consumer programs, and program development for folks with psychiatric disabilities.

In my role in housing development I worked with Steve Murray and the Housing Development Corporation in grant writing and generally identifying options for rehabing property for purposes of affordable housing for low-income folks. We developed collaborative relationships with other local agencies whose goals were similar to ours. In addition, I collaborated with state organizations, the Department of Mental Health and the Housing Development Association in an effort to finance and provide housing on the local level for the folks we served.

One of Ridgeview's first housing initiatives was with the Oak Ridge Housing Authority. We entered into an agreement to place only Ridgeview clients in the 12 apartment Joel Lane complex and would provide case management and overall sight management. This arrangement has been maintained until this day with very satisfying results.

Monday, December 9, 2013

# City of Oak Ridge Board Application 2013

BoardName: Oak Ridge Housing Authority

Application Submitted

Applicant: Cox, Carol

11/15/2013 3:09PM

Race (Optional): White

Number of Times Previously Applied: N/A

Preference: 1

Safe and affordable housing for low-income folks, particularly the psychiatrically disabled, has been and is a passion--because of my observation of what a positive difference it makes in their lives. But I also know that making that housing possible requires top-notch administration of the funding source. Currently, the local housing authority is the most significant housing operation available for low-income folks in Oak Ridge.

It has been an adventure being involved on a personal basis with ORHA and I believe that my service with this board and my experience in housing development and supervision will serve the City of Oak Ridge well for another term.

## Additional Information

been on the board of commissioners since 1998-15 years

## Special Qualifications

CITY OF OAK RIDGE, TENNESSEE  
BOARDS AND COMMISSIONS

**TIME IN OFFICE AND ATTENDANCE RECORD**

NAME: \_\_\_\_\_ Carol Cox \_\_\_\_\_

BOARD OR COMMISSION: \_\_\_\_\_ Oak Ridge Housing Authority Board of Directors \_\_\_\_\_

TIME IN OFFICE: Term of Office \_\_\_\_\_ 5 Year \_\_\_\_\_

Date Appointed \_\_\_\_\_ 7/20/98 \_\_\_\_\_

Number of Terms Served \_\_\_\_\_ 3 \_\_\_\_\_

ATTENDANCE RECORD (MOST RECENT TERM OF OFFICE):

Number of Meetings Held \_\_\_\_\_ 60 \_\_\_\_\_

Number of Absences \_\_\_\_\_ 13 \_\_\_\_\_

Date Prepared \_\_\_\_\_ 12/4/13 \_\_\_\_\_

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End of Application for

Cox, Carol

For Board:

Oak Ridge Housing Authority

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# City of Oak Ridge Board Application 2013

BoardName: Oak Ridge Housing Authority

Application Submitted

11/1/2013

Applicant: Crane, Sharon

Race (Optional):

Number of Times Previously Applied: 0

Preference: 1

Address Contact Information

PO Box 4713

Email: [scrane52@hotmail.com](mailto:scrane52@hotmail.com)

Mobile Phone: (865) 309-6453

Oak Ridge, TN 37831

Current Company/Organization

Current Position / Title

Retired? Company / Organization Retired From

Y Former Nurse, Various Places

Do you currently serve on any other City board, commission or committee?

Highland View Redevelopment Advisory Board

Education, Professional and or Community Activity

Graduated from Oak Ridge High School.

Many classes taken at University of Tennessee, Roane State, Pellissippi State, and Tennessee Vocational School. Also many classes taken from Red Cross and FEMA.

Long time volunteer with American Red Cross, both locally and nationally.

District leader for Highland View Neighborhood Watch.

Explain why you are interested in being appointed to this board, commission or committee

I have many personal experiences with the low income residents of Oak Ridge will be a benefit to the Oak Ridge Housing Authority Board. I see a need for better management of some of the HUD housing in our city. I currently live in Section 8 housing.

Describe any special knowledge or past experience qualifying you for this appointment?

My experience of living in a "low rent district" in Oak Ridge gives me special knowledge of the needs of the renters and the responsibilities of landlords. I am familiar with most of the laws governing public housing and the requirements of becoming a tenant or a landlord.

Additional Information

Special Qualifications

End of Application for Crane, Sharon For Board: Oak Ridge Housing Authority

# City of Oak Ridge Board Application 2013

BoardName: Oak Ridge Housing Authority

Application Submitted	
11/11/2013	2:19PM

Applicant: Foster, Charles

Race (Optional):

Number of Times Previously Applied: 0

Preference: 1

Address	Contact Information
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20 Honeysuckle Lane

Email: chastheone@yahoo.com

Mobile Phone: (865) 274-8592

Oak Ridge, TN 37830

Current Company/Organization
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Current Position / Title
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Retired?	Company / Organization Retired From
Y	See Resume

Do you currently serve on any other City board, commission or committee?
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Education, Professional and or Community Activity
See Resume

Explain why you are interested in being appointed to this board, commission or committee
I live in property administered by Housing Authority. Enjoy consumer experience and perspective.

Describe any special knowledge or past experience qualifying you for this appointment?
See resume.

Additional Information
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Special Qualifications
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# **RESUME**

## **Personal**

Charles Foster  
20 Honeysuckle Ln.  
Oak Ridge, Tennessee 37830  
Telephone; 865-274-28592  
Email Address: chastheone@yahoo.com

## **Education**

M.A. Special Education  
Eastern Michigan University  
  
B.A. Business Administration  
Michigan State University

## **Professional Certifications**

### **Tennessee**

Special Education  
Business Education

### **Michigan**

Director of Special Education  
Special Education Teacher  
Business Education

## **Professional Employment in Education**

### Director

High Point Special Education Center  
Washtenaw Intermediate School District

### Supervisor

Follow Through Project  
High Scope Education Research Foundation

### Assistant Supervisor

Michigan Department of Education  
Rehabilitation Facility Planning and Development

### Teacher

Special Education  
Ypsilanti Public Schools

### Adjunct Professor for Colleges of Education

University of Michigan  
Eastern Michigan University  
Central Michigan University

**Positions in Agencies with Significant Involvement in Administration, Staff Training, and the Development of Services Programs for Persons with Disabilities/Special Needs**

Vice President

Futures in Rehabilitation Management

Executive Director

Michigan Association of Rehabilitation Facilities

Executive Director and Director of Field Services

Washtenaw Association for Retarded Citizens

Michigan Association for Retarded Citizens

**EMPLOYMENT RELATED ACCOMPLISHMENTS AND EXPERIENCES**

**Membership Services**

- Conducted successful membership campaigns with significant increases and retention in membership. Memberships consisted of agencies with over 6,000 affiliate members.
- Provided eight (8) salient membership services, which included Consultation, Special Projects, Centralized Documents, Problem Solving, Training, Personnel Referral, Newsletters, and Group Insurance.
- Annually planned and coordinated 12 -15 regional seminars/workshops and two statewide conferences, which registered over 550 persons.
- Developed and administered eight (8) major membership driven projects which utilized services of member agencies and provided them revenues in excess of \$2 million.
- Co-developed and administered member based group worker compensation insurance program with annual premium of \$1.5 to \$2 million which paid dividends of over \$60,000 and had retained earnings of \$25,000.
- Developed group discount purchasing programs.

### Resource (Fund) Development and Finance

- Acquired over \$3.5 million in grant/contracts from various state and federal government agencies for operational and capital uses.
- Acquired over \$500,000 in grants from private local and national foundations and corporations.
- Acquired \$3 million via a county wide public referendum campaign.
- Developed and administered annual budgets in excess of \$1.5 million.

### Administration of Diversified Staff

- Hired and supervised professional and para-professional personnel from the following disciplines: educational, vocational, recreational, medical, psychological, social work, psychiatric, plus these therapies: physical, occupational, speech and hearing, plus engineering and marketing staff.
- Supervised staff and coordinated delivery of services at multiple sites, including intra and inter-state.
- Developed and provided numerous staff and organizational development workshops.

### Government Relations

- Served seven (7) years as registered lobbyist.
- Drafted and influenced passage of major pieces of legislation.
- Testified at numerous legislative committee hearings.
- Served as key association member to numerous state and national level committees/task forces with Departments of Labor, Commerce, Education, Health and Human Services and Social Services.

### Public Relations/Communications

- Produced and published various monthly-quarterly newsletters, corporation annual reports, and agency brochures for local, state, and national distribution.
- Developed and presented various public information and fund development presentations using a variety of media.

- Worked effectively with radio, newspaper, and TV media for public relations/information purposes.
- Served as spokesperson at numerous county, state, national, and international meetings regarding services and contributions of agencies directed.

#### Board of Directors

- Worked with diversified state and local level boards of directors.
- Worked directly with eight (8) standing committees: Government, Finance, Membership, Training, Special Projects, Insurance, Resource Development, and Executive.
- Developed and provided board orientation/training workshops and supportive materials.
- Conducted unique annual meetings.

#### Military

- Served in Counter Intelligence Corps, US Army in Germany

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End of Application for

Foster, Charles

For Board:

Oak Ridge Housing Authority

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# City of Oak Ridge Board Application 2013

BoardName: Oak Ridge Housing Authority

Application Submitted

11/15/2013 2:08PM

Applicant: Howe, Andrew

Race (Optional): White

Number of Times Previously Applied: 0

Preference: 3

Address Contact Information

115 E. Maiden Lane

Email: ahowe23@gmail.com

Mobile Phone: (865) 640-5704

Oak Ridge, TN 37830

Current Company/Organization

TEK Systems

Current Position / Title

Contract Software Engineer

Retired?

N

Do you currently serve on any other City board, commission or committee?

Education, Professional and or Community Activity

B.S. in Electrical Engineering and Computer Science, MIT, 1993

Software Engineer

Work with Children's Museum regularly, assist High Places during open performances, perform as a musician often and theater personnel on occasion, attend City Council meetings and make my opinions heard

Explain why you are interested in being appointed to this board, commission or committee

Projects like the Land Bank and the new rental inspections interest me greatly. I have a keen desire to keep this town safe and looking it's best. As someone who's taken an old rental "A" house and resurrected it, I see the potential for our older legacy homes if they are kept up-to-shape.

I want to help this city. Being on this board would allow me to do so.

Describe any special knowledge or past experience qualifying you for this appointment?

I'm a do-it-yourself homeowner, so I've experience with building codes, proper techniques, etc. I've kept my finger on the pulse of most of the land/property/rental issues over the past year.

Additional Information

Special Qualifications

End of Application for Howe, Andrew For Board: Oak Ridge Housing Authority

# City of Oak Ridge Board Application 2013

BoardName: Oak Ridge Housing Authority

Application Submitted

11/6/2013

Applicant: Miller, Gerald

Race (Optional): Native American

Number of Times Previously Applied: 0

Preference: 1

Address Contact Information

289 Royce Circle

Home Phone: (865) 283-7465

Email: jerrymiller869@gmail.com

apt 220

Oak Ridge, TN 37830

Current Company/Organization

Ridgeview

Current Position / Title

custodian

Retired?

N

Do you currently serve on any other City board, commission or committee?

Education, Professional and or Community Activity

i work for ridgeview in oak ridge i have lived in the city since 1979 i graduated from roane state community college in the nurseing program in 1997 in the feild of gerontology i am trained as a tema damage assesment rep as well as i got trained at the roane county tn emergency management agency certs team certs stands for community emergency response team as well as i am trained through the american red cross in crowd control in the event of a natural disaster

Explain why you are interested in being appointed to this board, commission or committee

well i myself when i was younger lived in the houseing authority with my mother and grandmother now since i have become an adult i am currently in the houseing authority section 8 program as well as the family self sufficiency program i would love to be able to serve as well as help other people in my community better themselves as well as help their families strive hard to succed in life for their next generation

Describe any special knowledge or past experience qualifying you for this appointment?

i have alot of knowledge as far as better my community my mom told me she said son strive hard for what u belive in never ask for nothing if u cant better yourself to make you feel good about yourself as well as help the community you live in

Additional Information

Special Qualifications

End of Application for Miller, Gerald

For Board: Oak Ridge Housing Authority

# Oak Ridge Municipal Planning Commission

NumVacancies 4 Total # of Members 10

## Term of Office

(3) Four (4) years commencing on January 1, 2014; and (1) Balance of an unexpired term ending on December 31, 2014.

## Qualifications

No special qualifications, other than Oak Ridge residency.

Oak Ridge Municipal Planning Commission	Special Qualifications	Submitted	Preference	# of Previous Submissions
Ms. Leslie E. Agron		11/15/2013	1	0
Mr. Andrew Howe		11/15/2013	1	2
Ms. Sharon Kohler		11/8/2013	1	0
Ms. Claudia S Lever		11/6/2013	1	N/A
Ms. Delores Moyer		11/14/2013	3	0
Mr. Ben Redmond		10/17/2013	1	0
Mr. H. Stephenson Stephenson Whitson		11/15/2013	1	0
<b>Total Number of Applicants: 7</b>				

## Current Members

Member Name	Special Qualifications	Term Expires
Ms. Kelly Callison		2015
Mr. Terry Domm	Serves as Mayor's designee concurrent with his term as Mayor	2014
Mr. Sheldon Green		2015
Councilmember Charlie Hensley	City Council Representative	2014
Mr. Austin Lance		2014
Ms. Claudia S Lever		2013
Mr. Patrick McMillan		2016
Ms. Jane Shelton		2016

# City of Oak Ridge Board Application 2013

BoardName: Oak Ridge Municipal Planning Commission

Application Submitted

11/15/2013 2:09PM

Applicant: Agron, Leslie

Race (Optional): white

Number of Times Previously Applied: 0

Preference: 1

Address	Contact Information
102 Wilderness Lane	Home Phone: (865) 482-2087 Email: Leslie_agron@yahoo.com

Oak Ridge, TN 37830

Current Company/Organization
student at Roane State CC

Current Position / Title
student in Advanced Composites program

Retired?
N

Do you currently serve on any other City board, commission or committee?

Education, Professional and or Community Activity
Southern Methodist University, Cox School of Business – Executive MBA PMP Certification, Project Management Institute (PMI) 2007-present Member of Oak Ridge Environmental Quality Advisory Board 2010-2012

Explain why you are interested in being appointed to this board, commission or committee
In my volunteer efforts and in my writing I have been actively promoting an intelligently planned revitalization of Oak Ridge. The Planning Commission has significant bearing in fostering this kind of renewal. I can promise to bring intelligence, vision, and dedication to bear on this undertaking.

Describe any special knowledge or past experience qualifying you for this appointment?
As a native Oak Ridger, I have a strong understanding of the unique Oak Ridge culture and the need of local residents. As an MBA from a very highly regarded program, I bring to bear an outstanding understand of the needs of business and industry. Having previously served on EQAB, I am well versed in sustainable development.

Additional Information

Special Qualifications

# Leslie Agron

102 Wilderness Lane • Oak Ridge, Tennessee 37830  
865-482-2087 • leslie\_agron@yahoo.com

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## **SUMMARY OF QUALIFICATIONS**

- Results-oriented, strategic thinker with strong problem-solving capability
- Proven ability to foster innovation and out-of-the-box thinking with teams and clients
- Entrepreneurial experience as principal in start-up ventures
- Extensive technical background comprising more than 20 years' experience as a senior IT consultant in numerous industries, including financial services, oil & gas, retail, electronics, business equipment and services, healthcare and publishing
- High degree of comfort and effectiveness working in a variety of geographical and cultural environments
- Excellent written and oral communication and persuasive skills

## **AREAS OF EXPERTISE**

Experience, accomplishments and training in the following areas:

- Strategic Planning
- Business Development
- Account Management/Client Interface
- Multi-Faceted Project Management
- Television Broadcast Operations
- Full-range of IT Languages & Hardware/Operating Systems
- Theatrical Production
- Acting & Radio/Television Voiceover

## **MBA – TOP 20 PROGRAM**

**SOUTHERN METHODIST UNIVERSITY**  
Dallas, TX

2003-2005

- Enrolled in the Cox School of Business Executive MBA program
- Business Week ranked the Cox EMBA program 11<sup>th</sup> in the world
- Degree conferred May 2005

## **PROFESSIONAL EXPERIENCE**

**Senior Systems Analyst/Programmer/Project Professional**

1979-present

As an in-demand independent IT contractor, provided consulting services and project expertise including systems analysis, systems engineering, technical writing and programming to more than 20 companies in a wide range of industries throughout the U.S.

- Clients included Intel, Prudential, The Gap, Nordstrom, Apple Computer, MOBIL Oil, *The Seattle Times*, McCaw Cellular, 3M Corporation, Regence Blue Cross Blue Shield/HMO Oregon and multiple assignments for Hewlett Packard and Hughes Aircraft.
- Application environments included finance/accounting/tax, telecommunications, insurance, human resources, mail/phone order, general circulation, inventory management, commercial purchasing, shipping and manufacturing.
- Specialized in trouble-shooting/cleaning up/updating the design of older, inefficient or poorly maintained legacy systems.
- Called upon extensively to serve as liaison between client senior management and system users, as well as between system users and client IT departments.

**CONCURRENT ENTREPRENEURIAL EXPERIENCE**

**SECRET CITY ENTERTAINMENT**  
Oak Ridge, TN

2004-present

**Principal/Producer/Writer**

Authored several theatrical plays, two of which have been included in Tennessee Stage Company's New Play Festivals in 2010 and 2011.

**CONCORDE VENTURES, LTD.**  
Bellingham, WA

1997-2002

(Venture enterprise to establish a regional independent broadcasting network)

**Principal/CEO**

Formed a company to develop a system of low-power television stations serving Washington State.

- Obtained Federal loan funding, FCC pre-licensing and tower construction permits.
- Secured programming commitments from America One Television, a national network of 100+ low-power affiliates, and from a nationwide online shopping network.
- Project ultimately halted due to inability to obtain additional financing in face of economic conditions.

**PALINDROME SYSTEMS**  
Los Angeles, CA

1988

**Principal/Producer**

Produced and performed in an independent theater comedy production that completed a successful 25-performance run.

**EDUCATION & CERTIFICATION**

Roane State Community College, Harriman, TN – Composite Materials 2013

PMP Certification, Project Management Institute (PMI) 2007-present

Caltech, Pasadena, CA – Project Management certificate

Southern Methodist University, Dallas, Texas – Executive MBA

Sonoma State University, Rohnert Park, California—Business

Merritt College, Oakland, California—Data Processing

Antioch College, Yellow Springs, OH—Data Processing Management

**CIVIC & PROFESSIONAL ORGANIZATIONS/PROFESSIONAL DEVELOPMENT**

Member of Oak Ridge Environmental Quality Advisory Board 2010-2012

Member of American Federation of Radio & Television Artists (AFTRA) various times

Helpline volunteer for AIDS organizations in Los Angeles, San Francisco,

Bellingham, Santa Rosa, and Vancouver various times

Completed the Landmark Education Curriculum for Living, 2001  
including the Self-Expression & Leadership Program

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End of Application for

Agron, Leslie

For Board:

Oak Ridge Municipal Planning Commission

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# City of Oak Ridge Board Application 2013

BoardName: Oak Ridge Municipal Planning Commission

Application Submitted

11/15/2013 2:08PM

Applicant: Howe, Andrew

Race (Optional): White

Number of Times Previously Applied: 2

Preference: 1

Address Contact Information

115 E. Maiden Lane

Email: ahowe23@gmail.com

Mobile Phone: (865) 640-5704

Oak Ridge, TN 37830

Current Company/Organization

TEK Systems

Current Position / Title

Contract Software Engineer

Retired?

N

Do you currently serve on any other City board, commission or committee?

Education, Professional and or Community Activity

B.S. in Electrical Engineering and Computer Science, MIT, 1993

Software Engineer

Work with Children's Museum regularly, assist High Places during open performances, perform as a musician often and theater personnel on occasion, attend City Council meetings and make my opinions heard

Explain why you are interested in being appointed to this board, commission or committee

I'm the type who can see a big picture, recognize the complexities of a system and yet still be able to quantify, categorize and organize them so they can be acted upon. This board would seem to be the one that really deals with a 'big picture' most, and thus would best make use of my abilities.

As a musician, I've made friends with many business owners in town and am keen on helping them help themselves by advising upon codes, policy and regulation.

I want to help this city. Being on this board would allow me to do so.

Describe any special knowledge or past experience qualifying you for this appointment?

My main skill as a programmer is my ability to "unify" disparate concepts, which comes in useful in dealing with complex, multi-variable situations, such as city planning. I also have a skill for envisioning how things will look and feel aesthetically, and have the logical abilities to figure out why and to recognize the plus and minuses in choosing one path over another. In other words, I'm a good planner and manager.

Additional Information

Special Qualifications

End of Application for

Howe, Andrew

For Board:

Oak Ridge Municipal Planning Commission

Monday, December 9, 2013

# City of Oak Ridge Board Application 2013

BoardName: Oak Ridge Municipal Planning Commission

Application Submitted

11/8/2013

Applicant: Kohler, Sharon

Race (Optional): White

Number of Times Previously Applied: 0

Preference: 1

Address	Contact Information
216 Whippoorwill Drive Oak Ridge, TN 37830	Home Phone: (865) 482-3675      Email: kohlersc@oml.gov Office Phone: (865) 574-5508

Current Company/Organization
UT-Battelle, Oak Ridge National Laboratory

Current Position / Title
SNS ESHQ Group Leader

Retired?
N

Do you currently serve on any other City board, commission or committee?
Traffic Safety Advisory Board

Education, Professional and or Community Activity
B.S. Management, Virginia Tech M.S. Industrial Engineering, Occupational and System Safety, University of Cincinnati Professional Member of the American Society of Safety Engineers Certified Safety Professional Leadership Oak Ridge Graduate 2011 TN Achieves Mentor each year since 2011 Roane County United Way Board of Directors and Education Allocation Panel Chair, 2013

Explain why you are interested in being appointed to this board, commission or committee
<p>I have been a resident of Oak Ridge for almost 9 years and just in the last few years have begun to get involved in the community. I am interested in serving in a position that can effectively utilize my background and experience to better the City of Oak Ridge and the quality of life for residents. I have served on the Traffic Safety Advisory Board for the last two years and would like to contribute in other ways to Oak Ridge.</p> <p>The planning commission has been of interest to me as I watch the City's development take off with Aubrey's, Panera, Kroger, Weigels, Aldi and of course the plans for the mall. We shop and eat in Oak Ridge as much as possible, but there are limitations to what is available. My interest lies in improving the economic conditions, for the City to continue to flourish, and to attract more and more tax payers to grow the City.</p> <p>If selected, my preference would be to serve on the Planning Commission and the Traffic Safety Advisory Board concurrently.</p>

Describe any special knowledge or past experience qualifying you for this appointment?
While living in the Cincinnati, OH area, I served on a Community Economic Development board for a number of years and developed an interest in the city and community planning efforts that improve the economic environment. I have served on the Traffic Safety Advisory Board for the last two years and in the position of Secretary for most of that term.

Additional Information
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# City of Oak Ridge Board Application 2013

BoardName: Oak Ridge Municipal Planning Commission

Application Submitted

Applicant: Kohler, Sharon

11/8/2013

Race (Optional): White

Number of Times Previously Applied: 0

Preference: 1

Special Qualifications

End of Application for

Kohler, Sharon

For Board:

Oak Ridge Municipal Planning Commission

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# City of Oak Ridge Board Application 2013

BoardName: Oak Ridge Municipal Planning Commission

Application Submitted

11/6/2013

Applicant: Lever, Claudia

Race (Optional): White

Number of Times Previously Applied: N/A

Preference: 1

Address	Contact Information
132 Newell Lane	Home Phone: (865) 483-8340      Email: levercs@comcast.net

Oak Ridge, TN 37830

Current Company/Organization
NA

Current Position / Title
NA

Retired?	Company / Organization Retired From
Y	ORNL, QualPro

Do you currently serve on any other City board, commission or committee?
Highland View Redevelopment Advisory Board, Oak Ridge Municipal Planning Commission

Education, Professional and or Community Activity
Education: B.S. Mathematics, Wittenberg University; M.S. Statistics, Florida State University  Current Activities: Oak Ridge Municipal Planning Commission (currently serving as secretary) Highland View Redevelopment Board (Planning Comm. representative)  League of Women Voters Oak Ridge Inst. of Continued Learning (ORICL)

Explain why you are interested in being appointed to this board, commission or committee
I like working with developers, business people, and others to help them complete their plans in a timely manner while making attractive additions to the city. Several major projects are in progress or on the threshold, and this is an exciting time to help Oak Ridge move forward.  I am also interested in long-term planning opportunities such as revisiting parts of the comprehensive plan, considering alternative transportation options, and building on regional cooperation we have seen with PlanET.

Describe any special knowledge or past experience qualifying you for this appointment?
Since I have been on the Planning Commission, I have learned about the planning process by reading the materials provided and attending the training sessions offered. I have also attended regional conferences in Knoxville and occasionally elsewhere. The past three years I have participated in PlanET meetings and workshops and have been a part of the Housing Working Group. I thank the City of Oak Ridge and the Community Development Dept. for providing these opportunities.  My participation in the League of Women Voters gives me insight into a lot of the issues facing the city and also offers a chance to hear what other people are thinking. The League always emphasizes consensus-building, which is helpful in dealing with difficult issues. Many of the ORICL classes I have taken have also given me a broader context for some issues and have put me in touch with many more people.

Monday, December 9, 2013

# City of Oak Ridge Board Application 2013

BoardName: Oak Ridge Municipal Planning Commission

Application Submitted

Applicant: Lever, Claudia

11/6/2013

Race (Optional): White

Number of Times Previously Applied: N/A

Preference: 1

## Additional Information

first applied [for board] Aug. 1997 and when term expired

## Special Qualifications

CITY OF OAK RIDGE, TENNESSEE  
BOARDS AND COMMISSIONS

**TIME IN OFFICE AND ATTENDANCE RECORD**

NAME: \_\_\_\_\_ Claudia Lever \_\_\_\_\_

BOARD OR COMMISSION: \_\_\_\_\_ Oak Ridge Municipal Planning Commission \_\_\_\_\_

TIME IN OFFICE: Term of Office \_\_\_\_\_ 4 Years \_\_\_\_\_

Date Appointed \_\_\_\_\_ 2/2/04 \_\_\_\_\_

Number of Terms Served \_\_\_\_\_ 3 \_\_\_\_\_

ATTENDANCE RECORD (MOST RECENT TERM OF OFFICE):

Number of Meetings Held \_\_\_\_\_ 53 \_\_\_\_\_

Number of Absences \_\_\_\_\_ 2 \_\_\_\_\_

Date Prepared \_\_\_\_\_ 12/4/13 \_\_\_\_\_

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End of Application for

Lever, Claudia

For Board:

Oak Ridge Municipal Planning Commission

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# City of Oak Ridge Board Application 2013

BoardName: Oak Ridge Municipal Planning Commission

Application Submitted

11/14/2013 2:09PM

Applicant: Moyer, Delores

Race (Optional): White

Number of Times Previously Applied: 0

Preference: 3

Address	Contact Information
169 Glassboro Drive	Home Phone: (865) 482-0349 Email: dc68308@bellsouth.net

Oak Ridge, TN 37830

Current Company/Organization
Optimum Health Care

Current Position / Title
CEO/President

Retired?	Company / Organization Retired From
Y	Optimum Health Care; still doing some consulting work

Do you currently serve on any other City board, commission or committee?

Education, Professional and or Community Activity

1. Education: MHA - Health Care Adm., BA - Business Adm, AA - Biology and RT (Radiologic Tech - not current any longer).
2. Professional Activities: Licensed Nursing Home Adm. with years of experience working in hospitals, clinics, home care & nursing facilities as well as consulting work for various entities over the years (all in Adm/CEO/Executive Director/VP positions). Also, college teaching experience in undergraduate/graduate programs (refer to resume).
3. Current Community Activities: Since I have been living back in the Oak Ridge area for only the past 2 years, have not had the opportunity to be actively involved plus had some health issues which have been resolved. Have recently visited the Free Clinic and plan to volunteer some of my time there as well as become an Ombudsman (volunteer) to review local long-term care facilities for this area.

Explain why you are interested in being appointed to this board, commission or committee

I am interested in being appointed to this board, commission or committee for the following reasons:

1. I have done (in my work as well as when I was a volunteer with the Anderson County Health Planning Council) strategic long-range planning and believe in it even prior to any budgeting process going forward as one needs to know what is to be continued/to what degree/why/need for services and new ones to consider prior to any budgeting process to move forward.
2. Trained in educational process and seminars on approaches, etc. to planning process and need.
3. Help train others to concept and promote it throughout the community to other boards, etc.

Describe any special knowledge or past experience qualifying you for this appointment?

My specific knowledge and/or past experience qualifying me to this appointment are as follows;

1. As stated above.
2. All communities, gov't entities, etc. need to be more proactive in this process and have this on their agendas when thinking about budgeting for their services; called 0 budgeting.

Additional Information
Special Qualifications

# Resume of Delores C. Moyer, MHA/LNHA

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169 Glassboro Drive  
Oak Ridge, Tn., 37830

865-482-0349 (home)  
865-250-3196 (cell)

[dc68308@bellsouth.net](mailto:dc68308@bellsouth.net)

## Health Care Profile

- Health Care Administrator & Consultant in the long-term care industry over the past 14 years (most current being in nursing facility administration/management areas). Turned-around facilities (most current from a 1 STAR facility to a 5 STAR facility in NC), excellent surveys with no jeopardy tags/fines, honored by ACHA for excellent leadership, established new/innovative programs, put systems in place that included follow-through/audit processes to assure on-going compliance with regulations, etc., built teams to assure resident satisfaction with no blemishes on records/licenses. Also, during this period, worked for a period with a rural medical center as their NH Adm. as well as the medical center's Compliance Officer (developing program, educating everyone to requirements, developing Compliance Plans for each entity as well as auditing processes).
- Interim assignments/consultant work during period as related to assuring on-going compliance, survey readiness/success, writing policies/procedures and manuals as well as doing research/development for new programs/services. Education of staff to policies & procedures, new programs and survey/compliance requirements/readiness.
- Prior to 1998, worked in home health industry – administrative and consultant work from 1991-1998. Developed several programs in this industry as well (wound care program as integrated with local wound care center, a psychiatric home program as well as a home health program in association with the Baptist system's overall cardiac programs).
- Began as a health care administrator as a Hospital executive (Adm. and VP positions) while in Memphis and during residency in San Antonio, Tx.; often times, managing very large multi-million dollar enterprises and being involved in all aspects of management). Established first skilled units in a large hospital system and became a Nursing Home Administrator as a result. Also, developed system's wellness programs, first MRI in state, joint venture for the area's first lithotripsy center, an epilepsy center, the first head injury rehab. unit in a rehab. hospital in Tn. and a regional reference lab. Also, reorganized the 21 labs in the system into a centralized processing center to decrease issues related to lost requests, not receiving them, lost specimens, etc. System worked exceptionally well and corrected all internal problems.
- Other - worked as a Radiologic Technologist initially for 13 years and, while in Memphis, taught in several Universities on the undergraduate as well as graduate health care adm. levels. Put together and delivered various inservices in all areas I have worked in over the years.

## **Skills Highlights**

- Leadership/Communications and Team Building
- Analytical thinker
- Knowledge of regulations/compliance issues
- Financial management/budgeting and analysis. Ability to establish feed-back loops/systems to assure on-going financial viability of a facility and its accountability.
- Marketing/public relations and follow-through to develop census & relationships with all clients (physicians, residents, families, contractors, insurers, other providers, etc.)
- HR/personnel and legal knowledge/base to work through issues and development of strategies to enhance overall staff performance, professionalism & inservice needs, resident commitment and satisfaction. At ease with developing contracts and the management thereof to assure compliance with these contracts, etc.
- Consulting abilities – able to walk into a facility and within 10-30 minutes have a very good idea of building/staff compliance, resident/family satisfaction, financial viability as well as departmental performance and further needs/issues to resolve.
- Excellent writing skills (development of policies/procedures in all areas, manuals, etc).
- Excellent ability to develop educational program as well as presenting them to others.
- Visionary, able to see the big picture, weigh strengths & weaknesses with opportunities (strategic planning) and develop new/innovative programs/services.
- Focus on goals; setting goals/priorities and communicating them to staff in all areas; financial, quality/performance improvement, HR, marketing/development, etc.
- Set-up systems for all areas to assure on-going compliance with regulations, PI/QA and on-going survey preparedness as well as performing mock surveys, etc.
- Development of new/innovative programs.
- Able to utilize normal office equipment including most computer programs needed for the various health care services I have been involved with.

## **Experience/Most Recent Positions in Nursing/Rehab. Facility Management**

- Skyland Care Center – Sylva, NC  
Administrator over a 94 bed nursing & rehab. facility from Sept., 2007 through May, 2011 (facility went from 1 STAR to a 5 STAR facility while there) and had excellent surveys. Left to move back to home in Oak Ridge, Tn. Trained replacement as her preceptor. For several months after leaving, did some interim work as the Administrator for Willow Ridge Health & Rehab. Center in Rutherfordton, NC and was asked to return later but had moved back to Tn.
- Tsali Care Center – Cherokee, NC  
Administrator over their 64 bed nursing & rehab. facility from Sept., 2003 through July, 2006 and acted as Consultant to them prior to becoming their Administrator to “fix problems in facility and assure systems were in place to maintain compliance”.
- LaFollette Medical Center – LaFollette, Tn.

Administrator for the medical center's 98 bed nursing & rehab. center while working with the Baptist System out of Knoxville, Tn; from Jan., 1998 to Jan., 2001. Was also selected to be the medical center's Compliance Officer (see above as to details). Fixed all broken/non-functioning areas towards compliance/regulatory success and excellent surveys. Baptist eventually lost contract to manage the medical center and many staff members went elsewhere. I did some consulting/interim management during the years between 2001-2003 and ended up working in NC (first in interim/consulting assignments and, then with Tsali Care Center, etc.)

- Before Nursing Home Management, was working for several Home Care Agencies (first managing one for hospital system in Memphis and later, as VP of Home Care Services in Texas and then moved to Oak Ridge where daughter lived and worked until asked by Baptist Health System to work in LaFollette).
- Hospital executive prior to this time with data presented as requested.

### **Education**

- AA – Biology from Frederick Community College, Frederick, Maryland
- BS – Business Administration/Finance from Trinity University, San Antonio, Tx.
- MS – Health Care Administration from Trinity University, San Antonio, Tx.  
(Residency in HCA at Metropolitan Gen. Hospital in San Antonio as part of this Training)
- Radiologic Technology from Elkhart General Hospital, Elkhart, Indiana (where I was raised and managed depts., did diagnostic/radiation therapies and consulting to physicians when setting up practices as to radiology services).

### **Licensure/Special Education**

- Nursing Home Administrator license in Tn. and formerly in NC (recently made inactive) and held license as well in Kentucky (also inactive at this time) since I'm not practicing in either State at this time and wish to remain in Tennessee.
- Radiologic Technologist (national registration) held while in that business.

### **Other Relevant Information**

- Community relationships include being on various Boards of Directors over the years, being honored by various organizations, being a member (Diplomat) of the American College of Health Care Executives (hospital organization for professionals), etc. References upon request.

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End of Application for

Moyer, Delores

For Board:

Oak Ridge Municipal Planning Commission

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# City of Oak Ridge Board Application 2013

BoardName: Oak Ridge Municipal Planning Commission

Application Submitted

10/17/2013

Applicant: Redmond, Ben

Race (Optional):

Number of Times Previously Applied: 0

Preference: 1

Address Contact Information

1369 Tuskegee Drive

Home Phone: (865) 384-5511

Email: benredmond@comcast.net

Oak Ridge, TN 37830

Current Company/Organization

CH2M HILL

Current Position / Title

Vice President

Retired?

N

Do you currently serve on any other City board, commission or committee?

Traffic Safety Advisory Board

Education, Professional and or Community Activity

Project Management Professional Training (2009) Pellissippi State Community College

Foundations of Leadership, University of Michigan Ross School of Business, 2006

Building & Negotiating a Better Deal, CH2M HILL Learning & Development Program (2005)

Financial Leadership/Decision Skills, University of Michigan Ross School of Business (2004)

B.A., Human Resource Management, Pepperdine University, 1981

A.A., General Education, Marine Associate Degree Completion Program, Pensacola Junior College, 1973

Board Member Oak Ridge Transportation Safety Advisory Board 2012-2013

Member of the Oak Ridge Breakfast Rotary club since 1991

Explain why you are interested in being appointed to this board, commission or committee

My desire to serve in government has been a lifelong passion starting with 22 years' service in the United States Marine Corps and continues to this day. I have made Oak Ridge my home and plan to remain here the rest of my life and would like to make a worthy contribution to planning the future of our City. This great country has provided me with many opportunities and I would like to give something back through community service. I have children and grandchildren here in Oak Ridge and want to set an example of community service.

Describe any special knowledge or past experience qualifying you for this appointment?

I came to Oak Ridge in 1990 to start a small business after retirement from the Marine Corps along with two business partners. The small business was successful and I sold my ownership shares in 1997. Today this company is a successful large business employing over a hundred people in East Tennessee.

I have been elected to the Board of Directors for the National Association of Ordnance Contractors (NAOC) thirteen times, have served as the President three times, Vice President once, and chaired multiple committees including the Government Affairs Committee where I routinely visited members of Congress in Washington, D.C to represent NAOC. NAOC consists of 75 member companies that have over 250,000 employees worldwide operating in more than 35 countries performing environmental cleanup. I have twice provided testimony (2006 & 2009) before Congress as a subject matter expert on environmental cleanup of Munitions.

Monday, December 9, 2013

# City of Oak Ridge Board Application 2013

BoardName: Oak Ridge Municipal Planning Commission

Application Submitted

10/17/2013

Applicant: Redmond, Ben

Race (Optional):

Number of Times Previously Applied: 0

Preference: 1

I served as a Member of the Oak Ridge Transportation Safety Advisory Board for the past two years.

I served as Member of the Board of Trustee for my church for three years.

Additional Information

Special Qualifications

Resume`  
**BEN REDMOND**

President 1369 Tuskegee Dr  
Vice President/General Manager Oak Ridge, Tennessee 37830  
Program/Project Manager Cell: (865) 384-5511  
Engineering Manager Fax: (865) 220-8679  
email: bredmond@ch2m.com

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**EDUCATION**

Project Management Professional Training, Pellissippi State College (2009)  
Foundations of Leadership, U. of Michigan Ross School of Business (2006)  
Building & Negotiating Better Deal, CH2M HILL Learning/Development Program (2005)  
Financial Leadership/Decision Skills, U. of Michigan Ross School Business (2004)  
B. A. Human Resources Management, Pepperdine University (1981)  
OSHA Hazardous Waste Operations (8 Hr), Oak Ridge, TN (Annually 1991 thru 2011)  
OSHA Hazardous Waste Training (40 Hr), Knoxville, TN (1990)  
EOD Advanced Course (2 occasions) (1983 & 90)  
Chemical Technical Escort Course (1989)  
Advanced Access & Disablement of Improvised Nuclear Devices (1983)  
FBI Bomb Scene Investigation Course (2 occasions) (1981 & 89)  
Northern Ireland Pre-operational Improvised Explosive Device Training,  
Kineton, UK (1981)  
The Basic School, (Marine Corps Officers Training), (1980)  
EOD Refresher Course (2 occasions) (1977 & 80)  
Nuclear Emergency Team Operations Course (2 occasions), (1977 & 1989)  
Basic Explosive Ordnance Disposal Course, Phase I & II (1974)  
Marine Associate Degree Completion Program, A. A. General Education, Pensacola  
Junior College, (1973)  
Ammunition Technician, USMC, (1969)

**CERTIFICATIONS AND CLEARANCES**

Master EOD Technician 1980  
Master Training Specialist 1981  
Senior UXO Supervisor 1990, CEHNC #0723  
Top Secret Clearance, Department of Defense, U. S. Marine Corps 1974 - 1990  
Secret Clearance, Department of Defense Contractor, 1991 - 1994 & 2007 to Present

**EMPLOYMENT**

Technology & Practice Director Munitions Response Services, CH2M HILL Jan11 - Present  
President, CH2M HILL Demilitarization Nov09 - Jan11  
Vice President/Global Business Director Munitions Response, Program Manager for:  
\$940M WERS contract Huntsville, USACE, Nov08 - Present;  
\$160M MAMMS contract Baltimore District, CH2M HILL, Jul00 - July 2011  
\$250M MMRP FPRI contract Huntsville, USACE, July 2004 - 2009  
Member DOE Interlaboratory UXO/Mine Detection Task Force, Jun96 - Sep03  
Consultant (Senior Military Advisor) to LMER, ORNL-DOE, EOD/UXO/CWM/Geophysical  
Surveying and Ordnance Demilitarization Jun96 - Sep03  
Director UXO Service Center, IT Corporation, Jun98 - Jul00  
Vice President Allied Technology Group, Inc., HTRW, LLRAD Waste, D&D, & UXO  
Operations, May96 - May98  
Consultant to LMAES, Inc., EOD/OEW/UXO Nov97 - Jan98  
Consultant to AETC EOD/OEW/UXO/Geophysical Surveying Mar96 - Dec96  
Consultant to LMES (HAZWRAP), OEW/UXO Oversight (Williams AFB) Jan96 - Jun96  
Consultant to LMAES (Mechatronic Solutions, Inc.), EOD/OEW/UXO Jan96 - May96

Consultant to LMES (HAZWRAP), OEW/UXO Oversight (Norton AFB) Jan96 - May96  
Consultant to Allied Technology Group, Inc. EOD/OEW/UXO Jan 96 - May96  
Program/Project Manager EOD Technology International, Ltd., CWM Demil Nov95 - Jan96  
Vice President/General Manager, EODT Services, Inc. 1991 - 1995  
Program Manager/Project Manager, EODT Services, Inc., OEW 1991 - 1995  
Engineering Services Manager, EOD Technology, Inc., 1989 - 1991  
Counter-Terrorism Instructor ATAP, U.S. Department of State, 1988 - 1991  
EOD Officer, U.S. Marine Corps 1980 - 1990  
EOD Technician, U.S. Marine Corps 1974 - 1980  
Ammunition Technician, U.S. Marine Corps 1969 - 1974

## ACCOMPLISHMENTS

Developed profitable munitions response services program in four different Corporations - Currently have overseen the growth at CH2M HILL from zero to >\$36M per year and nominated as "Mentor of the Year 2009"

Co-Founder of the National Association of OEW Contractors (NAOC)- President (2004 to 2007), once Vice President, twelve times as Director. Awarded NAOC Life Time Leadership Award 2009

Provided testimony (2006 & 2009) before Congress as a subject matter expert on munitions response industry

Co-Founder of the EOD Technology Group of Companies.

Charter Member of The National Association of Unexploded Ordnance Technicians

Global Market Technology & Practice Director for Munitions Response within CH2M Hill and responsible for:

- the successful transitioned from an initiative to a market segment in less than 3 years with an increase in revenue from \$200k the year prior to an expected revenue of \$36M this year and \$40M estimated for next year.

Program Manager for first U.S. Army MMRP FPRI contract valued at \$250M & U.S. Army MAMMS contract valued at \$160M, and US Army WERS contract at \$945M.

Program Manager for commercial redevelopment of munitions contaminated land

Office Manager for HTRW/D&D/LLRW/Brokerage & Transportation/Surveillance & Inspection Operations

Program Manager for OE/UXO Value Engineering contract Huntsville COE.

Program Manager for OE/UXO Geophysical Surveying.

Program Manager for OE/UXO Bioremediation Services.

Program Manager for OE/UXO Remediation

Program Manager for Ordnance Disassembly

Developed operational plans for refurbishment of hazardous "dud" contaminated impact ranges including Preliminary Environmental Assessments.

DoD Project Manager to Establish "Advanced Access and Disablement of Improvised Nuclear Devices Division, Naval EOD School".

Responsible within DoD, in Beirut 1982, for acquisition and procurement of foreign ordnance for exploitation purposes and development and documentation of EOD procedures on recovered unknown foreign ordnance.

## CAPABILITIES

- To lead planning and execution of HTRW/Military Munitions Response Programs/ Demilitarization, technical programs, including Performance Based Acquisitions.
- To apply the systems approach to solution of program, technology, and organizational problems.
- To improve organizational performance by integration of individual and group personality traits and approaches to problems, and conflict avoidance processes, with other common business and technical methods.
- To improve skills and performance within an organization in leadership, managerial, and administrative areas.

## REFERENCES AVAILABLE UPON REQUEST

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End of Application for

Redmond, Ben

For Board:

Oak Ridge Municipal Planning Commission

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# City of Oak Ridge Board Application 2013

BoardName: Oak Ridge Municipal Planning Commission

Application Submitted

11/15/2013 3:03PM

Applicant: Whitson, H. Stephenson

Race (Optional):

Number of Times Previously Applied: 0

Preference: 1

Address	Contact Information
236 Park Meade Place	Home Phone: (865) 250-0771 Email: stephen@whitsonconstruction.com

Oak Ridge, TN 37830

Current Company/Organization
H-S Whitson Construction Co., Inc.

Current Position / Title
President

Retired?
N

Do you currently serve on any other City board, commission or committee?

Education, Professional and or Community Activity

I have an undergraduate degree in Business Administration. I am a licensed and practicing general contractor. The majority of the projects that I have been involved with are the construction and renovation of commercial and industrial facilities such as National Fitness Center and Briarcliff Center in Oak Ridge.

I am currently serving as the 2013 Chairman of the Board for the Oak Ridge Chamber of Commerce as well as serving as a director for the United Way of Anderson County and the Methodist Medical Center Foundation Board. In addition to these boards, I am a Past Chairman of the Associated Builders and Contractors of East Tennessee and am serving a second term on the board. Additionally, I served on National Board of Directors for the Associated Builders and Contractors for a two year term.

Awards:

2005: Knox County Sheriff's Office, Volunteer of the Year

2006: Knox County Sheriff's Office, Above and Beyond Award

2010: Oak Ridge Chamber of Commerce, Volunteer of the Year

Explain why you are interested in being appointed to this board, commission or committee

I would like to see Oak Ridge continue to grow and develop into its full potential. This is a pivotal time in Oak Ridge's history with several key projects on the horizon. It is important that we posture ourselves for success, and I think I can help with those strategic decisions. As a contractor I have completed projects in competing communities such as Farragut, West Knoxville, Maryville, Sevierville and many other communities in East Tennessee.

Describe any special knowledge or past experience qualifying you for this appointment?

I feel that what I have learned throughout my career as a general contractor will be beneficial in making future decisions that will impact our community. As President of a construction firm, I have had to take the long view in advising our clients on decisions that will impact them for many years to come. I believe this experience will help me in making solid decisions as a member of the Municipal Planning Commission for the City of Oak Ridge.

Additional Information

# City of Oak Ridge Board Application 2013

BoardName: Oak Ridge Municipal Planning Commission

Application Submitted

11/15/2013 3:03PM

Applicant: Whitson, H. Stephenson

Race (Optional):

Number of Times Previously Applied: 0

Preference: 1

Special Qualifications

End of Application for

Whitson, H. Stephenson

For Board:

Oak Ridge Municipal Planning Commission

# Personnel Advisory Board

NumVacancies      2      Total # of Members      5

Term of Office

Three (3) years commencing on January 1, 2014.

Qualifications

No special qualifications, other than Oak Ridge residency.

Personnel Advisory Board	Special Qualifications	Submitted	Preference	# of Previous Submissions
Mr. Bill Henry		12/2/2013	1	0
Mr. Andrew Howe		12/2/2013	1	0
Mr. William Randy Tedford		10/14/2013	1	3
Mrs. Marci L. Willison		11/29/2013	1	0
Total Number of Applicants: 4				

Current Members

Member Name	Special Qualifications	Term Expires
Ms. Ella H. DuBose		2015
Mr. Jonathan Forstrom		2013
Mr. William Randy Tedford		2013
Ms. Mary Frances Tolliver		2014
Ms. Martha Wallus		2014

# City of Oak Ridge Board Application 2013

BoardName: Personnel Advisory Board

Application Submitted

12/2/2013 04:45 PM

Applicant: Henry, Bill

Race (Optional): Caucasian

Number of Times Previously Applied: 0

Preference: 1

Address Contact Information

104 Davidson Lane

Email: billhenry58@gmail.com

Mobile Phone: (865) 924-8975

Oak Ridge, TN 37830

Current Company/Organization

Current Position / Title

Retired? Company / Organization Retired From

Y City of Oak Ridge (Fire)

Do you currently serve on any other City board, commission or committee?

Education, Professional and or Community Activity

Education:

Oak Ridge High School, 1976

Associates, Architectural Technology, 1984, Walters State Community College

Bachelors, Fire Administration, 2005, University of Memphis

Professional Organizations:

Past President and Secretary Treasurer, Oak Ridge Fire Fighters Association

Past member of numerous professional fire service organizations: NFPA, International Association of Fire Fighters, Tennessee Fire Safety Inspectors Association, Tennessee Professional Fire Fighters Association, Tennessee Valley Society of Fire Protection Engineers, and The International Code Council.

Community Activities

First United Methodist Church – Oak Ridge: Finance Committee, Youth Choir Tour chaperone, national and international mission trips, Cook for high school lunch, Trinity Building re-use committee.

Free Medical Clinic: construction

Leadership Oak Ridge, 2010

Explain why you are interested in being appointed to this board, commission or committee

As an employee of the City of Oak Ridge (Fire Department) I had a strong interest in personnel and salary issues. Now that I am retired, I can bring first-hand knowledge and a broad experience base to the PAB. The PAB could use a former employee's perspective, and I would like to be proactive in helping city employees and the City of Oak Ridge.

Describe any special knowledge or past experience qualifying you for this appointment?

As a city employee I was involved in numerous salary and benefit studies, a FLSA study group, a member of the former Employee Advisory Group, and a few grievance procedures. I have a good working knowledge of the Personnel Ordinance.

Additional Information

Special Qualifications

Monday, December 9, 2013

# City of Oak Ridge Board Application 2013

BoardName: Personnel Advisory Board

Application Submitted

Applicant: Henry, Bill

12/2/2013 04:45 PM

Race (Optional): Caucasian

Number of Times Previously Applied: 0

Preference: 1

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End of Application for

Henry, Bill

For Board:

Personnel Advisory Board

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# City of Oak Ridge Board Application 2013

BoardName: Personnel Advisory Board

Application Submitted

12/2/2013 02:25 PM

Applicant: Howe, Andrew

Race (Optional): White

Number of Times Previously Applied: 0

Preference: 1

Address Contact Information

115 E. Maiden Lane

Email: ahowe23@gmail.com

Mobile Phone: (865) 640-5704

Oak Ridge, TN 37830

Current Company/Organization

TEK Systems

Current Position / Title

Contract Software Engineer

Retired?

N

Do you currently serve on any other City board, commission or committee?

Education, Professional and or Community Activity

B.S. in Electrical Engineering and Computer Science, MIT, 1993

Software Engineer

Work with Children's Museum regularly, assist High Places during open performances, perform as a musician often and theater personnel on occasion, attend City Council meetings and make my opinions heard.

Explain why you are interested in being appointed to this board, commission or committee

I've applied to three other boards, two of which I doubt I'll get on, so when I heard you needed more people applying for this one I decided I'd volunteer.

I'm always looking for ways to help the city by getting involved. I believe in Mark Watson and get along well with him. Anything I can do that will help him, helps us all.

it would be an honor to work more directly with Mr. Watson and help the city.

Describe any special knowledge or past experience qualifying you for this appointment?

I believe in Mark Watson and get along well with him. Anything I can do that will help him, helps us all.

I imagine that this board does it's share of gathering information, mining that data and collating it for metrics. I'm skilled at all these things.

I'm good at legwork, the type I imagine is needed by the city manager, and good at being a team player.

Additional Information

Special Qualifications

End of Application for Howe, Andrew For Board: Personnel Advisory Board

Monday, December 9, 2013

# City of Oak Ridge Board Application 2013

BoardName: Personnel Advisory Board

Application Submitted

10/14/2013

Applicant: Tedford, William

Race (Optional):

Number of Times Previously Applied: 3

Preference: 1

Address Contact Information

Current Company/Organization

Anderson County Sherrif's Department

Current Position / Title

Deputy Sheriff / Court Services

Company / Organization Retired From

City of Oak Ridge Police Dept.

Do you currently serve on any other City board, commission or committee?

Personnel Advisory Board, Beer Permit Board

Education, Professional and or Community Activity

Graduated Maryville High School, 1969;

Employed Oak Ridge Police Dept, 1973-2003;

TN Peace Officer Standards & Training Commission, 1973 to present;

Over 1500 hours of continuing education in Law Enforcement, Specialized Management Training and other related topics;

College level courses successfully completed at Roane State, Walters State, University of TN, University of N. Florida,

University of Virginia, American University and Vanderbilt University;

Currently serving on the City of Oak Ridge Personnel Advisory Board;

Currently serving as Chair Person, City of Oak Ridge Beer Permit Board.

If needed, a copy of my resume is in file with the City of Oak Ridge.

(City Clerk's Office has provided a copy of said resume since applicant mentioned it.)

Explain why you are interested in being appointed to this board, commission or committee

I have already served as a member of the Personnel Advisory Board for several years. Additionally, I have thirty+ years of institutional knowledge of the operation of the City of Oak Ridge. Having a vested interest in the City, I believe I can properly serve the interests of the taxpayers as well as the City Government and its employees.

Describe any special knowledge or past experience qualifying you for this appointment?

As noted previously, I served with the Oak Ridge Police Department for thirty years, retiring in 2003 with the rank of Sergeant, and as the senior Sergeant in the Patrol Division. I have dealt with personnel matters in the ORPD at the team level and transitioned to the City-wide level since joining the PAB several years ago. My historical knowledge of City operations and employee/employer issues have benefited all sides in my service on this Board. It us my hope that my continued service with be of additional benefit to all.

Additional Information

Special Qualifications

RECEIVED

William Randall (Randy) Tedford

██████████  
Oak Ridge, Tennessee 37830

(Residence since May 1973)

2008 NOV 10 PM 11:01

OFFICE OF THE CITY CLERK

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**Application for Membership on Oak Ridge Beer Permit Board**

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**Anderson County Sheriff's Department**  
Civil Process and Court Security

November 2007 – Present

**WBIR**  
Evening Assignment Editor

January 2005 – November 2007

**City of Oak Ridge, Tennessee**  
Patrol Officer / Promoted to Sergeant on October 1989

April 1973 – January 2003

**Blount County, Tennessee**  
Sheriff Deputy

October 1972 – April 1973

**Specialized Training**

- Automobile accident investigation
- Criminal investigation
- D.W.I. enforcement
- Crime scene photography
- Court security
- Police traffic radar and radar instruction
- Additional college level training, bringing the total training to over 2250 hour.

**Various Positions**

- Tennessee Law Enforcement Training Academy, Nashville, TN  
Adjunct Faculty  
Classes: Accident Investigation, Report Writing, Law, Patrol Tactics and Firearms
- University of Tennessee School of Journalism  
Guest Lecturer
- Various instruction of police officers and civilians in report writing, communication, RADAR, crisis intervention, proper completion of police forms and related topics.

**MEMBERSHIPS**

**Fraternal Order of Police**  
**Tennessee Law Enforcement Training Officers Association**  
**American Society of Law Enforcement Trainers**  
**Tennessee Law Enforcement Officers Association**  
**American Legion**

CITY OF OAK RIDGE, TENNESSEE  
BOARDS AND COMMISSIONS

**TIME IN OFFICE AND ATTENDANCE RECORD**

NAME: \_\_\_\_\_ William R. Tedford \_\_\_\_\_

BOARD OR COMMISSION: \_\_\_\_\_ Personnel Advisory Board \_\_\_\_\_

TIME IN OFFICE: Term of Office \_\_\_\_\_ 3 Years \_\_\_\_\_

Date Appointed \_\_\_\_\_ 11/1/04 \_\_\_\_\_

Number of Terms Served \_\_\_\_\_ 3 \_\_\_\_\_

ATTENDANCE RECORD (MOST RECENT TERM OF OFFICE):

Number of Meetings Held \_\_\_\_\_ 11 \_\_\_\_\_

Number of Absences \_\_\_\_\_ 0 \_\_\_\_\_

Date Prepared \_\_\_\_\_ 12/4/13 \_\_\_\_\_

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End of Application for

Tedford, William

For Board:

Personnel Advisory Board

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# City of Oak Ridge Board Application 2013

BoardName: Personnel Advisory Board

Application Submitted

11/29/2013 02:11 PM

Applicant: Willison, Marci

Race (Optional): Caucasian

Number of Times Previously Applied: 0

Preference: 1

Address Contact Information

106 W. Pawley Rd.

Home Phone: (865) 481-4881

Email: marcihart12@yahoo.com

Oak Ridge, TN 37830

Current Company/Organization

Semi-retired/work at BELK in Oak Ridge (part time)

Current Position / Title

Sales Associate - Fine Jewelry

Retired?

N

Do you currently serve on any other City board, commission or committee?

Education, Professional and or Community Activity

Bachelor of Science - Business Administration - University of Washington

Bachelor of Arts - English Literature - UW

Lifetime member, NMA - National Management Association

Member - Altrusa - Service Organization

Member - ORHPA - Oak Ridge Historical Preservation Association

Board member of Friends of the Library (Oak Ridge)

Board member of ORCMA - Oak Ridge Civic Music Association

Volunteer Shelter Worker for Red Cross

Former City of Oak Ridge employee (library)

45 years of professional work experience

16 years of managerial experience

Explain why you are interested in being appointed to this board, commission or committee

As a resident of Oak Ridge, and as a former City of Oak Ridge employee, for many years I've had a deep interest in the well-being of our community. I believe in "rolling up my sleeves and getting to work" to bring about positive changes, and I'd sincerely like to have a part, however small, in finding solutions to problems that our city faces.

Describe any special knowledge or past experience qualifying you for this appointment?

Please see above listed Education, Professional and Current Community Activities

Additional Information

Special Qualifications

End of Application for

Willison, Marci

For Board:

Personnel Advisory Board

Monday, December 9, 2013

# Recreation and Parks Advisory Board

NumVacancies 4 Total # of Members 9

Term of Office

Three (3) years commencing on January 1, 2014.

Qualifications

No special qualifications, other than Oak Ridge residency.

Recreation and Parks Advisory Board	Special Qualifications	Submitted	Preference	# of Previous Submissions
Mrs. Naomi Asher		11/15/2013	2	0
Mr. Steven Dittner		10/22/2013	1	1
Mr. Ray Garrett		10/2/2013	1	0
Dr. Kevin Hoyt		11/15/2013	1	0
Dr. Fay M. Martin Ph.D.		11/13/2013	1	1
Ms. Esther Palmer		4/8/2012	2	1
Mr. William Polfus		11/8/2013	2	0
Mr. Bradley Spears		10/1/2013	1	0
<b>Total Number of Applicants: 8</b>				

## Current Members

Member Name	Special Qualifications	Term Expires
Mr. Frank P. Chmielewicz		2014
Ms. Sherith Colverson		2013
Ms. Bridgette Ellis		2015
Mr. Gerry Palau		2013
Ms. Laurel Patrick		2013
Mr. Daniel Robbins		2014
Mr. B. Alan Tatum		2015
Ms. Catherine Toth		2014

# City of Oak Ridge Board Application 2013

BoardName: Recreation and Parks Advisory Board

Application Submitted

11/15/2013 3:14PM

Applicant: Asher, Naomi

Race (Optional):

Number of Times Previously Applied: 0

Preference: 2

Address Contact Information

194 Outer Drive

Home Phone: (865) 591-7636

Email: naomi@casatnh.org

Oak Ridge, TN 37830

Current Company/Organization

CASA

Current Position / Title

Executive Director

Retired?

N

Do you currently serve on any other City board, commission or committee?

Education, Professional and or Community Activity

MBA in Marketing from King University.

Rotary member, Altrusa Communications Chair, United Way LE to member organizations.

Mentor for TN Achieves and teacher for Junior Achievement.

2013 Leadership Oak Ridge Graduate.

Explain why you are interested in being appointed to this board, commission or committee

I spend a good deal of time at the parks in the city and walking / bike riding the greenways. After spending the last few months riding bike paths in Blount and Knox counties, I am convinced that Oak Ridge has the highest potential in this area. I believe that there is more we could do to capitalize on the beautiful parks and greenways in the city to improve the reputation of the city's livability.

Describe any special knowledge or past experience qualifying you for this appointment?

Marketing and event coordination. Policy and grant writing.

Additional Information

Special Qualifications

Naomi Asher

(865)591-7636 / [Naomi@casatnh.org](mailto:Naomi@casatnh.org) / [www.linkedin.com/in/naomiasher](http://www.linkedin.com/in/naomiasher)

Work experience

**CASA (Court Appointed Special Advocates) of the Tennessee Heartland, Oak Ridge TN**

July 2010 – current

Executive Director

- Resource Development and Maintenance: Grant writing and administration, fundraising events, letter appeals
- Fiscal Management: Daily money management, grant reporting, annual budget / audit preparation
- Agency and Program Planning: Short term – staff supervision, submission of licensures, policy compliance  
Long term – strategic planning, annual program and personnel reviews
- Community and Public Relations: Increase public awareness, develop community relationships, speaking engagements
- Personnel Management: Hire / supervise staff, revise job descriptions, create and implement staff development plans
- Board of Directors Liaison: Attend all board meetings / present director's report, oversee implementations of policies

February 2008 – June 2010

Office Manager / Resource Development

- Organize / follow up on all potential volunteer files
- Coordinate schedules, timesheets and information for employees of 3 offices and board of directors
- Organize, plan and coordinate all special events, mailings and other giving programs; write / submit all grant applications
- Write/ update and submit all press releases, newsletters, letters / mailings, and web based information
- Create and update all office forms and information; keep filing systems up to date; send out board mailings
- Make and cultivate contacts within National CASA and other local non-profit agencies

**The Rush Fitness Complex, Oak Ridge TN**

October 2005 – July 2010

Personal Trainer / Core Team Captain / Front Desk and Juice Bar

- Design specific workout programs for clients – work with clients to find the most effective way to achieve their goals while working with their individual personality and lifestyle
- Work with sales department to sell memberships, programs, personal training packages and supplements
- Keep in contact with all clients, keep accountability and review food intake and exercise logs, schedule appointments
- Lead promotions for core team / teach and train team members – train new employees about sales and promotions
- Front desk (phones, logs, computer check-ins and entry of all contracts)

**Cokesbury United Methodist Church, Knoxville TN**

July 2007 – February 2008

Kitchen Supervisor / Wedding Coordinator

- Planned menus for events and organized volunteer kitchen help – supervised and coordinated 40+ volunteers
- Attended staff meetings and gave input for advertising and community outreach for church
- Worked with brides / grooms to plan, organize and set-up wedding services

**Oak Ridge Schools, Oak Ridge TN**

August 2006 – May 2007

Teacher Assistant – CDC Classes / Preschool

- Wrote lesson plans for differing functioning levels
- Worked with children to help them achieve their personal and scholastic goals
- Various data entry projects and grant applications to assist the department

**Johnson Bible College, Knoxville TN**

June 2005 – October 2005

Admissions Counselor / Guest Housing Coordinator

- Set-up all campus visits and any needed guest housing; led campus tours.
- Sent mailings and letters in response to inquiries / information requests
- High level of multi-tasking – phones, walk-in's and email / computer requests
- Communication / relationship building with applicants
- Traveled many weekends to churches to represent the college – presentations / speeches

### Education and College involvement

**King College, Bristol TN** - August 2012

Masters of Business Administration in Marketing

**Johnson University, Knoxville TN** - May 2005

Bachelors of Science in Bible and Music

While at JBC, I worked in the admissions office as an office receptionist:

Duties included calling prospective students, tours, interviews, "Preview Days" events and mailings

Worked closely with Kevin O'Brien as an assistant campus worship planner (planning and executing creative worship services)

Member of the JBC gospel choir for 7 semesters

Head of the PR team, drama writer / performer, auxiliary percussion, housing coordinator

Served 2 years as a Resident Assistant

Planning events, advertising, community involvement, fundraising and working one on one with students

### Additional Trainings / Certifications

#### **Title VI Training**

Office of Criminal Justice Programs

#### **Darkness to Light**

Stewards of children

#### **Certified National CASA Trainer**

Training of the Facilitator

### Organizations

#### **Altrusa**

Newsletter Editor and Social Media Coordinator

- Created and implemented electronic newsletters and social media accounts

#### **TN CASA Association**

Board Member, Fundraising Committee Chair and East Tennessee United Efforts Grant Coordinator

- Creation and implementation of regional staff trainings
- Creation and implementation of state-wide and regional marketing calendar
- Creation and implementation of Fund Development Calendar

#### **Girl Scouts of America**

Community Leadership Cabinet Member

#### **United Way of Anderson County**

Loaned Executive to Agency Partners

### Current Volunteer Positions

#### **Junior Achievement of East Tennessee**

Teacher

#### **Anderson Achieves**

Mentor

#### **Cokesbury United Methodist Church**

Greeter Coordinator

### Accomplishments at CASA of the Tennessee Heartland

- \$20,000+ endowment established with supporting policies / procedures and marketing materials
- \$20,000+ reserve fund established with supporting policies / procedures
- Agency-wide policy and procedure review / re-write
  - personnel and volunteer policies / procedures
    - orientation processes
    - staff and volunteer evaluations
    - annual program evaluations
  - purchasing and financial policies / procedures
  - board and committee guidelines
- Lead staff in Organizational Assessment through Knoxville Leadership Foundation Center for Communities
- Increased funded grants by \$8,000+ per year
- Increased event revenue by \$20,000+ per year
- Creation of successful fall event with guidelines to continue
- Renewed state contracts with TCCY, VOCA
- Created / promoted / updated new website
  - social media creation and implementation: Facebook, Blogger, YouTube, Flickr
- Created email database; created monthly newsletters
- Developed and integrated an annual event / mailing plan for all counties

### Consultancy Work

#### **Girl Talk, inc.**

Monthly mentoring meetings with Denetria Moore, Executive Director

Event and fund development planning

- set up first major fundraising event
- help with fundraising calendar
- fund development presentation
- assistance with identification of new grants and applications

"Naomi Asher is one the most innovative and creative people I know. Her passion coupled with experience of the non-profit world is a force to be reckoned with. She has definitely been influential in taking our organization to the next level of sophistication and professionalism. We have found our 'niche' in the area of fundraising and have been very successful on our first attempts at putting on a major event; raising over \$8,000 for the first time in the history of our organization. Naomi Asher is truly a gift from Heaven sent to Girl Talk, Inc. We wouldn't be where we are without her."

Denetria D. Moore, Founder/Executive Director, Girl Talk, Inc.

#### **TORCH**

Initial organizational set up consulting

- charter, by-laws, policies and procedures
- strategic planning and long-term goal setting
- mission, vision and purpose statements = clear and concise
- fund development plan
- board creation / development

"Naomi's abilities are so vast that I find it difficult to express how efficient and effective she is. She is a leader in our community with unparalleled fundraising abilities. She is effective at building relationships, and partnerships, and networking. She constantly conducts herself with poise, and professionalism and I constantly learn from her. I am energized by the ideas and plans she constructs and then executes. In her capacity as a non-profit consultant she draws from her vast knowledge of the non-profit framework to address each non-profit appropriately. Her consultations are direct, insightful and motivating. Naomi knows what she's doing and can effectively explain how your non-profit can do any task more efficiently. Naomi is a great tool to have in your tool box. She will constantly challenge you to be better, to do more, and be more effective. I am proud to have a friend, mentor and colleague in Naomi!"

Zabrina Minor, Executive Director, TORCH

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End of Application for

Asher, Naomi

For Board:

Recreation and Parks Advisory Board

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# City of Oak Ridge Board Application 2013

BoardName: Recreation and Parks Advisory Board

Application Submitted

10/22/2013

Applicant: Dittner, Steven

Race (Optional):

Number of Times Previously Applied: 1

Preference: 1

Address Contact Information

111 Norton Road

Home Phone: (865) 482-1912

Email: smdittner@gmail.com

Oak Ridge, TN 37830

Current Company/Organization

Sporting Supplies International

Current Position / Title

Product Manager

Retired?

N

Do you currently serve on any other City board, commission or committee?

Education, Professional and or Community Activity

Current President of the Friends of Haw Ridge

Explain why you are interested in being appointed to this board, commission or committee

I feel a need to help steer the City of Oak Ridge into making the right decisions for our outdoor recreational activities that will promote our city's future while building on its past

Describe any special knowledge or past experience qualifying you for this appointment?

Former Vice Chairman of the National Speleological Society's Cave Diving Section

Additional Information

Special Qualifications

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End of Application for  For Board:

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# City of Oak Ridge Board Application 2013

BoardName: Recreation and Parks Advisory Board

Application Submitted

10/2/2013

Applicant: Garrett, Ray

Race (Optional): Caucasian

Number of Times Previously Applied: 0

Preference: 1

Address Contact Information

101 Windham Rd.

Home Phone: (865) 483-4466

Email: garrett.ray1@att.net

Oak Ridge, TN 37830

Current Company/Organization

University of Tennessee Department of Physics -Adjunct Prof.

Current Position / Title

Retired? Company / Organization Retired From

Y Oak Ridge National Laboratory

Do you currently serve on any other City board, commission or committee?

Education, Professional and or Community Activity

B.S., M.S., Ph.D. physics.

Activities:

Chairman Board of Directors, Cumberland Trail Conference; Vice Chair, Anderson County Democratic Party; member TCWP; member Tennessee Parks and Greenways Foundation, Oak Ridge Civic Music Association (and Board of Directors; Oak Ridge Arts Center (and Board of Directors),

Past Activities: Elected member Oak Ridge Charter Commission (Chairman); Oak Ridge Chamber of Commerce (and Board of Directors);

Explain why you are interested in being appointed to this board, commission or committee

I am a dedicated outdoors enthusiast and parks and greenways advocate. I have been a board member of the Cumberland Trail Conference for 14 years, which is an organization devoted to development of the Cumberland Trail in East Tennessee (including Anderson County.) I would like to work toward enhancing hiking and biking trails, especially in the western end, of Oak Ridge. I have had experience in working with volunteer and advisory organizations. I believe that this experience would serve well on the Recreation and Parks Advisory Board.

We in Oak Ridge have worked hard to create an enviable park and recreational environment. I would like to do my part to maintain and enhance these assets in the future.

Describe any special knowledge or past experience qualifying you for this appointment?

I am chairman of the board of the Cumberland Trail Conference. This is an organization created to raise funds and organize volunteers to construct a 300 mile hiking trail through East Tennessee. I have helped build trails, raise money, and organize volunteer for more than 10 years in the effort to complete the Cumberland trail State Park. As a result, I have practical knowledge of some of the issues associated with park and recreational development.

Additional Information

Special Qualifications

End of Application for

Garrett, Ray

For Board:

Recreation and Parks Advisory Board

Monday, December 9, 2013

# City of Oak Ridge Board Application 2013

BoardName: Recreation and Parks Advisory Board

Application Submitted

11/15/2013 12:36PM

Applicant: Hoyt, Kevin

Race (Optional):

Number of Times Previously Applied: 0

Preference: 1

Address Contact Information

901 S. Illinois Ave.

Home Phone: (931) 787-5369

Email: khoyt@utk.edu

Oak Ridge, TN 37830

Current Company/Organization

UT Forest Resources AgResearch and Education Center/Arboretum

Current Position / Title

Director

Retired?

N

Do you currently serve on any other City board, commission or committee?

Education, Professional and or Community Activity

I am the Director of the UT Forest Resources Research and Education Center which includes 12,000 acres of research forest property in four locations in East and Middle Tennessee. The headquarters for the UT Forest Resources Research and Education Center is located at the Oak Ridge, TN, which also includes the UT Arboretum Project. The other units include the Cumberland Forest located in Morgan and Scott Counties, and the Highland Rim Forest located near Tullahoma, TN.

I am a native of Doylestown, Pennsylvania, and received my B.S. degree in Forest Management (1983), M.S. degree in Forestry (1988), and Ph.D. in Natural Resources (2008), all from the University of Tennessee - Knoxville. My Ph.D. research focused on a socioeconomic study of Non-industrial Private Forest landowners on the Cumberland Plateau. I have served on the UT Institute of Agriculture Alumni Council, the Forestry, Wildlife and Fisheries Advisory Board of Friends, and am presently an adjunct professor in the department.

Explain why you are interested in being appointed to this board, commission or committee

I feel my background, experience, and education match up with the purpose and goals of the Recreation and Parks Advisory Board. I also feel that the UT Forest Resources AgResearch and Education Center/Arboretum has some synergy and opportunities for development with the City of Oak Ridge.

Describe any special knowledge or past experience qualifying you for this appointment?

I began my professional career in 1988 as a land management forester for Federal Paper Board, Inc. in North Carolina, later transferring in 1991 to South Carolina as a wood procurement forester for the Newberry, SC sawmill facility. In February of 1996 I accepted the position of Wood Procurement Manager for the new green-field Oriented Strand Board mill being built by JM Huber Corporation near Spring City, Tennessee. From 1996 to 2005, I secured the annual wood requirements for the mill; coordinated landowner, logger, and community outreach. From 2005 through 2010 I worked for Huber Engineered Woods, LLC, formally JM Huber Corporation, as the Sr. Natural Resources Analyst where he coordinated continuous process improvement initiatives and wood basin analyses for the company's supply chain group.

From 1998 – 2010 I served as a Board member for the Tennessee Forestry Association (TFA) and acted as TFA's SFI Committee Chairman from 2005 - 2010. I am a registered forest in South Carolina and an SAF Certified Forester. I enjoy outdoor activities such as fly-fishing and hiking in the Smoky Mountains, and traveling with my wife Lisa and my two

Monday, December 9, 2013

# City of Oak Ridge Board Application 2013

BoardName: Recreation and Parks Advisory Board

Application Submitted	
11/15/2013	12:36PM

Applicant: Hoyt, Kevin

Race (Optional):

Number of Times Previously Applied: 0

Preference: 1

daughters, Brianna and Olivia.

Additional Information

Special Qualifications

End of Application for

Hoyt, Kevin

For Board:

Recreation and Parks Advisory Board

# City of Oak Ridge Board Application 2013

BoardName: Recreation and Parks Advisory Board

Application Submitted

11/13/2013 5:05PM

Applicant: Martin, Fay

Race (Optional): Mixed

Number of Times Previously Applied: 1

Preference: 1

Address Contact Information

108 Meadow Rd.

Home Phone: (865) 482-2969

Email: faymart@bellsouth.net

Oak Ridge, TN 37830

Current Company/Organization

Retired

Current Position / Title

Retired? Company / Organization Retired From

Y Oak Ridge National Laboratory

Do you currently serve on any other City board, commission or committee?

Health and Educational Facilities Board

Education, Professional and or Community Activity

B.Sc.-University of West Indies, M.Sc. McMaster Univ., Ontario, Canada, Ph.D.-The University of Tennessee, Knoxville  
Community Activities

V.P. of American Assoc. of Univ. Women; V.P. of Oak Ridge Garden Club; Site Specific Advisory Board member; League of Women Voters; Steering Committee of Women's Interfaith Dialogue; Outreach Committee at ST. Stephen's Episcopal Church.

Explain why you are interested in being appointed to this board, commission or committee

I am interested in recreation--especially tennis, badminton, and Senior Olympics. I would like to see more instruction for children and adults in tennis, more tournaments, etc. and indoor tennis facilities.

I would like to see more seniors taking part in recreational activities.

I would like to see beautifully maintained parks with playgrounds ref. the one at Cedar Hill, outdoor picnic tables, tables to encourage chess players, etc.

Describe any special knowledge or past experience qualifying you for this appointment?

Played on the Jackson Square Tennis Courts (since 1964)

Organized Junior Tennis Tournaments (with O.R. City Recreation Dept.)

Taught Junior Tennis (free lessons for ages 8-16) in cooperation with Girls, Inc. and Oak Ridge City Recreation Department.

Degree in Environmental Toxicology-concern and knowledge of environmental matters.

Additional Information

Special Qualifications

End of Application for Martin, Fay

For Board: Recreation and Parks Advisory Board

# City of Oak Ridge Board Application 2013

BoardName: Recreation and Parks Advisory Board

Application Submitted

4/8/2012 2:15PM

Applicant: Palmer, Esther

Race (Optional):

Number of Times Previously Applied: 1

Preference: 2

Address	Contact Information
107 Brentwood Drive	Home Phone: (865) 685-0311 Email: expalmer1@aol.com

Oak Ridge, TN 37830

Current Company/Organization
Bechtel National

Current Position / Title
Records and Information Manager

Retired?
N

Do you currently serve on any other City board, commission or committee?

Education, Professional and or Community Activity

College degree in Business Management

Member of professional organization related to information management AIIM and ARMA

Explain why you are interested in being appointed to this board, commission or committee

Park and recreation can be an important factor in someone deciding to move to an area. I have lived in several cities both big and small and I know why I and my co-workers chose one are over another.

Describe any special knowledge or past experience qualifying you for this appointment?

I have lived in several cities both big and small and I know why I and my co-workers chose one are over another. I feel this knowledge could help make Oak Ridge a better place to live and attract more residence.

Additional Information

Special Qualifications

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End of Application for  For Board:

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# City of Oak Ridge Board Application 2013

BoardName: Recreation and Parks Advisory Board

Application Submitted

11/8/2013

Applicant: Polfus, William

Race (Optional):

Number of Times Previously Applied: 0

Preference: 2

Address	Contact Information
110 Victoria Road	Home Phone: (865) 482-8068      Email: polfi1@comcast.net

Oak Ridge, TN 37830

Current Company/Organization
Retired

Current Position / Title

Retired?	Company / Organization Retired From
Y	The Boeing Company

Do you currently serve on any other City board, commission or committee?

Education, Professional and or Community Activity
BSIE - Texas A&M University, MBA - Pacific Lutheran University, Member Oak Ridge Tennis Club

Explain why you are interested in being appointed to this board, commission or committee
Since I retired I walk through some of the city parks and get to see first hand how they are used. I'd like to be part of the team that can have some say in how they can be improved for higher utilization.

Describe any special knowledge or past experience qualifying you for this appointment?
Just my first hand experience walking around the center of town for the last year and 30 years as an Industrial Engineer focusing on continuous improvement.

Additional Information

Special Qualifications

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End of Application for  For Board:

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# City of Oak Ridge Board Application 2013

BoardName: Recreation and Parks Advisory Board

Application Submitted

10/1/2013

Applicant: Spears, Bradley

Race (Optional): Caucasian

Number of Times Previously Applied: 0

Preference: 1

Address Contact Information

77 Rolling Links Blvd.

Home Phone: (865) 804-4902

Email: bspears@rsienv.com

Oak Ridge, TN 37830

Current Company/Organization

Restoration Services, Inc.

Current Position / Title

Associate Business Manager

Retired?

N

Do you currently serve on any other City board, commission or committee?

Education, Professional and or Community Activity

As provided with my attached resume, my education includes a B.S. in Biology and an M.B.A in Business Management. Professional organizations include involvement with the National Contract Management Association (NCMA) East Tennessee Chapter.

Though I have worked in Oak Ridge for over 13 years, I have only been an Oak Ridge City resident for approximately 15 months. Therefore, my community organizational involvement is still growing. Though still a relatively new resident, I am and have been quite active within the community in regards to participation in organized community events. As an elite level cyclist and competitive runner, I have been a participant in most charity bicycle rides, running races, and elite level bicycle races that Oak Ridge has been host to over the years. Additionally, I have helped work and setup several events hosted at Haw Ridge including Bicycle Demo days, group trail runs and organized mountain bike events.

Explain why you are interested in being appointed to this board, commission or committee

As I alluded to above, I am an active person with an intense love of the outdoors with my favorite pastimes related to cycling, running, and hiking. These activities and passions along with a great school system are what led my wife and I to choose Oak Ridge as our home. When the decision was made to move here, we specifically chose our home due to its proximity to the Melton Hill Greenway and Haw Ridge Park. Since living here (and because I have a toddler that loves playgrounds), I have also become quite familiar with most of Oak Ridge's city parks as well. With mornings that start on the Melton Hill Greenway for a run and evenings that end with my child and I playing in a local city park, there are several days each week where I may spend as much time in an Oak Ridge park as I have my own home. Therefore, it goes without saying that I am interested in how Oak Ridge's parks are maintained, developed and managed.

I also believe that our parks, waterways and hiking trails are some of Oak Ridge's best assets. Unfortunately, they could arguably be some of Oak Ridge's most underutilized assets as well, with so much potential for more growth and exposure. As a "young adult" with a child that I intend to raise here in Oak Ridge, I have a vested interest into the future of this city. I sincerely believe that highlighting and branding this city's assets to a younger generation is one way to ensure that this city continues to grow and develop beyond just being a "DOE" town.

Monday, December 9, 2013

# City of Oak Ridge Board Application 2013

BoardName: Recreation and Parks Advisory Board

Application Submitted

Applicant: Spears, Bradley

10/1/2013

Race (Optional): Caucasian

Number of Times Previously Applied: 0

Preference: 1

Describe any special knowledge or past experience qualifying you for this appointment?

Beyond the inherent knowledge that I have of Oak Ridge's parks and recreational areas attained from the amount of time I have spent in them, I also can provide this board relevant business and management experiences and qualifications. First and foremost, I can communicate well and understand simple to complex business functions due to the nature of my profession. Likewise, my profession of business manager is one that exposes me to a variety of obstacles each day regarding budget, costs, contracts, contractors and personnel. This constant exposure to diverse issues has sharpened my problem solving ability with direct experience that is relevant to the issues this board is most certainly faced with.

Additional Information

Special Qualifications

## Bradley G. Spears

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October 1, 2013

City of Oak Ridge  
Attention: City Clerk's Office  
Municipal Building  
200 South Tulane Avenue, Oak Ridge TN 37830  
Oak Ridge, Tennessee 37830

Subject: Recreation and Parks Advisory Board Election

City Clerk's Office:

Please consider my request and application for a position with the Recreation and Parks Advisory Board for the December 16, 2013 election. Along with my completed questionnaire I have included my professional resume, as well as both professional and personal references. As I am solely interested in a position on the Recreation and Parks Advisory Board, I have not completed the questionnaire for alternate board choices.

Sincerely,



Bradley G. Spears

# **BRADLEY G. SPEARS**

77 Rolling Links Blvd. • Oak Ridge, TN 37830 • PHONE (865) 804-4902

## **PROFESSIONAL PROFILE:**

Degreed professional with undergraduate studies in biology and ecology, coupled with a graduate degree in business management • Over 13 years experience in the environmental services field • Possesses excellent communication, organizational, and written presentation skills with an acute attention to details • Excels in team environments that require leadership skills and strong work ethics

## **EDUCATION:**

MBA, Business Management  
Lincoln Memorial University, Harrogate, TN  
Graduated December 2011

Bachelor of Science, Biology Major  
Lindsey Wilson College, Columbia, KY  
Member of Student League of Sciences  
Graduated December 2001

Tennessee Technological University  
Cookeville, TN  
Attended 1996-1999

## **CLEARANCES:**

“Q” Clearance (Active)  
Department of Energy

## **EXPERIENCE:**

### **Associate Business Manager Restoration Services, Inc., Oak Ridge, Tennessee**

- Associate Business Manager for corporate operations and business functions for a more than \$45 million, 270 person company, which includes Accounting, Project Controls, Procurement / Contracts, Human Resources, Information Technology and annual Business Planning. Currently serving as the single point of customer accountability for performance, compliance, quality assurance and contractual matters for several multi-million dollar contracts.

### **Project Manager Restoration Services, Inc., Oak Ridge, Tennessee**

- Characterization Manager for the OR22 Hot Cells Project at Oak Ridge National Laboratory. Responsibilities include the planning and development of all associated characterization activities for the project; development and submittal of regulatory documentation associated with waste characterization for disposal; planning and coordination of personnel; preparation and tracking of spending, costs, and associated budgets; preparation and coordination of baseline schedules; and implementation of characterization scope for all three facilities under the OR22 Hot Cells Project.
- Field Manager for the Y-12 National Security Complex (NSC) 81-10 Area Project Geoprobe® characterization. Responsibilities include all project-related tracking, reporting, and field implementation for the Geoprobe® activities beneath ORISE as a major contractor at the Y-12 NSC. Additional responsibilities include the coordination of personnel for daily activities and project integration with various contractors working on the project.

- Project Characterization Lead for Phase 1 of the B&W Y-12 American Recovery and Reinvestment Act legacy material characterization project in the Y-12 Alpha 5 Facility. Responsibilities included daily project reporting and planning activities, document preparation, and contractor interface. The project was completed ahead of schedule for all Phase 1 field sampling and characterization activities.

**Environmental Project Leader / Sr. Environmental Scientist  
Commodore Advanced Sciences, Inc., Oak Ridge, Tennessee**

- Water Quality Project Leader for the Water Resources and Restoration (WRRP) water quality program for surface water and groundwater sampling scopes under the U.S. Department of Energy (DOE) contract with Bechtel Jacobs Company LLC. Responsibilities included collection of the pre-processing stream flow data as part of the flux calculations scope of the WRRP water quality monitoring program. Also ensured schedules were met and projects completed per project-specific sampling and analysis plans.
- Project Manager for a Department of Interior, Office of Surface Mining project in Knoxville, Tennessee. Responsibilities included ensuring submittals were reported properly and on time, all field work was done in accordance to contractual requirements, and was responsible for reporting and collecting data.

**Environmental Sampling Technician  
MDM Services Corporation, Oak Ridge, Tennessee**

- Environmental Sampling Technician at the East Tennessee Technology Park, Oak Ridge, Tennessee. Responsibilities included assisting in operational efforts by conducting routine sampling, monitoring, and data collection activities. Calibrated, set up, and operated field and laboratory instrumentation equipment. Followed defined and detailed plans and procedures to manually or automatically collect environmental samples such as water, soil, vegetation, biota, ambient air, and waste samples. Conducted field measurements such as pH, temperature, dissolved oxygen, conductivity, and turbidity. Verified sample accountability by facilitating chain of custodies.

**Biology/Ecology Assistant  
U.S. Corp of Engineers, Green River Lake, KY**

- Performed as liaison between the Nature Conservancy and U.S. Corps of Engineers for Green River Restoration Project at Green River Lake in Kentucky. Responsibilities included water testing, analysis, monitoring, and recommendations for restoration of local downstream farmland.

**Employment History**

Associate Business Manager	Restoration Services, Inc.	11/2009 – Present
Environmental Project Leader/ Senior Environmental Scientist	Commodore Advanced Sciences, Inc.	12/2004 – 11/2009
Environmental Sampling Technician	MDM Services Corporation	11/2002 – 12/2004
Biology/Ecology Assistant	U.S. Corp of Engineers	8-12/2001

*References and Other Work Experience Available Upon Request*

# **BRADLEY G. SPEARS**

77 Rolling Links Blvd. • Oak Ridge, TN 37830 • PHONE (865) 804-4902

## **PROFESSIONAL REFERENCES:**

### **Richard Ferguson**

Vice President, Restoration Services, Inc.  
203 Victorious Blvd.  
Oak Ridge, TN 37830  
865-297-4900 ext. 106 (office)  
865-806-0876 (cell)

### **Peter Caswell**

Vice President, Restoration Services, Inc.  
203 Victorious Blvd.  
Oak Ridge, TN 37830  
865-297-4900 ext. 173 (office)  
865-776-1588 (cell)

### **Barry C. Money**

Senior Business Manager, Restoration Services, Inc.  
203 Victorious Blvd.  
Oak Ridge, TN 37830  
865-297-4900 ext. 184 (office)

## **PERSONAL REFERENCES:**

### **Brian Shelton**

Business Owner, Foothills Running Company  
155 W. Broad Street  
Cookeville, TN 38501  
(931)-267-4357

### **Tom Martin**

Hendrick Contracting  
111 Nathan Lane  
Oak Ridge, TN  
(865)-755-2664

### **Jeff Bale**

360 Chestnut Ridge, Rd.  
Kingston, TN 37763  
(865)719-9706

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End of Application for

Spears, Bradley

For Board:

Recreation and Parks Advisory Board

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# Senior Advisory Board

NumVacancies 3 Total # of Members 11

## Term of Office

Three (3) years commencing on January 1, 2014.

## Qualifications

One (1) members shall be a representative of the Anderson County Adult Safety Coalition and Elder Watch, one (1) member shall be a representative of the Senior Citizens Club, and the remaining seat is for an at-large position.

Senior Advisory Board	Special Qualifications	Submitted	Preference	# of Previous Submissions
Ms. Elizabeth Batchelor	Anderson County Adult Safety Coalition and Elder Watch	10/16/2013	1	2
Mr. Minister R.W. Billy Bates		11/7/2013	1	0
Ms. Sharon Crane		11/1/2013	2	0
Mr. Gene R Dunaway		10/2/2013	1	2
Mrs. Lakaisha Gallaher		11/12/2013	3	0
Ms. Delores Moyer		11/14/2013	1	0
Dr. Wendy Williams	Senior Citizen's Club	12/5/2013	1	0
<b>Total Number of Applicants: 7</b>				

## Current Members

Member Name	Special Qualifications	Term Expires
Ms. Elizabeth Batchelor	Anderson County Adult Safety Coalition and Elder Watch	2013
Mrs. Lynne Burchell	Anderson County Office on Aging	2014
Mr. Gene R Dunaway	At-Large Position	2013
Dr. James T Gillespie Sr.	The 43 Club	2014
Mr. Lee Roy Gilliam	Anderson County ADA Oversight Committee	2015
Ms. Margaret Gottshall	Senior Citizens Club	2013
Mrs. Barbara A Gunn	AARP, Oak Ridge Chapter	2014
Mr. David McCoy	At Large	2014
Mr. William A. Pryor	National Association of Retired Federal Employees	2015
Mr. Alfred Skyberg	At Large	2014
Mr. Robert Smallridge	Oak Ridge Retired Teachers' Association	2015

# City of Oak Ridge Board Application 2013

BoardName: Senior Advisory Board

Application Submitted

10/16/2013

Applicant: Batchelor, Elizabeth

Race (Optional):

Number of Times Previously Applied: 2

Preference: 1

Address	Contact Information
119 Greystone Deive	Home Phone: (865) 483-1129      Email: dbb@icx.net

Oak Ridge, TN 37830

Current Company/Organization
N/A

Current Position / Title

Retired?	Company / Organization Retired From
Y	

Do you currently serve on any other City board, commission or committee?
Senior Advisory Board

Education, Professional and or Community Activity
ElderWatch Clinch River Home Health

Explain why you are interested in being appointed to this board, commission or committee
I have been working with seniors in Oak Ridge and East Tennessee for over ten years. During this time I have become increasingly concerned about seniors and the basic needs we all expect: food, adequate and safe housing, real medical care, safety, and companionship. Since many of us are unaware of seniors have these concerns and since many seniors are not willing or able to champion their own cause, the solutions to their problems are more daunting. I would like to be able to help when and where I can.

Describe any special knowledge or past experience qualifying you for this appointment?
I have already been working in this area.

Additional Information

Special Qualifications
Anderson County Adult Safety Coalition and Elder Watch

CITY OF OAK RIDGE, TENNESSEE  
BOARDS AND COMMISSIONS

**TIME IN OFFICE AND ATTENDANCE RECORD**

NAME: \_\_\_\_\_ Elizabeth Batchelor \_\_\_\_\_

BOARD OR COMMISSION: \_\_\_\_\_ Senior Advisory Board \_\_\_\_\_

TIME IN OFFICE: Term of Office \_\_\_\_\_ 3 Years \_\_\_\_\_

Date Appointed \_\_\_\_\_ 2/20/06 \_\_\_\_\_

Number of Terms Served \_\_\_\_\_ 3 \_\_\_\_\_

ATTENDANCE RECORD (MOST RECENT TERM OF OFFICE):

Number of Meetings Held \_\_\_\_\_ 31 \_\_\_\_\_

Number of Absences \_\_\_\_\_ 2 \_\_\_\_\_

Date Prepared \_\_\_\_\_ 12/4/13 \_\_\_\_\_

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End of Application for

Batchelor, Elizabeth

For Board:

Senior Advisory Board

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# City of Oak Ridge Board Application 2013

BoardName: Senior Advisory Board

Application Submitted

11/7/2013

Applicant: Bates, Minister R.W. Billy

Race (Optional):

Number of Times Previously Applied: 0

Preference: 1

Address Contact Information

190 Hillside Road

Home Phone: (865) 230-3725

Email: rwbbateso@gmail.com

Apt. #506

Oak Ridge, TN 37830

Current Company/Organization

IN THE NAME OF JESUS MINISTRIES

Current Position / Title

CEO/FOUNDER of Evangelistic Ministries

Retired? Company / Organization Retired From

Y Criminal Justice Law Enforcement Investigator

Do you currently serve on any other City board, commission or committee?

Education, Professional and or Community Activity

Associate Degree in Criminal Justice and Law Enforcement from: Walters State Community College 1976 Morristown, Tennessee East Tennessee State University Johnson City, Tennessee 1978, 1985-86 Criminal Justice Law Enforcement Courses to complete Bachelor's of Science Degree. Due to Law Enforcement Special Operations Undercover Narcotics Investigations with Morristown Police Department Sullivan County Sheriffs Office! Working with Various Law Enforcement Agencies State Federal and Local Police and Sheriffs Departments. 36 + years in Some type or Criminal Investigations. S.W.A.T. Team Training Officer for State of Tennessee Adult Corrections Morgan County Regional Adult Complex Wartburg, Tennessee 1980-1985 Rewrote Department of Corrections Training Manuel Updated Training In-Service to Include Proper Search of Inmates and Cells at Prison. Legal requirement to write a Inmate a Disciplinary Report for a Rule Infraction to Be Heard by Disciplinary Board to Access Punishment and Confinement extra to Free Movement Daily until Punishment is Served! Various Law Enforcement Schools Tactical Rescue Repelling Search and Rescue. Many Hours on Firing Range as Instructor Weapons Expert! Honorable Discharged Veteran United States Air Force During Viet Nam War. Also Chief Warrant Officer assigned to Provost Marshall's Staff Intelligence Investigator 1999 to 2011 State of Tennessee Guard. Hdqts Alvin C. York 3rd. Regimental Sutherland Ave. Knoxville, Tennessee

Explain why you are interested in being appointed to this board, commission or committee

Like to give a Voice to All Citizens in Oak Ridge, Tn. Since I'm 63 years old I want Seniors have a Voice in decisions affecting them. I attend activities at Senior Center at Emory Valley Road location. I feel my perspective is in step with the Progress the City is Headed in next few years! To ensure that Seniors Age Group has a nice Building to meet with other Seniors to Exercise learn educational advances Computer Classes Ti Chi Bridge and other Card Games Bingo Puzzles a Reading Room with TV and Wi Fi. Exercise Room with weights stationary Bikes Tread Mills. Some Seniors Wife or Husband has passed away. They have little or no family or family out of state. Only form of Socializing is at Senior Center also a lunch meal is served five days a week through Senior Meals ETHRA State and Federal Government Agri. Supplemental Food Programs for Seniors 50 Years and older! This is only Meal some Seniors may have due to age unable to Cook for self eats only fast foods?

Describe any special knowledge or past experience qualifying you for this appointment?

I'm an Ordained Minister and Chaplain since 2 February 1997 Licensed to Preach the Gospel of Jesus Christ our Lord. Previous Associate Minister St. John Missionary Baptist Church Alcoa, Tennessee. Mentor Senior Pastor Elder Joe Colquitt 3+ Years 2003--2007 Chaplain Volunteer Honor Guard with Colonel Blake Greer and Founder Sgt. Major Arnold Mullins United States Army Tours in Viet Nam 3 times. Have been involved in Veterans Affairs 35+ Years American Legion Post # 2 Knoxville, Tennessee. Involved in Planning Veterans Parades and Programs to improve Veterans Health Housing Medical Benefits and

Monday, December 9, 2013

# City of Oak Ridge Board Application 2013

BoardName: Senior Advisory Board

Application Submitted

Applicant: Bates, Minister R.W. Billy

11/7/2013

Race (Optional):

Number of Times Previously Applied: 0

Preference: 1

Compensations VA and Social Security Disability Compensations and other Benefits Veterans Entitled to receive. Homeless Advocate for Veterans but to address all homeless populations. Volunteer at homeless shelters in Knoxville KARM SALVATION ARMY LOVE KITCHEN Church Food Pantry! Help organize Youth Action Movement Non-Profit to help Inner City Youth at Risk Drugs Gangs Jail/Prison Mentoring Program help with Educational Needs and Recreational Sports! Enjoy helping Elderly and all Seniors Veterans and All Citizens with Needs!!!

Additional Information

Special Qualifications

End of Application for

Bates, Minister R.W. Billy

For Board:

Senior Advisory Board

# City of Oak Ridge Board Application 2013

BoardName: Senior Advisory Board

Application Submitted

11/1/2013

Applicant: Crane, Sharon

Race (Optional):

Number of Times Previously Applied: 0

Preference: 2

Address Contact Information

PO Box 4713

Email: scrane52@hotmail.com

Mobile Phone: (865) 309-6453

Oak Ridge, TN 37831

Current Company/Organization

Current Position / Title

Retired? Company / Organization Retired From

Y Former Nurse, Various Places

Do you currently serve on any other City board, commission or committee?

Highland View Redevelopment Advisory Board

Education, Professional and or Community Activity

Graduated from Oak Ridge High School. Additional classes taken from UT, Roane State, Pellissippi State, and Tennessee Vocational School.

Also many classes taken from Red Cross and FEMA.

Long time volunteer with American Red Cross, both locally and nationally.

District leader for Highland View Neighborhood Watch.

Explain why you are interested in being appointed to this board, commission or committee

I am a "young" senior. Working on the Senior Advisory Board I can help plan Oak Ridge's vision of the future to include seniors and their families.

Describe any special knowledge or past experience qualifying you for this appointment?

For many years, I worked in nursing homes, senior day cares, and in private homes. I was up close and personal with the physical, emotional, and medical needs of the elderly. Through my family members I have also witnessed how seniors are active and productive members of their communities. Seniors can live long and happy lives past their professional ones. We need activities and places to meet. I want to help Oak Ridge nurture the seniors that are here and encourage seniors to make Oak Ridge a place to live.

Additional Information

Special Qualifications

End of Application for Crane, Sharon

For Board: Senior Advisory Board

Monday, December 9, 2013

# City of Oak Ridge Board Application 2013

BoardName: Senior Advisory Board

Application Submitted

10/2/2013

Applicant: Dunaway, Gene

Race (Optional):

Number of Times Previously Applied: 2

Preference: 1

Address	Contact Information
125 Vienna Road	Home Phone: (865) 934-9956      Email: grdunaway@gmail.com

Oak Ridge, TN 37830

Current Company/Organization
N/A

Current Position / Title
N/A

Retired?	Company / Organization Retired From
Y	Federal Reserve Bank

Do you currently serve on any other City board, commission or committee?
Senior Advisory Board, Traffic Safety Advisory Board

Education, Professional and or Community Activity
Masters Degree in Library Science - Sam Houston State University, Huntsville, TX. BA in English (Speech and Writing) - Trevecca University, Nashville, TN. Post graduate work in education, advertising, and computing. A BISC certified Network Cabling Installer. Active volunteer with the Oak Ridge Playhouse (both in the front of the house and backstage); Oak Ridge Recreation and Parks (Graduation Celebration, Battle of the Bands, Secret City, Halloween Party, and similar types of activities); the Oak Ridge Senior Center (help with set-up, preparation, and take-down/clean-up of various parties, meals, and other similar activities; assist office staff; assist in the computer lab); and WUOT-FM -- public radio serving the greater Knoxville area (planning and participating in pledge drives, updating membership database, other duties as assigned on my weekly "day at the office." Have also completed the Oak Ridge Police Citizen Advisory program. While not exactly an activity, I have been privileged to have several letters involving community activities printed by editor of The Oak Ridger.

Explain why you are interested in being appointed to this board, commission or committee
Presently a member of the Senior Advisory Board (SAB) whose first term expires 12/31/13. During my first year on SAB I have been able to contribute to the discussion concerning issues affecting our senior citizens and have been able to be an active participant in Board projects. I would like to continue serving on this Board and am already working with the Chairwoman and the City Liaison in planning projects for 2014.

Describe any special knowledge or past experience qualifying you for this appointment?
I'm a senior citizen who has not yet been adversely affected by my age. However, this "condition" (being over 65) does make me empathic of the needs and desires of this age group. In my first decade as an Oak Ridge citizen I have been able to establish contacts with various community groups that assist senior citizens which has helped me be a better member of SAB.

NOTE 1: My term on the Traffic Safety Advisory Board expires on 12/31/15.

# City of Oak Ridge Board Application 2013

BoardName: Senior Advisory Board

Application Submitted

Applicant: Dunaway, Gene

10/2/2013

Race (Optional):

Number of Times Previously Applied: 2

Preference: 1

NOTE 2: Resume, former cover letters, and other documents are a part of the public record having been previously submitted as part of the original application.

(The City Clerk's Office has provided a copy of Ms. Dunaway's recent, active resume given its reference above.)

Additional Information

Special Qualifications

Gene R Dunaway

PO BOX 5061  
Oak Ridge, TN 37831

Cell Phone: 865-934-9956  
E-Mail: GRDunaway@gmail.com

#### OBJECTIVES:

Account Administration; Information Network Design / Operations; Data Cable Installation / Certification; Information Technology Instructor

#### SUMMARY OF EXPERIENCE

- 26 years experience in all phases of establishing and maintaining computer / telephone networks
- 22 years experience in all phases of cabling for computer / telephone networks
- 20 years experience in establishing and maintaining databases (mainframe and pc's)
- 18 years experience in lan / wan networking and information security
- 18 years experience in helpdesk and chip-level hardware repair
- 16 years accounting experience in budget preparation and administration, accounts payable, payroll, inventory control; also 16 years experience as office manager
- 16 years experience in printing, book / magazine editing, and desktop publishing
- 8 years teaching experience (junior high, high school, and adult); also 7 years experience as a librarian

#### WORK HISTORY

06/07-Present Active Retirement  
12/05-06/07 Janitor (F/T), Kroger Supermarket, Oak Ridge, TN  
06/05-07/05 Courtesy Clerk / Bagger (P/T), BI-LO Supermarket, Oak Ridge, TN  
08/04-06/05 Family relocation  
10/03-08/04 Information Systems Instructor, Beta Tech, Richmond, VA  
04/03-10/03 Contract Employee, Venturi Staffing Partners, Richmond, VA  
04/03-10/03 Janitor (P/T), The General Company, Richmond, VA  
11/02-04/03 Overnight Stocking Clerk (Seasonal), Target Store, Brook Road, Richmond, VA  
11/95-02/02 Senior DP Technical Analyst, Federal Reserve Bank, Richmond, VA (Early Retirement)  
09/94-11/95 Telecommunication Analyst, Federal Reserve Bank, Richmond, VA  
06/92-09/94 PC Maintenance Technician, Federal Reserve Bank, Richmond, VA  
12/91-06/92 Helpdesk Technician, Fox Temporaries assigned to the Federal Reserve Bank, Richmond, VA  
05/89-12/91 Office Manager, Signet Investment Banking, Richmond, VA  
08/88-05/89 Librarian, Beaumont Learning Center, Beaumont, VA  
12/82-08/88 Computer Systems Coordinator, College of Humanities & Sciences, VCU, Richmond, VA  
02/82-12/82 Scientific Typesetter, William Byrd Press, Richmond, VA  
06/81-02/82 Fiscal & Accounts Technician, Department of Physiology, MCV/VCU, Richmond, VA  
07/78-06/81 Photographic Sales Counselor and Trainer, Best Products, Inc. Richmond, VA (PT & FT)  
02/79-09/80 Junior High English Teacher, Hopewell (VA) Public Schools  
09/75-11/78 Coordinator of Library Services, VA Dept. of Correctional Education, Richmond, VA  
12/72-09/74 Librarian/Teacher, Virginia State Farm, State Farm, VA  
09/70-12/72 Information (Public Relations) Technician, VA Dept. of Personnel, Richmond, VA

### PROFESSIONAL AFFILIATIONS

- BICSI
- Office Automation Association of Richmond (consecutively, Information Officer, Program Chair, Vice Chair, and Chair)
- Office Automation Society International (certified Office Automation Professional)
- Served two two-year non-concurrent terms on the FRB Employees' Council (vice chair and chair for two years of the terms)
- Postgraduate Professional Teacher Certificate: Jr. High / High School English, Speech, Journalism, and Library Science, Virginia Department of Education (subject to renewal)

### EDUCATION

- 1975 Master of Library Science (minor in Criminal Justice): Sam Houston State University, Huntsville, TX
- 1967 BA in English (Speech / Journalism) / minor in Religion: Trevecca University, Nashville, TN
- Graduate work in education (including services to the handicapped and learning disabled), computing, and radio / television production

### INTERESTS

Have Virginia Extension Service certification as a producer/director of public access television programming. Am a semi-professional photographer. Served as Lighting / Sound director for several local theatre groups. Was head director for the Chamberlayne Actors' Theatre 1987/88 Winter Show; also a member of the Board of Directors. Have had articles published in local Virginia journals; also have been published in international trade journals. Was a contributing editor for a regional theatrical magazine. Actively participated in various volunteer organizations

### VITALS

Marital Status: Single

Citizen of the United States – holder of current US Passport

Available for immediate employment

Available for positions that require travel, relocation, or overtime to complete project

### REFERENCES

References furnished upon request

CITY OF OAK RIDGE, TENNESSEE  
BOARDS AND COMMISSIONS

**TIME IN OFFICE AND ATTENDANCE RECORD**

NAME: \_\_\_\_\_ Gene Dunaway \_\_\_\_\_

BOARD OR COMMISSION: \_\_\_\_\_ Senior Advisory Board \_\_\_\_\_

TIME IN OFFICE: Term of Office \_\_\_\_\_ 3 Years \_\_\_\_\_

Date Appointed \_\_\_\_\_ 3/18/13 \_\_\_\_\_

Number of Terms Served \_\_\_\_\_ No full term \_\_\_\_\_

ATTENDANCE RECORD (MOST RECENT TERM OF OFFICE):

Number of Meetings Held \_\_\_\_\_ 8 \_\_\_\_\_

Number of Absences \_\_\_\_\_ 1 \_\_\_\_\_

Date Prepared \_\_\_\_\_ 12/4/13 \_\_\_\_\_

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End of Application for

Dunaway, Gene

For Board:

Senior Advisory Board

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# City of Oak Ridge Board Application 2013

BoardName: Senior Advisory Board

Application Submitted

11/12/2013

Applicant: Gallaher, Lakaisha

Race (Optional): African American

Number of Times Previously Applied: 0

Preference: 3

Address	Contact Information
289 Royce Circle apt 223	Home Phone: (865) 973 -0859      Email: kaisha.gallaher@yahoo.com

Oak Ridge, TN 37830

Current Company/Organization
Greenfield Senior Living

Current Position / Title
Dining Coordinator

Retired?
N

Do you currently serve on any other City board, commission or committee?

Education, Professional and or Community Activity

Three (3) years of college education. Teaching is my profession, thats what i do , enriching the lives of others from elders down to the youth. Making a positive daily impact. I live in a apartment community complex thats filled with monthly , seasonal activities yearly, contributing to the community donating clothes, shoes and other items to help the need of others.

Explain why you are interested in being appointed to this board, commission or committee

I believe in righteous, fairness, anything making a difference in the people, what better way to serve my city if I can help in any way that all can , having better living conditions. As I plan to use my large amount of Inheritance (My funds) in helping my city, the people in any way that I can.

Describe any special knowledge or past experience qualifying you for this appointment?

I have struggled and suffered but it has made me humble, it has shown me humility, it has made me better person today. I am stronger, wiser and wisdom is the key, if I have the key then I can unlock-Now I can appreciate from my struggle I can make someone else stronger. I can give back, in a way that brings a smile to the face of the city of Oak Ridge.

Additional Information

Special Qualifications

289 Royce circle apt 223

Oak Ridge, TN 37830

(865)973-0859

[Kaisha.gallaher@yahoo.com](mailto:Kaisha.gallaher@yahoo.com)

RECEIVED  
2013 NOV 12 AM 9:35  
OFFICE OF THE CITY CLERK

November 8, 2013

Mrs.Diana R. Stanley

City Clerk

City of Oak Ridge

P.O. Box 1

Oak Ridge, TN 37830-0001

Dear Mrs. Stanley:

I read October 28, your letter for applying for Boards and Commissions ,your need for Oak Ridge Land Bank Corporation Boards of Directors ,and I believe that I have the necessary credentials for the project. My purpose is to use my resources (funds) in serving the people and the city for better living conditions ; making a positive impact on enriching the needs of others.

For the last six years I have worked at various levels in Senior Living ; that is associated in Environmental Quality ; and youth. I have worked as a general laborer (server) and moved up to a coordinator in a well known multi-million dollar residential corporation.

---

End of Application for

Gallaher, Lakaisha

For Board:

Senior Advisory Board

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# City of Oak Ridge Board Application 2013

BoardName: Senior Advisory Board

Application Submitted

11/14/2013 2:09PM

Applicant: Moyer, Delores

Race (Optional): White

Number of Times Previously Applied: 0

Preference: 1

Address	Contact Information
169 Glassboro Drive	Home Phone: (865) 482-0349 Email: dc68308@bellsouth.net

Oak Ridge, TN 37830

Current Company/Organization
Optimum Health Care

Current Position / Title
CEO/President

Retired?	Company / Organization Retired From
Y	Optimum Health Care; still doing some consulting work

Do you currently serve on any other City board, commission or committee?

Education, Professional and or Community Activity

1. Education: Masters Degree - Health Care Adm., BA - Business Adm, AA - Biology and RT (Radiologic Tech) non-practicing
- 2, Professional Activities: Licensed Nursing Home Adm. Memberships in THCA (professional organization for nursing home administrators)
3. Current Community Activities: Plan to volunteer for the Free Clinic and signed up to be a volunteer Ombudsman for nursing homes/assisted living, etc. (long-term care facilities in area) and provide advise/consultation to those who need long-term care placement (free-of-charge on an as requested basis). Have served on many Boards over the years (refer to resume for details of past activities and included some in area).

Explain why you are interested in being appointed to this board, commission or committee

I am interested in being appointed to this board/commission or committee for the following reasons:

1. I am in this age group and, thus, have their interest at heart in all that they experience including care/services provided or not being provided, their economic futures/assistance needed and available resources, their need for affordable health care, housing, transportation, financial freedom and happiness as to their life styles, assistance from families, possibility for abuse/neglect, etc.
2. I am/have been in the business of caring for the elderly/disabled and those with special needs and have much compassion towards them and have always had their best interests at heart and, even as a child, loved being around older people as I learned so much about wisdom, compassion, love, religion, how to treat others (as you would want to be treated) vs. my own peers who seemed to be more self-centered or care more about themselves than others. I have always put others before myself and learned that from my grandmother whom I spent a lot of time with as a child.
3. There is too much discrimination (in all parts of society) towards older people and I wish to continue to be an advocate towards recognizing them for the wisdom, wealth of information they have to share with others and keeping them employed/feeling like worthwhile citizens until the day they die.
4. I personally (through what I have stated thus far) believe I could contribute greatly towards the city's goals towards reaching out to this group more and to create additional resources for them in their desire to live a happy life and to still be a part of the community.

# City of Oak Ridge Board Application 2013

BoardName: Senior Advisory Board

Application Submitted

Applicant: Moyer, Delores

11/14/2013

2:09PM

Race (Optional): White

Number of Times Previously Applied: 0

Preference: 1

Describe any special knowledge or past experience qualifying you for this appointment?

The special knowledge or past experiences that qualifies me for this appoint are as follows:

1. Education, knowledge, training and long-term care experience as stated above.
2. Being in that age group and, thus, having some of the same experiences and, thus, a good overall understanding of what their needs and issues are.
3. Even as a child, having more interest in being around older people than my peers due to their experiences, knowledge, etc. (as stated above).
4. My compassion towards the needs/issues of this group and the desire to reach out to them more.

Additional Information

Special Qualifications

# Resume of Delores C. Moyer, MHA/LNHA

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169 Glassboro Drive  
Oak Ridge, Tn., 37830

865-482-0349 (home)  
865-250-3196 (cell)

[dc68308@bellsouth.net](mailto:dc68308@bellsouth.net)

## Health Care Profile

- Health Care Administrator & Consultant in the long-term care industry over the past 14 years (most current being in nursing facility administration/management areas). Turned-around facilities (most current from a 1 STAR facility to a 5 STAR facility in NC), excellent surveys with no jeopardy tags/fines, honored by ACHA for excellent leadership, established new/innovative programs, put systems in place that included follow-through/audit processes to assure on-going compliance with regulations, etc., built teams to assure resident satisfaction with no blemishes on records/licenses. Also, during this period, worked for a period with a rural medical center as their NH Adm. as well as the medical center's Compliance Officer (developing program, educating everyone to requirements, developing Compliance Plans for each entity as well as auditing processes).
- Interim assignments/consultant work during period as related to assuring on-going compliance, survey readiness/success, writing policies/procedures and manuals as well as doing research/development for new programs/services. Education of staff to policies & procedures, new programs and survey/compliance requirements/readiness.
- Prior to 1998, worked in home health industry – administrative and consultant work from 1991-1998. Developed several programs in this industry as well (wound care program as integrated with local wound care center, a psychiatric home program as well as a home health program in association with the Baptist system's overall cardiac programs).
- Began as a health care administrator as a Hospital executive (Adm. and VP positions) while in Memphis and during residency in San Antonio, Tx.; often times, managing very large multi-million dollar enterprises and being involved in all aspects of management). Established first skilled units in a large hospital system and became a Nursing Home Administrator as a result. Also, developed system's wellness programs, first MRI in state, joint venture for the area's first lithotripsy center, an epilepsy center, the first head injury rehab. unit in a rehab. hospital in Tn. and a regional reference lab. Also, reorganized the 21 labs in the system into a centralized processing center to decrease issues related to lost requests, not receiving them, lost specimens, etc. System worked exceptionally well and corrected all internal problems.
- Other - worked as a Radiologic Technologist initially for 13 years and, while in Memphis, taught in several Universities on the undergraduate as well as graduate health care adm. levels. Put together and delivered various inservices in all areas I have worked in over the years.

## **Skills Highlights**

- Leadership/Communications and Team Building
- Analytical thinker
- Knowledge of regulations/compliance issues
- Financial management/budgeting and analysis. Ability to establish feed-back loops/systems to assure on-going financial viability of a facility and its accountability.
- Marketing/public relations and follow-through to develop census & relationships with all clients (physicians, residents, families, contractors, insurers, other providers, etc.)
- HR/personnel and legal knowledge/base to work through issues and development of strategies to enhance overall staff performance, professionalism & inservice needs, resident commitment and satisfaction. At ease with developing contracts and the management thereof to assure compliance with these contracts, etc.
- Consulting abilities – able to walk into a facility and within 10-30 minutes have a very good idea of building/staff compliance, resident/family satisfaction, financial viability as well as departmental performance and further needs/issues to resolve.
- Excellent writing skills (development of policies/procedures in all areas, manuals, etc).
- Excellent ability to develop educational program as well as presenting them to others.
- Visionary, able to see the big picture, weigh strengths & weaknesses with opportunities (strategic planning) and develop new/innovative programs/services.
- Focus on goals; setting goals/priorities and communicating them to staff in all areas; financial, quality/performance improvement, HR, marketing/development, etc.
- Set-up systems for all areas to assure on-going compliance with regulations, PI/QA and on-going survey preparedness as well as performing mock surveys, etc.
- Development of new/innovative programs.
- Able to utilize normal office equipment including most computer programs needed for the various health care services I have been involved with.

## **Experience/Most Recent Positions in Nursing/Rehab. Facility Management**

- Skyland Care Center – Sylva, NC  
Administrator over a 94 bed nursing & rehab. facility from Sept., 2007 through May, 2011 (facility went from 1 STAR to a 5 STAR facility while there) and had excellent surveys. Left to move back to home in Oak Ridge, Tn. Trained replacement as her preceptor. For several months after leaving, did some interim work as the Administrator for Willow Ridge Health & Rehab. Center in Rutherfordton, NC and was asked to return later but had moved back to Tn.
- Tsali Care Center – Cherokee, NC  
Administrator over their 64 bed nursing & rehab. facility from Sept., 2003 through July, 2006 and acted as Consultant to them prior to becoming their Administrator to “fix problems in facility and assure systems were in place to maintain compliance”.
- LaFollette Medical Center – LaFollette, Tn.

Administrator for the medical center's 98 bed nursing & rehab. center while working with the Baptist System out of Knoxville, Tn; from Jan., 1998 to Jan., 2001. Was also selected to be the medical center's Compliance Officer (see above as to details). Fixed all broken/non-functioning areas towards compliance/regulatory success and excellent surveys. Baptist eventually lost contract to manage the medical center and many staff members went elsewhere. I did some consulting/interim management during the years between 2001-2003 and ended up working in NC (first in interim/consulting assignments and, then with Tsali Care Center, etc.)

- Before Nursing Home Management, was working for several Home Care Agencies (first managing one for hospital system in Memphis and later, as VP of Home Care Services in Texas and then moved to Oak Ridge where daughter lived and worked until asked by Baptist Health System to work in LaFollette).
- Hospital executive prior to this time with data presented as requested.

### **Education**

- AA – Biology from Frederick Community College, Frederick, Maryland
- BS – Business Administration/Finance from Trinity University, San Antonio, Tx.
- MS – Health Care Administration from Trinity University, San Antonio, Tx.  
(Residency in HCA at Metropolitan Gen. Hospital in San Antonio as part of this Training)
- Radiologic Technology from Elkhart General Hospital, Elkhart, Indiana (where I was raised and managed depts., did diagnostic/radiation therapies and consulting to physicians when setting up practices as to radiology services).

### **Licensure/Special Education**

- Nursing Home Administrator license in Tn. and formerly in NC (recently made inactive) and held license as well in Kentucky (also inactive at this time) since I'm not practicing in either State at this time and wish to remain in Tennessee.
- Radiologic Technologist (national registration) held while in that business.

### **Other Relevant Information**

- Community relationships include being on various Boards of Directors over the years, being honored by various organizations, being a member (Diplomat) of the American College of Health Care Executives (hospital organization for professionals), etc. References upon request.

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End of Application for

Moyer, Delores

For Board:

Senior Advisory Board

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# City of Oak Ridge Board Application 2013

BoardName: Senior Advisory Board

Application Submitted

12/5/2013

Applicant: Williams, Wendy

Race (Optional):

Number of Times Previously Applied: 0

Preference: 1

Address Contact Information

110 Trenton Drive

Home Phone: (865) 482-4593

Email: williamsrun@gmail.com

Oak Ridge, TN 37830

Current Company/Organization

Current Position / Title

Retired? Company / Organization Retired From

Y ORNL

Do you currently serve on any other City board, commission or committee?

Beer Permit Board

Education, Professional and or Community Activity

BSc and PhD from London University, England prior to 1960. Assistant Professor LSUNO 1960 -1965. Assistant Professor at UTK 1965 - 1972. Subcontract at ORNL 1965 -1972. Research Scientist ORNL 1972 - 1998. Consultant for ORISE 1998 - 2008.

Currently a member of:

Allies for Substance Abuse Prevention of Anderson County.

Senior Citizen's Club.

Oak Ridge Rotary.

Explain why you are interested in being appointed to this board, commission or committee

I am personally interested in facilities, activities, and general support available to seniors in Oak Ridge.

Describe any special knowledge or past experience qualifying you for this appointment?

I am a Senior who has lived in Oak Ridge since 1965.

I am a regular participant in Senior Center activities.

Additional Information

Special Qualifications

Senior Citizen's Club

End of Application for

Williams, Wendy

For Board:

Senior Advisory Board

# Trade Licensing Board

NumVacancies 4 Total # of Members 7

## Term of Office

Three (3) years commencing on January 1, 2014.

## Qualifications

One (1) member shall hold a current and valid Class I or II electrical license, one (1) member shall hold a current and valid plumber's license, and one (1) member shall hold a current and valid mechanical license all from the City of Oak Ridge, if such qualified applicants are available. The remaining member is from the public at large, including persons who possess current and valid electrical, plumbing, and mechanical licenses.

Trade Licensing Board	Special Qualifications	Submitted	Preference	# of Previous Submissions
Mr. Michael Maddux	Mechanical License (Heating and Air)	11/15/2013	1	1
Mr. Joe McCarty	Current and valid Class I or II Electrical License (Electrical Contractor)	11/7/2013	1	N/A
Mr. Jerry Seiber	(Electrical Contractor; however, currently serving the at-large position)	10/21/2013	1	N/A
<b>Total Number of Applicants: 3</b>				

## Current Members

Member Name	Special Qualifications	Term Expires
Mr. F. Wayne Garber	Mechanical or Public-at-Large	2015
Mr. Brian T Hayden	Plumber position	2014
Mr. Jeff Lewis	Electrician position	2014
Mr. Michael Maddux	Hold a current and valid mechanical license from the City of Oak Ridge., or from the public-at-large.	2013
Mr. Joe McCarty	Shall hold a current and valid Class I or II electrical license from the City of Oak Ridge, or from the public-at-large.	2013
Mr. Philip W. Nipper	Shall hold a current and valid plumber's license from the City of Oak Ridge, or from the public-at-large.	2013
Mr. Jerry Seiber	at-large position	2013

# City of Oak Ridge Board Application 2013

BoardName: Trade Licensing Board

Application Submitted

11/15/2013 2:40PM

Applicant: Maddux, Michael

Race (Optional):

Number of Times Previously Applied: 1

Preference: 1

Address	Contact Information
115 Antioch Drive	Home Phone: (865) 556-2551 Email: mikemaddux@ymail.com

Oak Ridge, TN 37830

Current Company/Organization
Chancey & Reynolds Inc./High Velocity Heating & Air

Current Position / Title
Commercial Foreman/Owner

Retired?

N

Do you currently serve on any other City board, commission or committee?
Trade Licensing Board

Education, Professional and or Community Activity
K-6 Woodland 7-9 Mefferson 10-12 ORHS 1 yr UT Knoxville 1 yr MTSU 4 yrs US Army 84-88 5 yrs TN Guard 88-93

Explain why you are interested in being appointed to this board, commission or committee
To continue to resolve licensing process. To help when needed. To continue to grow and learn with others.

Describe any special knowledge or past experience qualifying you for this appointment?
I have spent the last year on the board learning how to help and work with others to help this city to consolidate the license process and determine ones' abilities and knowledge to perform services in Oak Ridge. 25 years HVAC Residential/Commercial.

Additional Information
Special Qualifications Mechanical License (Heating and Air)

CITY OF OAK RIDGE, TENNESSEE  
BOARDS AND COMMISSIONS

**TIME IN OFFICE AND ATTENDANCE RECORD**

NAME: Mike Maddux

BOARD OR COMMISSION: Trade Licensing Board

TIME IN OFFICE: Term of Office 1 Year

Date Appointed 12/31/12

Number of Terms Served 1

ATTENDANCE RECORD (MOST RECENT TERM OF OFFICE):

Number of Meetings Held 6

Number of Absences 1

Date Prepared 12/4/13

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End of Application for

Maddux, Michael

For Board:

Trade Licensing Board

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# City of Oak Ridge Board Application 2013

BoardName: Trade Licensing Board

Application Submitted

11/7/2013

Applicant: McCarty, Joe

Race (Optional):

Number of Times Previously Applied: N/A

Preference: 1

Address	Contact Information
101 Timbercrest Drive Oak Ridge, TN 37830	Home Phone: (865) 483-7400 Office Phone: (865) 482-6520 Email: deco1981.jm@gmail.com

Current Company/Organization
Diversified Electric

Current Position / Title
Owner

Retired?
N

Do you currently serve on any other City board, commission or committee?
Trade Licensing Board

Education, Professional and or Community Activity
1971 graduate of Oak Ridge High School. Completed 3 years at the University of Tennessee. Completed the City of Oak Ride sponsored Electrical Code Class.

Explain why you are interested in being appointed to this board, commission or committee
I hope to be re-appointed to the Board of Electrical Examiners for another term so that I may continue to serve the citizens of Oak Ridge.

Describe any special knowledge or past experience qualifying you for this appointment?
I have served on the board since 1988 and have been an electrical contractor and business owner since 1982.

Additional Information
[Served on board] since 1988

Special Qualifications
Current and valid Class I or II Electrical License (Electrical Contractor)

CITY OF OAK RIDGE, TENNESSEE  
BOARDS AND COMMISSIONS

**TIME IN OFFICE AND ATTENDANCE RECORD**

NAME: \_\_\_\_\_ Joe McCarty \_\_\_\_\_

BOARD OR COMMISSION: \_\_\_\_\_ Trade Licensing Board \_\_\_\_\_

TIME IN OFFICE: Term of Office \_\_\_\_\_ 2 Years \_\_\_\_\_

Date Appointed \_\_\_\_\_ 6/20/08 \_\_\_\_\_

Number of Terms Served \_\_\_\_\_ 3 \_\_\_\_\_

ATTENDANCE RECORD (MOST RECENT TERM OF OFFICE):

Number of Meetings Held \_\_\_\_\_ 20 \_\_\_\_\_

Number of Absences \_\_\_\_\_ 4 \_\_\_\_\_

Date Prepared \_\_\_\_\_ 12/4/13 \_\_\_\_\_

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End of Application for

McCarty, Joe

For Board:

Trade Licensing Board

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# City of Oak Ridge Board Application 2013

BoardName: Trade Licensing Board

Application Submitted

10/21/2013

Applicant: Seiber, Jerry

Race (Optional):

Number of Times Previously Applied: N/A

Preference: 1

Address	Contact Information
301 E. Forest Lane	Home Phone: (865) 483-3325      Email: ridger2@bellsouth.net

Oak Ridge, TN 37830

Current Company/Organization
Ridge Electric Service Co.

Current Position / Title
Owner

Retired?

N

Do you currently serve on any other City board, commission or committee?
Trade Licensing Board

Education, Professional and or Community Activity
Licensed electrical contractor in State of TN

Explain why you are interested in being appointed to this board, commission or committee
As a licensed business owner in Oak Ridge I am interested in the continued success of this community.

Describe any special knowledge or past experience qualifying you for this appointment?
Currently serve on this Board

Additional Information
Special Qualifications (Electrical Contractor; however, currently serving the at-large position)

CITY OF OAK RIDGE, TENNESSEE  
BOARDS AND COMMISSIONS

**TIME IN OFFICE AND ATTENDANCE RECORD**

NAME: \_\_\_\_\_ Jerry Seiber \_\_\_\_\_

BOARD OR COMMISSION: \_\_\_\_\_ Trade Licensing Board \_\_\_\_\_

TIME IN OFFICE: Term of Office \_\_\_\_\_ 3 Years \_\_\_\_\_

Date Appointed \_\_\_\_\_ 3/7/11 \_\_\_\_\_

Number of Terms Served \_\_\_\_\_ No full term \_\_\_\_\_

ATTENDANCE RECORD (MOST RECENT TERM OF OFFICE):

Number of Meetings Held \_\_\_\_\_ 20 \_\_\_\_\_

Number of Absences \_\_\_\_\_ 0 \_\_\_\_\_

Date Prepared \_\_\_\_\_ 12/4/13 \_\_\_\_\_

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End of Application for

Seiber, Jerry

For Board:

Trade Licensing Board

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# Traffic Safety Advisory Board

NumVacancies 4 Total # of Members 10

## Term of Office

Three (3) years commencing on January 1, 2014.

## Qualifications

All members must be residents of the City of Oak Ridge, the fourth (4) position must be an Oak Ridge Municipal Planning Commission Representative.

Traffic Safety Advisory Board	Special Qualifications	Submitted	Preference	# of Previous Submissions
Mr. Andrew Howe		11/15/2013	2	0
Ms. Sharon Kohler		11/8/2013	2	1
Mr. William Polfus		11/8/2013	1	0
Mr. Ben Redmond		10/17/2013	2	1
* Ms. Jane Shelton	Planning Commission Representative for the Traffic Safety Advisory Board	11/22/2013		N/A
Total Number of Applicants: 5				

## Current Members

Member Name	Special Qualifications	Term Expires
Ms. Emeline Brown	Oak Ridge High School Representative	2014
Mr. William A Davis		2014
Mr. Gene R Dunaway		2015
Mr. Jason Elliott		2014
Ms. Jana F. Humphrey		2015
Ms. Sharon Kohler		2013
Mr. Richard J Raridon		2013
Mr. Ben Redmond		2013
Dr. Aditya Savara		2015
Ms. Jane Shelton	Planning Commission Representative	2013

# City of Oak Ridge Board Application 2013

BoardName: Traffic Safety Advisory Board

Application Submitted

11/15/2013 2:08PM

Applicant: Howe, Andrew

Race (Optional): White

Number of Times Previously Applied: 0

Preference: 2

Address Contact Information

115 E. Maiden Lane

Email: ahowe23@gmail.com

Mobile Phone: (865) 640-5704

Oak Ridge, TN 37830

Current Company/Organization

TEK Systems

Current Position / Title

Contract Software Engineer

Retired?

N

Do you currently serve on any other City board, commission or committee?

Education, Professional and or Community Activity

B.S. in Electrical Engineering and Computer Science, MIT, 1993

Software Engineer

Work with Children's Museum regularly, assist High Places during open performances, perform as a musician often and theater personnel on occasion, attend City Council meetings and make my opinions heard

Explain why you are interested in being appointed to this board, commission or committee

Analyzing traffic issues and driving patterns has long been a hobby of mine. These issues have always appealed to me. I have ideas on how to improve the driving experience, lower emissions and increase safety. This seems the right board to be on, or work with, to see if I can help.

I want to help this city. Being on this board would allow me to do so.

Describe any special knowledge or past experience qualifying you for this appointment?

I've driven in multiple parts of the world, and lived in many parts of the U.S. and have experienced many other ways of dealing with traffic flow and drivers. I've got perspective, I suppose, and an analytical mind. I did work for Aldis (traffic signal company) a few years back, so I have some connections to 'experts'. I do my best to keep up-to-date on various studies on red light cameras and other traffic surveillance technologies.

Additional Information

Special Qualifications

End of Application for Howe, Andrew For Board: Traffic Safety Advisory Board

# City of Oak Ridge Board Application 2013

BoardName: Traffic Safety Advisory Board

Application Submitted

11/8/2013

Applicant: Kohler, Sharon

Race (Optional): White

Number of Times Previously Applied: 1

Preference: 2

Address Contact Information

216 Whippoorwill Drive

Home Phone: (865) 482-3675

Email: kohlersc@oml.gov

Oak Ridge, TN 37830

Office Phone: (865) 574-5508

Current Company/Organization

UT-Battelle, Oak Ridge National Laboratory

Current Position / Title

SNS ESHQ Group Leader

Retired?

N

Do you currently serve on any other City board, commission or committee?

Traffic Safety Advisory Board

Education, Professional and or Community Activity

B.S. Management, Virginia Tech

M.S. Industrial Engineering, Occupational and System Safety, University of Cincinnati

Professional Member of the American Society of Safety Engineers

Certified Safety Professional

Leadership Oak Ridge Graduate 2011

TN Achieves Mentor each year since 2011

Roane County United Way Board of Directors and Education Allocation Panel Chair, 2013

Explain why you are interested in being appointed to this board, commission or committee

I have been a resident of Oak Ridge for almost 9 years and just in the last few years have begun to get involved in the community. I am interested in serving in a position that can effectively utilize my background and experience to better the City of Oak Ridge and the quality of life for residents. I have served on the Traffic Safety Advisory Board for the last two years and would like to continue to contribute to the TSAB while also serving Oak Ridge in other ways.

If selected, my preference would be to serve on the Planning Commission and the Traffic Safety Advisory Board concurrently.

Describe any special knowledge or past experience qualifying you for this appointment?

I have served on the Traffic Safety Advisory Board for the last two years and would like to continue to contribute to the TSAB while also serving Oak Ridge in other ways. I am a Safety Manager at Oak Ridge National Laboratory responsible for the development and implementation of safety programs. The traffic and pedestrian interfaces at the Lab are complex as 5,000 employees and visitors enter, maneuver the small streets and intersections, park and then leave the campus each work day.

Additional Information

Special Qualifications

CITY OF OAK RIDGE, TENNESSEE  
BOARDS AND COMMISSIONS

**TIME IN OFFICE AND ATTENDANCE RECORD**

NAME: \_\_\_\_\_ Sharon Kohler \_\_\_\_\_

BOARD OR COMMISSION: \_\_\_\_\_ Traffic Safety Advisory Board \_\_\_\_\_

TIME IN OFFICE: Term of Office \_\_\_\_\_ 3 Years \_\_\_\_\_

Date Appointed \_\_\_\_\_ 12/19/11 \_\_\_\_\_

Number of Terms Served \_\_\_\_\_ No full term \_\_\_\_\_

ATTENDANCE RECORD (MOST RECENT TERM OF OFFICE):

Number of Meetings Held \_\_\_\_\_ 17 \_\_\_\_\_

Number of Absences \_\_\_\_\_ 0 \_\_\_\_\_

Date Prepared \_\_\_\_\_ 12/4/13 \_\_\_\_\_

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End of Application for

Kohler, Sharon

For Board:

Traffic Safety Advisory Board

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# City of Oak Ridge Board Application 2013

BoardName: Traffic Safety Advisory Board

Application Submitted

11/8/2013

Applicant: Polfus, William

Race (Optional):

Number of Times Previously Applied: 0

Preference: 1

Address	Contact Information
110 Victoria Road	Home Phone: (865) 482-8068      Email: polfi1@comcast.net

Oak Ridge, TN 37830

Current Company/Organization
Retired

Current Position / Title

Retired?	Company / Organization Retired From
Y	The Boeing Company

Do you currently serve on any other City board, commission or committee?

Education, Professional and or Community Activity
BSIE - Texas A&M University, MBA - Pacific Lutheran University, Member Oak Ridge Tennis Club

Explain why you are interested in being appointed to this board, commission or committee
Since I retired I walk about 4 miles each day and I get to experience first hand traffic safety. I would like to be involved in improvement and maintenance decisions.

Describe any special knowledge or past experience qualifying you for this appointment?
Just my first hand experience walking around the center of town for the last year and 30 years as an Industrial Engineer focusing on continuous improvement.

Additional Information

Special Qualifications

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End of Application for  For Board:

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# City of Oak Ridge Board Application 2013

BoardName: Traffic Safety Advisory Board

Application Submitted

10/17/2013

Applicant: Redmond, Ben

Race (Optional):

Number of Times Previously Applied: 1

Preference: 2

Address	Contact Information
1369 Tuskegee Drive	Home Phone: (865) 384-5511 Email: benredmond@comcast.net

Oak Ridge, TN 37830

Current Company/Organization
CH2M HILL

Current Position / Title
Vice President

Retired?
N

Do you currently serve on any other City board, commission or committee?
Traffic Safety Advisory Board

Education, Professional and or Community Activity
Project Management Professional Training (2009) Pellissippi State Community College Foundations of Leadership, University of Michigan Ross School of Business, 2006 Building & Negotiating a Better Deal, CH2M HILL Learning & Development Program (2005) Financial Leadership/Decision Skills, University of Michigan Ross School of Business (2004) B.A., Human Resource Management, Pepperdine University, 1981 A.A., General Education, Marine Associate Degree Completion Program, Pensacola Junior College, 1973 Board Member Oak Ridge Transportation Safety Advisory Board 2012-2013 Member of the Oak Ridge Breakfast Rotary club since 1991

Explain why you are interested in being appointed to this board, commission or committee
My desire to serve in government has been a lifelong passion starting with 22 years' service in the United States Marine Corps and continues to this day. I have made Oak Ridge my home and plan to remain here the rest of my life and would like to make a worthy contribution to the safety of our transportation infrastructure for our City. This great country has provided me with many opportunities and I would like to give something back through community service. I have children and grandchildren here in Oak Ridge and want to set an example of community service.

Describe any special knowledge or past experience qualifying you for this appointment?
I came to Oak Ridge in 1990 to start a small business after retirement from the Marine Corps along with two business partners. The small business was successful and I sold my ownership shares in 1997. Today this company is a successful large business employing over a hundred people in East Tennessee.
I have been elected to the Board of Directors for the National Association of Ordnance Contractors (NAOC) thirteen times, have served as the President three times, Vice President once, and chaired multiple committees including the Government Affairs Committee where I routinely visited members of Congress in Washington, D.C to represent NAOC. NAOC consists of 75 member companies that have over 250,000 employees worldwide operating in more than 35 countries performing environmental cleanup. I have twice provided testimony (2006 & 2009) before Congress as a subject matter expert on environmental cleanup of Munitions.

Monday, December 9, 2013

# City of Oak Ridge Board Application 2013

BoardName: Traffic Safety Advisory Board

Application Submitted

10/17/2013

Applicant: Redmond, Ben

Race (Optional):

Number of Times Previously Applied: 1

Preference: 2

I served as a Member of the Oak Ridge Transportation Safety Advisory Board for the past two years.

I served as Member of the Board of Trustee for my church for three years

Additional Information

Special Qualifications

Resume`  
**BEN REDMOND**

President 1369 Tuskegee Dr  
Vice President/General Manager Oak Ridge, Tennessee 37830  
Program/Project Manager Cell: (865) 384-5511  
Engineering Manager Fax: (865) 220-8679  
email: bredmond@ch2m.com

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### **EDUCATION**

Project Management Professional Training, Pellissippi State College (2009)  
Foundations of Leadership, U. of Michigan Ross School of Business (2006)  
Building & Negotiating Better Deal, CH2M HILL Learning/Development Program (2005)  
Financial Leadership/Decision Skills, U. of Michigan Ross School Business (2004)  
B. A. Human Resources Management, Pepperdine University (1981)  
OSHA Hazardous Waste Operations (8 Hr), Oak Ridge, TN (Annually 1991 thru 2011)  
OSHA Hazardous Waste Training (40 Hr), Knoxville, TN (1990)  
EOD Advanced Course (2 occasions) (1983 & 90)  
Chemical Technical Escort Course (1989)  
Advanced Access & Disablement of Improvised Nuclear Devices (1983)  
FBI Bomb Scene Investigation Course (2 occasions) (1981 & 89)  
Northern Ireland Pre-operational Improvised Explosive Device Training,  
Kineton, UK (1981)  
The Basic School, (Marine Corps Officers Training), (1980)  
EOD Refresher Course (2 occasions) (1977 & 80)  
Nuclear Emergency Team Operations Course (2 occasions), (1977 & 1989)  
Basic Explosive Ordnance Disposal Course, Phase I & II (1974)  
Marine Associate Degree Completion Program, A. A. General Education, Pensacola  
Junior College, (1973)  
Ammunition Technician, USMC, (1969)

### **CERTIFICATIONS AND CLEARANCES**

Master EOD Technician 1980  
Master Training Specialist 1981  
Senior UXO Supervisor 1990, CEHNC #0723  
Top Secret Clearance, Department of Defense, U. S. Marine Corps 1974 - 1990  
Secret Clearance, Department of Defense Contractor, 1991 - 1994 & 2007 to Present

### **EMPLOYMENT**

Technology & Practice Director Munitions Response Services, CH2M HILL Jan11 - Present  
President, CH2M HILL Demilitarization Nov09 - Jan11  
Vice President/Global Business Director Munitions Response, Program Manager for:  
\$940M WERS contract Huntsville, USACE, Nov08 - Present;  
\$160M MAMMS contract Baltimore District, CH2M HILL, Jul00 - July 2011  
\$250M MMRP FPRI contract Huntsville, USACE, July 2004 - 2009  
Member DOE Interlaboratory UXO/Mine Detection Task Force, Jun96 - Sep03  
Consultant (Senior Military Advisor) to LMER, ORNL-DOE, EOD/UXO/CWM/Geophysical  
Surveying and Ordnance Demilitarization Jun96 - Sep03  
Director UXO Service Center, IT Corporation, Jun98 - Jul00  
Vice President Allied Technology Group, Inc., HTRW, LLRAD Waste, D&D, & UXO  
Operations, May96 - May98  
Consultant to LMAES, Inc., EOD/OEW/UXO Nov97 - Jan98  
Consultant to AETC EOD/OEW/UXO/Geophysical Surveying Mar96 - Dec96  
Consultant to LMES (HAZWRAP), OEW/UXO Oversight (Williams AFB) Jan96 - Jun96  
Consultant to LMAES (Mechatronic Solutions, Inc.), EOD/OEW/UXO Jan96 - May96

Consultant to LMES (HAZWRAP), OEW/UXO Oversight (Norton AFB) Jan96 - May96  
Consultant to Allied Technology Group, Inc. EOD/OEW/UXO Jan 96 - May96  
Program/Project Manager EOD Technology International, Ltd., CWM Demil Nov95 - Jan96  
Vice President/General Manager, EODT Services, Inc. 1991 - 1995  
Program Manager/Project Manager, EODT Services, Inc., OEW 1991 - 1995  
Engineering Services Manager, EOD Technology, Inc., 1989 - 1991  
Counter-Terrorism Instructor ATAP, U.S. Department of State, 1988 - 1991  
EOD Officer, U.S. Marine Corps 1980 - 1990  
EOD Technician, U.S. Marine Corps 1974 - 1980  
Ammunition Technician, U.S. Marine Corps 1969 - 1974

## ACCOMPLISHMENTS

Developed profitable munitions response services program in four different Corporations - Currently have overseen the growth at CH2M HILL from zero to >\$36M per year and nominated as "Mentor of the Year 2009"

Co-Founder of the National Association of OEW Contractors (NAOC)- President (2004 to 2007), once Vice President, twelve times as Director. Awarded NAOC Life Time Leadership Award 2009

Provided testimony (2006 & 2009) before Congress as a subject matter expert on munitions response industry

Co-Founder of the EOD Technology Group of Companies.

Charter Member of The National Association of Unexploded Ordnance Technicians

Global Market Technology & Practice Director for Munitions Response within CH2M Hill and responsible for:

- the successful transitioned from an initiative to a market segment in less than 3 years with an increase in revenue from \$200k the year prior to an expected revenue of \$36M this year and \$40M estimated for next year.

Program Manager for first U.S. Army MMRP FPRI contract valued at \$250M & U.S. Army MAMMS contract valued at \$160M, and US Army WERS contract at \$945M.

Program Manager for commercial redevelopment of munitions contaminated land

Office Manager for HTRW/D&D/LLRW/Brokerage & Transportation/Surveillance & Inspection Operations

Program Manager for OE/UXO Value Engineering contract Huntsville COE.

Program Manager for OE/UXO Geophysical Surveying.

Program Manager for OE/UXO Bioremediation Services.

Program Manager for OE/UXO Remediation

Program Manager for Ordnance Disassembly

Developed operational plans for refurbishment of hazardous "dud" contaminated impact ranges including Preliminary Environmental Assessments.

DoD Project Manager to Establish "Advanced Access and Disablement of Improvised Nuclear Devices Division, Naval EOD School".

Responsible within DoD, in Beirut 1982, for acquisition and procurement of foreign ordnance for exploitation purposes and development and documentation of EOD procedures on recovered unknown foreign ordnance.

## CAPABILITIES

- To lead planning and execution of HTRW/Military Munitions Response Programs/ Demilitarization, technical programs, including Performance Based Acquisitions.
- To apply the systems approach to solution of program, technology, and organizational problems.
- To improve organizational performance by integration of individual and group personality traits and approaches to problems, and conflict avoidance processes, with other common business and technical methods.
- To improve skills and performance within an organization in leadership, managerial, and administrative areas.

## REFERENCES AVAILABLE UPON REQUEST

CITY OF OAK RIDGE, TENNESSEE  
BOARDS AND COMMISSIONS

**TIME IN OFFICE AND ATTENDANCE RECORD**

NAME: \_\_\_\_\_ Ben Redmond \_\_\_\_\_

BOARD OR COMMISSION: \_\_\_\_\_ Traffic Safety Advisory Board \_\_\_\_\_

TIME IN OFFICE: Term of Office \_\_\_\_\_ 3 Years \_\_\_\_\_

Date Appointed \_\_\_\_\_ 12/19/11 \_\_\_\_\_

Number of Terms Served \_\_\_\_\_ No full term \_\_\_\_\_

ATTENDANCE RECORD (MOST RECENT TERM OF OFFICE):

Number of Meetings Held \_\_\_\_\_ 17 \_\_\_\_\_

Number of Absences \_\_\_\_\_ 7 \_\_\_\_\_

Date Prepared \_\_\_\_\_ 12/4/13 \_\_\_\_\_

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End of Application for

Redmond, Ben

For Board:

Traffic Safety Advisory Board

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# City of Oak Ridge Board Application 2013

BoardName: Traffic Safety Advisory Board

Application Submitted

11/22/2013

Applicant: Shelton, Jane

Race (Optional):

Number of Times Previously Applied: N/A

Preference:

Address

1029 W. Outer Drive

Oak Ridge, TN 37830

Contact Information

Home Phone: (865) 482-3911

Email: jshelton@tsbdc.org

Office Phone: (865) 246-2663

No application necessary

CITY OF OAK RIDGE, TENNESSEE  
BOARDS AND COMMISSIONS

**TIME IN OFFICE AND ATTENDANCE RECORD**

NAME: \_\_\_\_\_ Jane Shelton \_\_\_\_\_

BOARD OR COMMISSION: \_\_\_\_\_ Traffic Safety Advisory Board \_\_\_\_\_

\_\_\_\_\_ (Planning Commission Representative) \_\_\_\_\_

TIME IN OFFICE: Term of Office \_\_\_\_\_ 3 Years \_\_\_\_\_

Date Appointed \_\_\_\_\_ 10/23/06 \_\_\_\_\_

Number of Terms Served \_\_\_\_\_ 2 1/2 \_\_\_\_\_

ATTENDANCE RECORD (MOST RECENT TERM OF OFFICE):

Number of Meetings Held \_\_\_\_\_ 17 \_\_\_\_\_

Number of Absences \_\_\_\_\_ 0 \_\_\_\_\_

Date Prepared \_\_\_\_\_ 12/4/13 \_\_\_\_\_

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End of Application for

Shelton, Jane

For Board:

Traffic Safety Advisory Board

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