

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

January 19, 2016 — 6:00 p.m.

AGENDA

I. ROLL CALL

II. ELECTIONS/APPOINTMENTS

Elections to fill the remaining positions on the following Boards and Commissions:

Personnel Advisory Board
Senior Advisory Board
Traffic Safety Advisory Board
Secret City Festival 501 (c)(3) Board of Directors

III. ADJOURNMENT

CITY CLERK MEMORANDUM

16-02

DATE: January 12, 2016
TO: Honorable Mayor and Members of City Council
FROM: Bruce M. Applegate, Acting City Clerk
SUBJECT: SPECIAL MEETING OF CITY COUNCIL

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, a special meeting of City Council is hereby called for Tuesday, January 19, 2016 preceding the City Council Work Session in the Municipal Building Courtroom, 200 South Tulane Avenue for consideration of electing the remaining unfilled 2015 Boards and Commissions positions.

- Elections (Boards and Commissions)

During the extended recruitment process, 8 applicants expressed an interest in serving as a member of the remaining boards.

As part of the process for completing these reports for City Council, the City Clerk's Office has taken measures in allowing applicants who submitted hand written applications to view the electronic version of their application. The reports for the boards also contain information pertaining special qualifications and identifies incumbents. 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.

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 three (3) previous years. Official ballots will be distributed at the January 19, 2016, meeting that will be used to elect board members. In some cases, the number of board vacancies matches the same number of applicants. In those cases, Council may wish to elect those members by acclamation. Additionally, Council may wish to elect someone by acclamation based on the special qualifications of a specific membership. Ballots have been included in those cases as an additional, measure for Council.

Although the election process was extended through January 11, 2016 there were some short comings for Council to be made aware of. Council may wish to fill these vacancies as part of the 2016 mid-year election provided that the boards do not experience quorum issues. Details are below:

Anderson County Community Action Commission

During the recruitment process, the City Clerk's Office received no applications for the one (1) vacancy.

Trade Licensing Board

During the recruitment process, the City Clerk's Office received no applications for the one (1) vacancy. This board is a seven-member board, where four (4) members constitute a quorum.



Bruce M. Applegate Jr.
Acting City Clerk

Attachments

**cc: Mark S. Watson, City Manager
Kenneth R. Krushenski, City Attorney
Department Directors
Oak Ridge Today
The Oak Ridger
The Knoxville News Sentinel
BBB Communications**

ADMINISTRATIVE MEMORANDUM
16-01

DATE: January 13, 2016
TO: Bruce M. Applegate, Jr., Acting 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 a special meeting of the Oak Ridge City Council for Tuesday, January 19, 2016, at 6:00 p.m. in the Municipal Building Courtroom, 200 South Tulane Avenue, for the purpose of electing applicants to fill current vacancies on City boards and commissions.


Mark S. Watson

City of Oak Ridge-City Clerk's Office Applicant Query

BoardName	LastName	FirstName	Election Year	Resume?	Attachment 1?	Attachment 2?
Personnel Advisory Board						
Applicant Count: (4)	Number of Vacancies: (1)					
	Hebert	Bonnie	2015	Yes	No	No
	Marsh	Michael	2015	No	No	Yes
	Osucha	Harold	2015	No	No	No
	Stevens	Vince	2015	Yes	No	No
Senior Advisory Board						
Applicant Count: (1)	Number of Vacancies: (1)					
	Hebert	Bonnie	2015	Yes	No	No
Traffic Safety Advisory Board						
Applicant Count: (3)	Number of Vacancies: (2)					
	Hoyt	Halfen	2015	No	No	No
	Kazocha	Ilona	2015	Yes	Yes	No
	Stevens	Vince	2015	Yes	No	No

**Applicant will not be listed on ballot.*

Personnel Advisory Board

NumVacancies 1 Total # of Members 5

Term of Office

Balance of an unexpired term ending on December 31, 2017.

Qualifications

No special qualifications, other than Oak Ridge residency.

Personnel Advisory Board	Special Qualifications	Submitted	Preference	# of Previous Submissions
Ms. Bonnie Hebert		12/30/2015	1	0
Mr. Michael Marsh		1/8/2016	1	0
Mr. Harold D. Osucha		1/5/2016	1	0
Mr. Vince Stevens		1/4/2016	1	0
Total Number of Applicants: 4				

Current Members

Member Name	Special Qualifications	Term Expires
Ms. Lisa Bollinger		2018
Mrs. Anne Garcia Garland		2018
Mr. Bill Henry		2016
Ms. Martha Wallus		2017

City of Oak Ridge Board Application 2015

BoardName: Personnel Advisory Board

Applicant: Hebert, Bonnie

Race (Optional):

Number of Times Previously Applied: 0

Application Submitted

12/30/2015 10:01 AM

Preference: 1

Address

118 Center Park Lane,

Oak Ridge, TN 37830

Contact Information

Home Phone: (865) 483-9593

Email: bheberttennis@comcast.net

Current Company/Organization

Oak Ridge National Laboratory

Current Position / Title

Senior Human Resources Team Lead

Retired?

N

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

Education, Professional and or Community Activity

MS, Central Michigan University, Business Administration

BS, Clemson University, Business Administrative Management

Senior Professional Human Resources (SPHR) Certified

Center for Leadership and Community Development Board Member and Secretary

Oak Ridge Playhouse Volunteer

Second Harvest Food Bank Volunteer

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

I have 30 plus years of Human Resources Management experience first in the US Army as a leader, executive officer and commander and at Oak Ridge National Laboratory. I would like to give back some of my experience to the community.

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

I have 30 plus years of leadership and Human Resources Management experience. I have dealt with many difficult personnel decisions and issues, in both war and peace. I was deployed to Kuwait and Iraq as a part of the ground war after the September 11 events for almost two years. In addition, I have held a top secret clearance and have many years of experience dealing with extremely sensitive issues that must be closely held and dealt with discreetly.

Additional Information

Special Qualifications

BONNIE B. HÉBERT

118 Center Park Lane

Oak Ridge, TN 37830

Office: 865-576-0217

hebertb@ornl.gov; bhebertennis@comcast.net

Cell: 865-712-5261

SENIOR HUMAN RESOURCES MANAGER

Providing People, Process & Organizational Leadership

Has a distinguished career of more than 30 years by using creativity and tenacity in organizational development, change management and strategic HR management – optimizing people assets in response to ever-changing business objectives. Facilitated strategic planning and operating decisions in support of growth and consolidation/centralization of global operations. Master's degree and advanced leadership training complement success in:

- Building top-flight national and international HR organizations and teams, and delivering the highest level of services to corporate and operating groups in the US, Europe and Middle East.
 - Developing/deploying technology and performance management programs to reduce costs and improve efficiency.
 - Championing training, health/welfare and career advancement programs for entry-level employees to executives.
 - Serving as a key advisor to executives and business unit leaders to promote positive internal/external communications.
-

PROFESSIONAL EXPERIENCE

HUMAN RESOURCES TEAM LEAD, NEUTRON SCIENCES AND US ITER, ORNL, OAK RIDGE, TN

2012 TO PRESENT

Currently serving as the HR Team Lead for both Neutron Sciences and US ITER managing a team of four personnel including several HR Managers, a senior recruiter and an HR Administrative Assistant supporting a the Neutron Sciences Directorate, with more than 700 personnel and the US ITER Project office with more than 100 personnel. Provide HR support services to include recruiting, hiring, performance management, awards, compensation and consultative services related to human resources issues. Support managers through the life cycle of an employee. Provide strategic personnel planning for the senior Associate Laboratory Directors and guidance for all personnel issues.

INTEGRATED SENIOR HUMAN RESOURCES & COMMUNICATIONS BUSINESS MANAGER

2006 to 2011

US ITER Project Office, Oak Ridge National Laboratory (ORNL), Oak Ridge, TN and Cadarache, France

Joined a leadership team to develop, deliver and integrate HR, communications and related services for a \$2.5B, 10-year Department of Energy (DOE) international project (ITER), an unprecedented collaboration of global scientists, technologists and engineers demonstrating the feasibility of fusion power by building a Tokamak in France. Serve as a liaison to provide weekly/monthly communications, project metrics and personnel allocation/management between the US Department of Energy, and partner laboratories. Counterparts include the European Union, Russian Federation, Japan, Korea, China and India. Direct a staff of 4, responsible for \$500k budget and report to the Deputy Project Director matrixed from HR and Communications Directorate.

Organizational Development & Global Human Resources Management

- Designed and implemented best in class recruitment/retention, performance management, compensation, training, rewards/recognition and employee relations programs, and created effective HR systems and processes for the newly created organization.
- Developed domestic and international workforce plans and staffing models to recruit/place key scientific personnel and senior staff for key roles in the US and France. Identified and selected multinational candidates for nomination to ITER International.
- Appointed as the US representative to the Advisory Board of the ITER International School, providing recommendations for curriculum development, addressing parent issues and concerns and providing recommendations to school leadership.
- Led an HR, legal and procurement team in developing a long-term foreign assignment and relocation policy.
 - Used benchmarked practices from government, academia and industry, which are now being used as a best-in-class example to formulate other relocation policies.
 - Structured appropriate briefings with DOE HQ, the American Consul General in Marseille and US State Dept. to gain policy approvals.
- Promoted/ advertised more than 300 international vacancies, nominated 500+ US candidates and filled numerous ITER International vacancies. Provided cross cultural training and family assistance to more than 40 US personnel working overseas and stateside.

Internal, External & Multinational Communications

- Wrote a comprehensive communications plan to develop and maintain open lines of internal and external communications among US DOE and other US and foreign public-private sector organizations vested in the multinational project.
- Established a public relations platform and upgraded website, media kits, project fact sheets, newsletters and other public and media collaterals. Prepped senior personnel for media interviews and speaking engagements.
- Led the flawless planning and execution of high-level foreign visits, ITER representation at industry conferences and public forums, and other special events.
- Encouraged and attained 90%+ high-level participation in the US ITER Gallup Q12 survey in 2007, and actively involved in the roll-out of Gallup Q12 for 2008.

COMMUNICATIONS & SENIOR PROTOCOL OFFICER – Oak Ridge National Laboratory (ORNL), Oak Ridge, TN 2005 to 2006

Joined the management team of a world-leading scientific and technology research center, ORNL which is a joint partnership between Battelle Memorial Institute and the University of Tennessee, and the largest multi-purpose US DOE laboratory. Established a formal means of communicating the proposed science agenda for potential DOE, Congressional, Industry and other VIP guests.

Protocol, Employee Relations & Community Outreach

- Directed countless flawless dignitary visits with the Department of Energy Secretary, Senator Lamar Alexander, numerous US Congressmen, and senior delegations from China, England, Japan and Russia. Managed planning, itineraries, logistics, audio-visual support, photo coverage, transportation, correspondence and gift exchange program.
- Chartered and served as President of Club ORNL, an employee association to develop esprit de corps across a large, diversified organization. Benchmarked and set up the leadership structure, operating guidelines, budgets and events.
- Showcased the laboratory as an organization committed to its employees by organizing a first-ever fall festival and a summer vintage car display with more than 2,000 people in attendance.
- Collaborated with human resources in developing retention programs to include training the managers on the process and results analysis of the Gallup Q12 Employee Engagement Survey.
- Contributed to community service and outreach programs through participation on the East TN Economic Council, Chamber of Commerce, Leadership Oak Ridge Board, Habitat for Humanity, Oak Ridge Playhouse and several United Way campaigns.

SENIOR COMMUNICATIONS OFFICER – Centers for Disease Control & Prevention (CDC), Atlanta, GA 2004 to 2005

Senior CDC spokesperson and crisis communications expert for national and international media queries, other CDC groups, Federal, state and local health officials, and international agencies. Developed communication plans, program materials, press releases and presentations. Coached senior scientist/administrators on interacting with the scientific community, media and public. Designed Terrorism Preparedness & Response training materials, 2004 Summer Safety Kit and Vaccine Safety Communication programs for staff. Served as a senior CDC primary spokesperson during the influenza vaccine shortage crisis.

DIRECTOR OF PUBLIC AFFAIRS AND SENIOR EXECUTIVE – 3rd US Army, Fort McPherson GA, Afghanistan and Kuwait 2000 to 2003

Partnered with a three-star commanding general to create strategic public affairs contingency war plans in the areas of budget, personnel, logistics and equipment for the HQs in one of the Army's largest organizations. Substantiated the need to triple staff assigned to HQs, to accommodate a geographically dispersed organization across Kuwait, Qatar and Afghanistan as a result of the 9/11 terrorist attacks on the US. Outlined roles, responsibilities and accountability, and built a 45-person public affairs team to support HQs and field operations. Quickly staffed and deployed teams in support of operations in Afghanistan and Iraq. Managed a \$1.3M budget.

Internal / External Communications & Resource Management

- Opened lines of communication and synchronized the use of 3rd party resources to contribute to the effectiveness and timely delivery of information to internal and external audiences, and geographically dispersed operations worldwide.
- Developed and published an internal weekly newspaper for an Army population of 2K deployed near Cairo, Egypt for an international joint services exercise just after 9/11.
- Utilized web-based employee relations/communications to provide real-time information to employees and the public.
- Led senior executive training, and managed communications and special events for senior officers and distinguished visitors, including Defense Secretary Donald Rumsfeld, Newt Gingrich, General Myers, and Congressional delegations.
- Awarded a Bronze Star for service in Iraq and Legion of Merit Award upon retirement.

SENIOR HUMAN RESOURCES MANAGER – US Army 3rd Infantry Division, Fort Stewart, GA 1997 to 1999
Led 200 professionals in human resources, payroll, benefits and administration for one of the largest divisions of the Army overseeing operational and personnel support for 56 organizations with 26K personnel. Using change management expertise, traversed disparities between functional groups to establish common objectives and direction to transform an “old line” culture into a professional and shared services organizational structure.

Team Building & Organizational Development

- Led strategic HR and organizational development to position HR as a business partner, helping operating unit heads optimize their most valuable asset – people. Drove complex business consolidation, operations integration and culture change initiatives.
- Created fully integrated finance and HR group, merging 200 professionals into a newly created shared services center.
- Won commendations and recognition for continuous process improvement and service excellence in a changing environment.
- Applied people, process and technology applications to create a dynamic resource allocation plan and effective organizational model that balanced employee and customer needs with headcount and cost reduction demands placed on the organization.
- Accelerated placement of key individuals and senior level officers by 20% by identifying all qualified personnel by job function, skill level and management grade to ensure placement of the best talent into high-profile positions.
- Coordinated assignments and resources to set up a 23-person HR division support group for a six-month period in Kuwait.
- Reported to and briefed a two-star commanding general monthly on the ever-changing senior officer positions.

HUMAN RESOURCES/COMMUNICATIONS OFFICER – Department of the Army, Pentagon, Washington, DC 1993 to 1996
Promoted from field operations into a Department of Army HQs group, overseeing communications and training for military and civilian executives at the Pentagon. Served as the primary Army spokesperson for issues related to key personnel issues and crisis communications management. After 2 years, transitioned into an HR/OD management role to institute a new information management system for handling officer performance evaluation and promotion and placement of 70K senior officers Army-wide.

Performance Management, Communications, Team Building, Training & Diversity

- Led media/ crisis communications training for senior staff and Pentagon general officers on key topics (e.g., healthcare, morale, social issues, safety and military justice) and prepared them for high level controversial interviews like 60 Minutes.
- Served as an Army spokesperson on women in the military, homosexuality, diversity, health/benefits and military justice. Coordinated media coverage of the 1st Islamic Chaplain and *Glamour* feature on the 1st Female Drill Sergeant of the Year.
- Helped coordinate and construct an updated performance management system and operating guidelines, including related training/development programs, career paths and succession planning for 70K officers worldwide.
- Facilitated shift to a fully automated performance evaluation system, compiled best practice guidelines, and instituted quality controls to improve the accuracy, timeliness and availability of information delivered to senior officers.
- Upgraded position descriptions and changed staffing for key HQs positions to transition from all military to civilian personnel for the Officer Evaluation Reports Division.

EARLY CAREER (1983 to 1992) Advanced through increasingly responsible human resources assignments as an Assignment Manager / Personnel Actions Manager for the 9th Infantry Division (Ft. Lewis, WA) and as Director of Personnel for US Army Europe (Augsburg, Germany) commanding more than 200 personnel. Optimized people, processes and technology to track and manage a 15-month initiative involving downsizing of 4 personnel operations in locations throughout Germany in conjunction with the Army drawdown in Europe.

EDUCATION, PROFESSIONAL DEVELOPMENT & AWARDS

MS, General Administration – Central Michigan University

BS, Administration Management – Clemson University
Distinguished Military Graduate; Four Year ROTC Scholarship

Senior Professional Human Resources Certification (SPHR); SHRM Member

Selectee, Senior Service College
Top 15% of senior officers selected for doctorate level training

Training With Industry – Fleishman-Hillard Inc.
One-year management public relations development program

Graduate, Command & General Staff College
Management development and advanced education program

2009 Esprit de Corps Award;
2007 Administrative Support Team and 2006 Esprit de Corps Awards – UT-Battelle Awards Night
Bronze Star Award – Iraq Campaign; Legion of Merit Award – U S Army Retirement

End of Application for Hebert, Bonnie

For Board: Personnel Advisory Board

City of Oak Ridge Board Application 2015

BoardName: Personnel Advisory Board

Application Submitted

Applicant: Marsh, Michael

1/8/2016 1:30 PM

Race (Optional):

Preference: 1

Number of Times Previously Applied: 0

Address

132 TIMBERCREST DRIVE

Contact Information

Home Phone: (865) 482-5508

Email: ELZAMANDW@AOL.COM

Oak Ridge, TN 37830

Current Company/Organization

Current Position / Title

Retired? Company / Organization Retired From

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

Education, Professional and or Community Activity

Degree in Electronics

Degree in Electrical and Mechanical Engineering

Owner of a successful Business (27 years) M and W Auto Repair INC.

Three term Exalted Ruler of the Oak Ridge ELKS Lodge # 1684

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

Having been born and raised in Oak Ridge I have seen the struggles that have defined what Oak Ridge is today and I want to help guide our Awesome City to see even better days

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

Having run an successful business for the last 27 years I have had to hire and terminate employees. I have to constantly envision what the future holds and anticipate its needs. I have to train employees to be their best and also design a merit system to keep them happy and to perform to the best of their ability. I understand what it takes to run different aspects of a business to get an harmonious work place.

Additional Information

Special Qualifications

Retired

Yes

No

Boards and Commissions Information

Do you currently serve on a Board or Commission as as City Representative:

- Anderson County Board of Equalization
- Anderson County Community Action Commission
- Anderson County Development Corporation
- Anderson County Economic Development Association
- Anderson County Tourism Council
- Oak Ridge Beer Permit Board
- Board of Building and Housing Code of Appeals
- Board of Zoning Appeals
- Oak Ridge Convention and Vistors Bureau
- Environmental Quality Advisory Board
- Health and Educational Facilities Board
- Industrial Development Board
- Oak Ridge Heritage Railroad Authority
- Oak Ridge Housing Authority
- Oak Ridge Land Bank Corporation Board of Directors
- Oak Ridge Municipal Planning Commission
- Oak Ridge Utility District
- Personnel Advisory Board
- Recreation and Parks Advisory Board
- Senior Advisory Board
- Trade Licensing Board
- Traffic Safety Advisory Board
- Youth Advisory Board
- Other

Race (Optional):

Boards or Commissions Selection

Please select a board or commission from the drop down menu(s) below. You may select up to three (3) boards, if interested. Please note that ranking does not guarantee selection.

Please answer the questions that follow your board preference(s). If you are applying for more than one (1) Board then you will be required to answer these question for each of your board choices.

First Preference of Board or Commission: *

Personnel Advisory Board

How many times have you previously applied to this board:

none

List Education, Professional and/or Current Community Activities:

Degree in Electronics

Degree in Electrical and Mechanical Engineering

Owner of a successful Business (27 years) M and W Auto Repair INC.

Three term Exalted Ruler of the Oak Ridge ELKS Lodge # 1684

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

Having been born and raised in Oak Ridge I have seen the struggles that have defined what Oak Ridge is today and I want to help guide our Awesome City to see even better days

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

Having run an successful business for the last 27 years I have had to hire and terminate employees. I have to constantly envision what the future holds and anticipate its needs. I have to train employees to be their best and also design a merit system to keep them happy and to perform to the best of their ability. I understand what it takes to run different aspects of a business to get an harmonious work place.

Second Preference of Board or Commission:

Third Preference of Board or Commission:

Additional Attachments

Browse...

If interested, you may submit a resume as an attachment to your application.

If interested, you may submit a cover letter or other documents as an attachment to your application as well.

[Browse...](#)

All information provided is considered public pursuant to the Tennessee Public Records Act.
Applicant Statement: I understand that I am applying to a Board or Commission of the City of Oak Ridge; that I may be required to provide proof of my Oak Ridge residency; and that I will be required to take an oath of office to uphold the United States and Tennessee Constitutions and the laws of the same if appointed. I agree to comply at all times with all requirements of the office for which I am applying and to which I may be appointed. All statements and information provided in the application are true to the best of my knowledge.

Submit

End of Application for

Marsh, Michael

For Board:

Personnel Advisory Board

City of Oak Ridge Board Application 2015

BoardName: Personnel Advisory Board

Application Submitted

Applicant: Osucha, Harold

1/5/2016 7:40 PM

Race (Optional): White

Preference: 1

Number of Times Previously Applied: 0

Address

249 Gum Hollow Road

Oak Ridge, TN 37830

Contact Information

Home Phone: (865) 482-2582

Office Phone: (865) 789-9753

Email: halosucha@bellsouth.net

Current Company/Organization

Current Position / Title

Retired? Company / Organization Retired From

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

BS Industrial Engineering Michigan State University. Commissioned- officer, attended Officer Candidate School Newport RI; graduate Oak Ridge Leadership;. support contractor at AMSE; President, Country Club Estates Association

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

Need to continue to volunteer and provide support in understanding and solving personnel issues that may be brought before me as a board member. Retired and have time available for meetings.

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

Extensive experience with 20 years of managing people and using people skills to solve problems and provide mentoring. Over 24 years of supervision in a military environment. Ability to be a good listener and interact with all types of personalities.

Additional Information

Special Qualifications

End of Application for

Osucha, Harold

For Board:

Personnel Advisory Board

Tuesday, January 12, 2016

City of Oak Ridge Board Application 2015

BoardName: Personnel Advisory Board

Application Submitted

Applicant: Stevens, Vince

1/4/2016 7:58 PM

Race (Optional):

Preference: 1

Number of Times Previously Applied: 0

Address

106 Hutchinson Pl

Oak Ridge, TN 37830

Contact Information

Email: vincestevens@bellsouth.net

Mobile Phone: (865) 603-0788

Current Company/Organization

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

BS - Secondary Education, Mathematics - Clarion University of Pa

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

I am interested in becoming more involved with the City of Oak Ridge as an active citizen volunteer.

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

During my working years I have been involved with internal and external personnel interactions.

Internally - with most all departments (accounting, sales, service) through my purchasing and inventory positions and by working for a temp agency to place associates with our clients.

Externally - with clients and vendors (order and expedite).

Also, I was a Knoxville Parks and Rec spring field supervisor where I 'hired' and trained field workers and umpires for youth baseball/softball.

Additional Information

Special Qualifications

Vince Stevens

106 Hutchinson Pl., Oak Ridge, TN 37830

Cell: 865.603.0788 Email: vincestevens@bellsouth.net

QUALIFICATIONS

Analytical - create spreadsheets, time management, interdepartmental cooperation
Schedule - pickups, deliveries, work schedules, production runs, payables, league/tournament games
Supervise - hourly employees, sports officials, work crews, ground crews
Organize - daily tasks, stock rooms, office files
Procure - office supplies, raw materials, two-way radio accessories/internals and how much of each
Coordinate - when/what/where to order/receive/expedite
Sales - two-way radio accessories, steel joist, mutual funds, shoes

EXPERIENCE

Central Communications and Electronics, Knoxville, TN - Parts Manager (11/2002-present)	12 years
Thermatrix, Knoxville, TN - Operations Support Assistant (12/96-4/2002)	5 years
Tempforce, Knoxville, TN - Staffing Coordinator (8/95-9/96)	2 years
Aqua Chem, Knoxville, TN - Buyer/Inventory Control (12/88-3/95)	6 years
City of Knoxville, TN - Spring Season Field Supervisor (2003-2009) - P/T	7 years

CIVIC CONCERNS

South Knoxville Youth Sports	Treasurer, Board of Directors
South Haven Neighborhood Association, Knoxville, TN	Leader of Constitution Committee
St. John's Cathedral, Knoxville, TN	Usher, Acolyte, Friends Committee
various Habitat sites	
St. John's and First United Methodist OR mission trips	

AFFILIATIONS

TSSAA Baseball/Softball Umpire	6 years
Youth coach, commissioner, official	20 years
Kiwanis, Treasurer, President-elect	5 years

OTHER NOTABLES

B.S. Secondary Education - Mathematics
Notary
CSS - Customer Service Specialist (Electronics Technician Association)
Completed Quality Audit and ISO Overview course
Medic - platelet donor

End of Application for Stevens, Vince

For Board: Personnel Advisory Board

Voting Ballot A for Personnel Advisory Board

Vacancies 1
Term Valid Through One unexpired term ending on December 31, 2017.

Full Name	Preference
<input type="checkbox"/> Bonnie Hebert	1
<input type="checkbox"/> Michael Marsh	1
<input type="checkbox"/> Harold Orsucha	1
<input type="checkbox"/> Vince Stevens	1

Abstain

Member, Oak Ridge City Council
1/19/2016

Round: 1

Sample Ballot

Senior Advisory Board

NumVacancies 1 Total # of Members 11

Term of Office

Three (3) years commencing on January 1, 2016

Qualifications

In addition to Oak Ridge residency, preference may be given to applicants who reflect a variety of ages as well as knowledge and background in senior interests such as health, safety, recreational activities, and transportation

Senior Advisory Board	Special Qualifications	Submitted	Preference	# of Previous Submissions
Ms. Bonnie Hebert		12/30/2015	2	0
Total Number of Applicants: 1				

Current Members

Member Name	Special Qualifications	Term Expires
Ms. Martha Adler-Jasny		2017
Ms. Susan Asbury		2017
Ms. Elizabeth Batchelor		2016
Mr. Gene R Dunaway		2016
Ms. Patricia Gengozian		2018
Ms. Delores Moyer		2017
Mr. Harold W. Schmitt		2017
Mr. Alfred Skyberg		2017
Mr. Robert Smallridge		2018
Dr. Wendy Williams		2016

City of Oak Ridge Board Application 2015

BoardName: Senior Advisory Board

Applicant: Hebert, Bonnie

Race (Optional):

Number of Times Previously Applied: 0

Application Submitted

12/30/2015 10:01 AM

Preference: 2

Address

118 Center Park Lane,

Oak Ridge, TN 37830

Contact Information

Home Phone: (865) 483-9593

Email: bheberttennis@comcast.net

Current Company/Organization

Oak Ridge National Laboratory

Current Position / Title

Senior Human Resources Team Lead

Retired?

N

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

Education, Professional and or Community Activity

MS, Central Michigan University, Business Administration

BS, Clemson University, Business Administrative Management

Senior Professional Human Resources (SPHR) Certified

Center for Leadership and Community Development Board Member and Secretary

Oak Ridge Playhouse Volunteer

Second Harvest Food Bank Volunteer

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

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I have 30 plus years of leadership and Human Resources Management experience. I have dealt with many difficult personnel decisions and issues, in both war and peace. I was deployed to Kuwait and Iraq as a part of the ground war after the September 11 events for almost two years. In addition, I have held a top secret clearance and have many years of experience dealing with extremely sensitive issues that must be closely held and dealt with discreetly.

Additional Information

Special Qualifications

BONNIE B. HÉBERT

118 Center Park Lane
Oak Ridge, TN 37830

Office: 865-576-0217

hebertb@ornl.gov; bhebertennis@comcast.net

Cell: 865-712-5261

SENIOR HUMAN RESOURCES MANAGER **Providing People, Process & Organizational Leadership**

Has a distinguished career of more than 30 years by using creativity and tenacity in organizational development, change management and strategic HR management – optimizing people assets in response to ever-changing business objectives. Facilitated strategic planning and operating decisions in support of growth and consolidation/centralization of global operations. Master's degree and advanced leadership training complement success in:

- Building top-flight national and international HR organizations and teams, and delivering the highest level of services to corporate and operating groups in the US, Europe and Middle East.
 - Developing/deploying technology and performance management programs to reduce costs and improve efficiency.
 - Championing training, health/welfare and career advancement programs for entry-level employees to executives.
 - Serving as a key advisor to executives and business unit leaders to promote positive internal/external communications.
-

PROFESSIONAL EXPERIENCE

HUMAN RESOURCES TEAM LEAD, NEUTRON SCIENCES AND US ITER, ORNL, OAK RIDGE, TN

2012 TO PRESENT

Currently serving as the HR Team Lead for both Neutron Sciences and US ITER managing a team of four personnel including several HR Managers, a senior recruiter and an HR Administrative Assistant supporting a the Neutron Sciences Directorate, with more than 700 personnel and the US ITER Project office with more than 100 personnel. Provide HR support services to include recruiting, hiring, performance management, awards, compensation and consultative services related to human resources issues. Support managers through the life cycle of an employee. Provide strategic personnel planning for the senior Associate Laboratory Directors and guidance for all personnel issues.

INTEGRATED SENIOR HUMAN RESOURCES & COMMUNICATIONS BUSINESS MANAGER

2006 to 2011

US ITER Project Office, Oak Ridge National Laboratory (ORNL), Oak Ridge, TN and Cadarache, France

Joined a leadership team to develop, deliver and integrate HR, communications and related services for a \$2.5B, 10-year Department of Energy (DOE) international project (ITER), an unprecedented collaboration of global scientists, technologists and engineers demonstrating the feasibility of fusion power by building a Tokamak in France. Serve as a liaison to provide weekly/monthly communications, project metrics and personnel allocation/management between the US Department of Energy, and partner laboratories. Counterparts include the European Union, Russian Federation, Japan, Korea, China and India. Direct a staff of 4, responsible for \$500k budget and report to the Deputy Project Director matrixed from HR and Communications Directorate.

Organizational Development & Global Human Resources Management

- Designed and implemented best in class recruitment/retention, performance management, compensation, training, rewards/recognition and employee relations programs, and created effective HR systems and processes for the newly created organization.
- Developed domestic and international workforce plans and staffing models to recruit/place key scientific personnel and senior staff for key roles in the US and France. Identified and selected multinational candidates for nomination to ITER International.
- Appointed as the US representative to the Advisory Board of the ITER International School, providing recommendations for curriculum development, addressing parent issues and concerns and providing recommendations to school leadership.
- Led an HR, legal and procurement team in developing a long-term foreign assignment and relocation policy.
 - Used benchmarked practices from government, academia and industry, which are now being used as a best-in-class example to formulate other relocation policies.
 - Structured appropriate briefings with DOE HQ, the American Consul General in Marseille and US State Dept. to gain policy approvals.
- Promoted/ advertised more than 300 international vacancies, nominated 500+ US candidates and filled numerous ITER International vacancies. Provided cross cultural training and family assistance to more than 40 US personnel working overseas and stateside.

Internal, External & Multinational Communications

- Wrote a comprehensive communications plan to develop and maintain open lines of internal and external communications among US DOE and other US and foreign public-private sector organizations vested in the multinational project.
- Established a public relations platform and upgraded website, media kits, project fact sheets, newsletters and other public and media collaterals. Prepped senior personnel for media interviews and speaking engagements.
- Led the flawless planning and execution of high-level foreign visits, ITER representation at industry conferences and public forums, and other special events.
- Encouraged and attained 90%+ high-level participation in the US ITER Gallup Q12 survey in 2007, and actively involved in the roll-out of Gallup Q12 for 2008.

COMMUNICATIONS & SENIOR PROTOCOL OFFICER – Oak Ridge National Laboratory (ORNL), Oak Ridge, TN 2005 to 2006

Joined the management team of a world-leading scientific and technology research center, ORNL which is a joint partnership between Battelle Memorial Institute and the University of Tennessee, and the largest multi-purpose US DOE laboratory. Established a formal means of communicating the proposed science agenda for potential DOE, Congressional, Industry and other VIP guests.

Protocol, Employee Relations & Community Outreach

- Directed countless flawless dignitary visits with the Department of Energy Secretary, Senator Lamar Alexander, numerous US Congressmen, and senior delegations from China, England, Japan and Russia. Managed planning, itineraries, logistics, audio-visual support, photo coverage, transportation, correspondence and gift exchange program.
- Chartered and served as President of Club ORNL, an employee association to develop esprit de corps across a large, diversified organization. Benchmarked and set up the leadership structure, operating guidelines, budgets and events.
- Showcased the laboratory as an organization committed to its employees by organizing a first-ever fall festival and a summer vintage car display with more than 2,000 people in attendance.
- Collaborated with human resources in developing retention programs to include training the managers on the process and results analysis of the Gallup Q12 Employee Engagement Survey.
- Contributed to community service and outreach programs through participation on the East TN Economic Council, Chamber of Commerce, Leadership Oak Ridge Board, Habitat for Humanity, Oak Ridge Playhouse and several United Way campaigns.

SENIOR COMMUNICATIONS OFFICER – Centers for Disease Control & Prevention (CDC), Atlanta, GA 2004 to 2005

Senior CDC spokesperson and crisis communications expert for national and international media queries, other CDC groups, Federal, state and local health officials, and international agencies. Developed communication plans, program materials, press releases and presentations. Coached senior scientist/administrators on interacting with the scientific community, media and public. Designed Terrorism Preparedness & Response training materials, 2004 Summer Safety Kit and Vaccine Safety Communication programs for staff. Served as a senior CDC primary spokesperson during the influenza vaccine shortage crisis.

**DIRECTOR OF PUBLIC AFFAIRS AND SENIOR EXECUTIVE – 3rd US Army, Fort McPherson GA, Afghanistan and Kuwait
2000 to 2003**

Partnered with a three-star commanding general to create strategic public affairs contingency war plans in the areas of budget, personnel, logistics and equipment for the HQs in one of the Army's largest organizations. Substantiated the need to triple staff assigned to HQs, to accommodate a geographically dispersed organization across Kuwait, Qatar and Afghanistan as a result of the 9/11 terrorist attacks on the US. Outlined roles, responsibilities and accountability, and built a 45-person public affairs team to support HQs and field operations. Quickly staffed and deployed teams in support of operations in Afghanistan and Iraq. Managed a \$1.3M budget.

Internal / External Communications & Resource Management

- Opened lines of communication and synchronized the use of 3rd party resources to contribute to the effectiveness and timely delivery of information to internal and external audiences, and geographically dispersed operations worldwide.
- Developed and published an internal weekly newspaper for an Army population of 2K deployed near Cairo, Egypt for an international joint services exercise just after 9/11.
- Utilized web-based employee relations/communications to provide real-time information to employees and the public.
- Led senior executive training, and managed communications and special events for senior officers and distinguished visitors, including Defense Secretary Donald Rumsfeld, Newt Gingrich, General Myers, and Congressional delegations.
- Awarded a Bronze Star for service in Iraq and Legion of Merit Award upon retirement.

SENIOR HUMAN RESOURCES MANAGER – US Army 3rd Infantry Division, Fort Stewart, GA 1997 to 1999

Led 200 professionals in human resources, payroll, benefits and administration for one of the largest divisions of the Army overseeing operational and personnel support for 56 organizations with 26K personnel. Using change management expertise, traversed disparities between functional groups to establish common objectives and direction to transform an “old line” culture into a professional and shared services organizational structure.

Team Building & Organizational Development

- Led strategic HR and organizational development to position HR as a business partner, helping operating unit heads optimize their most valuable asset – people. Drove complex business consolidation, operations integration and culture change initiatives.
- Created fully integrated finance and HR group, merging 200 professionals into a newly created shared services center.
- Won commendations and recognition for continuous process improvement and service excellence in a changing environment.
- Applied people, process and technology applications to create a dynamic resource allocation plan and effective organizational model that balanced employee and customer needs with headcount and cost reduction demands placed on the organization.
- Accelerated placement of key individuals and senior level officers by 20% by identifying all qualified personnel by job function, skill level and management grade to ensure placement of the best talent into high-profile positions.
- Coordinated assignments and resources to set up a 23-person HR division support group for a six-month period in Kuwait.
- Reported to and briefed a two-star commanding general monthly on the ever-changing senior officer positions.

HUMAN RESOURCES/COMMUNICATIONS OFFICER – Department of the Army, Pentagon, Washington, DC 1993 to 1996

Promoted from field operations into a Department of Army HQs group, overseeing communications and training for military and civilian executives at the Pentagon. Served as the primary Army spokesperson for issues related to key personnel issues and crisis communications management. After 2 years, transitioned into an HR/OD management role to institute a new information management system for handling officer performance evaluation and promotion and placement of 70K senior officers Army-wide.

Performance Management, Communications, Team Building, Training & Diversity

- Led media/ crisis communications training for senior staff and Pentagon general officers on key topics (e.g., healthcare, morale, social issues, safety and military justice) and prepared them for high level controversial interviews like 60 Minutes.
- Served as an Army spokesperson on women in the military, homosexuality, diversity, health/benefits and military justice. Coordinated media coverage of the 1st Islamic Chaplain and *Glamour* feature on the 1st Female Drill Sergeant of the Year.
- Helped coordinate and construct an updated performance management system and operating guidelines, including related training/development programs, career paths and succession planning for 70K officers worldwide.
- Facilitated shift to a fully automated performance evaluation system, compiled best practice guidelines, and instituted quality controls to improve the accuracy, timeliness and availability of information delivered to senior officers.
- Upgraded position descriptions and changed staffing for key HQs positions to transition from all military to civilian personnel for the Officer Evaluation Reports Division.

EARLY CAREER (1983 to 1992) Advanced through increasingly responsible human resources assignments as an Assignment Manager / Personnel Actions Manager for the 9th Infantry Division (Ft. Lewis, WA) and as Director of Personnel for US Army Europe (Augsburg, Germany) commanding more than 200 personnel. Optimized people, processes and technology to track and manage a 15-month initiative involving downsizing of 4 personnel operations in locations throughout Germany in conjunction with the Army drawdown in Europe.

EDUCATION, PROFESSIONAL DEVELOPMENT & AWARDS

MS, General Administration – Central Michigan University

BS, Administration Management – Clemson University

Distinguished Military Graduate; Four Year ROTC Scholarship

Senior Professional Human Resources Certification (SPHR); SHRM Member

Selectee, Senior Service College

Top 15% of senior officers selected for doctorate level training

Training With Industry – Fleishman-Hillard Inc.

One-year management public relations development program

Graduate, Command & General Staff College

Management development and advanced education program

2009 Esprit de Corps Award;
2007 Administrative Support Team and 2006 Esprit de Corps Awards – UT-Battelle Awards Night
Bronze Star Award – Iraq Campaign; Legion of Merit Award – U S Army Retirement

End of Application for Hebert, Bonnie

For Board: Senior Advisory Board

Voting Ballot A for Senior Advisory Board

Vacancies 1

Term Valid Through Three (3) years commencing on January 1, 2016

Full Name

Preference

Bonnie Hebert

2

Abstain

Member, Oak Ridge City Council
1/19/2016

Round: 1

Sample Ballot

Traffic Safety Advisory Board

NumVacancies 2 Total # of Members 10

Term of Office

Three (3) years commencing on January 1, 2016

Qualifications

No special qualifications, other than Oak Ridge residency.

Traffic Safety Advisory Board	Special Qualifications	Submitted	Preference	# of Previous Submissions
Mr. Halfen (Hal) Hoyt Mrs.		1/1/2016	1	0
Mrs. Ilona Kaczocha		1/7/2016	1	0
Mr. Vince Stevens		1/4/2016	2	0

Total Number of Applicants: 3

Current Members

Member Name	Special Qualifications	Term Expires
Ms. Martha Adler-Jasny		2017
Mr. Andrew Howe		2016
Ms. Jana F. Humphrey		2018
Jeremy Hunt	High School Representative	2016
Ms. Melissa McMahan		2017
Mr. William Polfus		2016
Mr. Ben Redmond		2016
Ms. Jane Shelton	Oak Ridge Municipal Planning Commission Representative	2016

City of Oak Ridge Board Application 2015

BoardName: Traffic Safety Advisory Board

Application Submitted

Applicant: Hoyt, Halfen

1/1/2016 1:16 PM

Race (Optional):

Preference: 1

Number of Times Previously Applied: 0

Address

111 Tilden Road

Oak Ridge, TN 37830

Contact Information

Home Phone: (865) 483-8375

Email: halhoyt@hotmail.com

Current Company/Organization

Current Position / Title

Retired? Company / Organization Retired From

Y Pratt & Whitney Aircraft, W. Palm Beach, FL

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

Education, Professional and or Community Activity

BS Civil Engineering (1968) and MS Engineering, Science, and Mechanics (1970), both from Univ. of Florida. Had courses in highway design and traffic. Was licensed real estate broker in Florida for 8 years.

Was co-chair of OR Unitarian Universalist Church relocation committee that sold the former property to Kroger, chose the new site (also chaired that group), selected architect and contractor, and oversaw construction and the move into the new building. Was point of contact with all City departments during that process. Recently led effort to raise funds and have 40kW solar pv system installed at Church.

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

Worked with City Engineer, Community Development, CORED, and City Business Office during ORUUC building effort. Our right-of-way questions went through the TSAB as well. Got interested in traffic safety and routing during that process. Interested in seeing City traffic run smoothly and safely.

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

Think that my civil engineering education and experience working with City departments would be helpful.

Additional Information

Special Qualifications

End of Application for

Hoyt, Halfen

For Board:

Traffic Safety Advisory Board

Tuesday, January 12, 2016

Ilona Kaczocho
107 Wesley Lane
Oak Ridge, TN. 37830
865 773-6529
zaba121517@gmail.com
January 11, 2016

Traffic Safety Advisory Board
City of Oak Ridge

To whom it may concern,

I would like to submit my interest in serving on the Traffic Safety Advisory Board for the city of Oak Ridge. I am confident that my skills are well aligned with the role, and that I would be an excellent fit for the board.

Our family has resided in Oak Ridge since 2006. We have enjoyed the community, facilities and the people of Oak Ridge not only as residents, but also as business owners. We opened Razzleberrys Ice Cream Lab in November 2006, and since have moved and tripled the size to a market, restaurant and ice cream parlor. Our children have attended schools, played on school football teams, and swim team in Oak Ridge. I believe not only in taking, but also in giving back to the community. For me, each volunteer commitment represent an opportunity to make a contribution, be a part of a team, and provide the type of service that I can be proud of, for a city that I love.

Although I do not have the direct experience with Traffic and Safety I offer my skills as a proven community leader and successful business person. I would very much like to contribute and would be honored if I could serve on the board. Please find my enclosed resume for your consideration.

Sincerely

Ilona Kaczocho
865 773-6529

ILONA KACZOCHA

107 WESLEY LANE, Oak Ridge, TN, 37830

Tel: 8657736529 Cell: 8657736529

Email: zaba121517@gmail.com

OBJECTIVE

Consistently strive to strengthen and refine professional effectiveness and self-improvement.

WORK HISTORY

Nov 2006 **Owner**
to *Razzleberry's Cafe and Market*
Present *Oak Ridge, TN*

Recruitment and training of sales staff. Supervising team performance, setting budget targets.

Maintaining detailed documentation of the company productivity, sales, payroll, and all accounting concepts.

EDUCATION

Aug 1987 **Southeastern University**
to *Kissimmee, FL*
Jun 1988 *Tourism*

LANGUAGE SKILLS

Speak, read, and write fluent Polish

REFERENCES

Mrs. Melanie Carter

Oak Ridge, TN 37830

Mr. Tom Beehan
Oak Ridge, TN 37830

Mrs. Betsy Coleman
Coleman Realty
Oak Ridge , TN 37830

City of Oak Ridge Board Application 2015

BoardName: Traffic Safety Advisory Board

Applicant: Stevens, Vince

Race (Optional):

Number of Times Previously Applied: 0

Application Submitted

1/4/2016 7:58 PM

Preference: 2

Address

106 Hutchinson Pl

Oak Ridge, TN 37830

Contact Information

Email: vincestevens@bellsouth.net

Mobile Phone: (865) 603-0788

Current Company/Organization

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

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

This is an interesting commission to be associated since I travel (drive and walk) on a daily basis and I notice peculiarities with the traffic signals. I would like to become more familiar with why some intersections are signaled the way they are.

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

Additional Information

Special Qualifications

Vince Stevens

106 Hutchinson Pl., Oak Ridge, TN 37830

Cell: 865.603.0788 Email: vincestevens@bellsouth.net

QUALIFICATIONS

Analytical - create spreadsheets, time management, interdepartmental cooperation
Schedule - pickups, deliveries, work schedules, production runs, payables, league/tournament games
Supervise - hourly employees, sports officials, work crews, ground crews
Organize - daily tasks, stock rooms, office files
Procure - office supplies, raw materials, two-way radio accessories/internals and how much of each
Coordinate - when/what/where to order/receive/expedite
Sales - two-way radio accessories, steel joist, mutual funds, shoes

EXPERIENCE

Central Communications and Electronics, Knoxville, TN - Parts Manager (11/2002-present)	12 years
Thermatrix, Knoxville, TN - Operations Support Assistant (12/96-4/2002)	5 years
Tempforce, Knoxville, TN - Staffing Coordinator (8/95-9/96)	2 years
Aqua Chem, Knoxville, TN - Buyer/Inventory Control (12/88-3/95)	6 years
City of Knoxville, TN - Spring Season Field Supervisor (2003-2009) - P/T	7 years

CIVIC CONCERNS

South Knoxville Youth Sports	Treasurer, Board of Directors
South Haven Neighborhood Association, Knoxville, TN	Leader of Constitution Committee
St. John's Cathedral, Knoxville, TN	Usher, Acolyte, Friends Committee
various Habitat sites	
St. John's and First United Methodist OR mission trips	

AFFILIATIONS

TSSAA Baseball/Softball Umpire	6 years
Youth coach, commissioner, official	20 years
Kiwanis, Treasurer, President-elect	5 years

OTHER NOTABLES

B.S. Secondary Education - Mathematics
Notary
CSS - Customer Service Specialist (Electronics Technician Association)
Completed Quality Audit and ISO Overview course
Medic - platelet donor

End of Application for Stevens, Vince

For Board: Traffic Safety Advisory Board

Voting Ballot A for Traffic Safety Advisory Board

Vacancies 2

Term Valid Through Three (3) years commencing on January 1, 2016

Full Name	Preference
<input type="checkbox"/> Hal Hoyt	1
<input type="checkbox"/> Ilona Kaczocho	1
<input type="checkbox"/> Vince Stevens	2

Abstain
 Abstain
 Abstain

Member, Oak Ridge City Council
1/19/2016

Round: 1

Sample Ballot

Secret City Festival

501 (c)(3)

Board of Directors

Andrew L. Howe

Senior Software Engineer

115 E. Maiden Lane
Oak Ridge, TN 37830
865-640-5704
ahowe23@gmail.com

EDUCATION:

Massachusetts Institute Of Technology - B.S., Computer Science and Electrical Engineering, 1993

COMPUTER EXPERIENCE:

Languages: C#.NET, ADO/ASP.NET, VB.NET, JavaScript, C++.NET, C/C++, MFC, TCL / TK, SQL, Visual Basic, VB for Applications (Excel), XML, XHTML, UML, Oracle Pro-C, InstallShield script

Minor Exposure With: Java 2 / J2EE, Apache Web Server, PHP, MySQL, ColdFusion MX

Operating Systems: Windows, UNIX, DOS, Mac

Databases: Microsoft SQL Server, Oracle, Sybase, Microsoft Access, FoxPro, DB2, Cache

Third Party Software: FlexCell Virtual Grid for .NET, DevExpress for Windows 2010, RadTelerik AJAX controls, Active Reports by Data Dynamics, Infragistics Web Controls, RogueWave, StingRay, ITS, Visual Source Safe, Sentinel & Purify, TOAD & Bro, CodeBase & Oracle Pro-C, InstallShield for Windows Installer 1.0, InstallShield Pro 6.2, Pervasive/Btrieve, ClearCase, SourceSafe, Subversion, Janus GridEX 2000 for VBA

RECENT EMPLOYMENT:

Navigator MD, Knoxville, TN – November 2008 – April 2012

- VB/C#.NET Windows application development with SQL Server backend
- Developed DevExpress GUI components allowing views of data
- Re-architected, enhanced and developed new code as needed
- Designed and developed a sequential processor to allow for re-usability and flexibility of data transformation needs
- Designed and developed a GUI helper applet to assist in processing data with the Ingenix 3rd Party analytical suite

PMR, Knoxville, TN – April 2008 – September 2008

- Redesigned and developed a medical web site using VB.NET, SQL Server and RadTelerik AJAX controls
- Site automatically sends out emails and presents reports based on DB values
- Site uses Smart Card technology for authentication
- Primary purpose of web application is to allow for direct payment from members to providers and to allow for tracking and reporting of treatment plans for members (eg Diabetes protocols)

Aldis Corporation, Oak Ridge, TN – December 2007 – March 2008

- Designed and implemented a custom ASP.NET web site in C#.NET
- Used master pages and forms authentication interacting with SQL Server
- Site automatically sends out emails and presents reports based on DB values
- Site allows for client side upload and download of shared documents
- Customizable authorization levels designed into code and DB

Teledyne Brown Engineering, Knoxville, TN – July 2007 - December 2007

- VB/C#.NET Windows application development with SQL Server backend
- Created reports using Crystal Reports
- Integrated software with barcode scanner and label printer hardware
- VBA for Excel application with SQL Server backend using Janus GridEX 2000 for VBA

EOD Technologies, Inc, Lenoir City, TN – June 2007

- Designed and implemented a custom ASP.NET web site in C#.NET
- Used master pages and forms authentication interacting with SQL Server

Med Assets Analytical Systems (formerly Inobis), Knoxville, TN – February 2005 to January 2007

- Lead software engineer on the SpendSight website, an application product that presents supply purchase information in usable report format for hospital purchasing officers, allowing them to monitor and adjust their spending habits, as well as recoup losses due to purchase charges that did not match contracted prices
- Designed and implemented the ASP.NET web site in Visual Basic.NET
- Designed and implemented our custom interactive web reporting engine which allows users to directly manipulate and work with datasets in a presentable report format (HTML reports dynamically created using ASP/VB.NET and pushed to client page)
- Implemented key web site functionality such as login security, email functionality, database stored user preferences, per-session dataset caching, Excel file export functionality
- Designed and implemented key SQL Server tables, stored procedures, Data Transformation Service (DTS) packages to move data from Access and SQL Server tables to destination SQL Server tables
- Co-designed the Inobis contract database to improve internal use of GPO contract data to assist with both SpendSight and other Inobis products
- Created multiple in-house tools in C#.NET, primarily for grouping, classifying and tagging meta-data in our databases
- Debugged, maintained and repaired existing software written in C#.NET

Bartlett Nuclear Services, Oak Ridge, TN – May 2004 to February 2005

- Computer Engineer on the K-31 and K-33 decommissioning project at ETTP through DOE / BNFL
- Managed survey data in text files, Excel spreadsheets, Cache database, and MS Access database
- Programmed custom Visual Basic scripts for analysis and reporting of radiological survey data
- Programmed custom Visual Basic scripts to ensure no redundant field surveys are performed
- Assisted in maintaining procedural documentation compliance
- Assisted in producing Final Status Survey Reports with Radiological Engineers
- Assisted in designing and perfecting internal procedural workflow
- Investigated and advised on GPS and laser guided positioning devices for use with automated radiological surveying equipment

ADDITIONAL KEY PROJECT EXPERIENCE:

Management, Leadership

- Head of international development team for a product that integrated hardware, software and web-based sales
- Assisted in maintaining procedural documentation compliance at DOE facility
- Assisted in producing Final Status Survey Reports with Radiological Engineers at DOE facility
- Assisted in designing and perfecting internal procedural workflow at DOE facility

Design and Development

- Designed and developed the service and control panel for a touch pad hardware device using C++ and MFC
- Optimized and redesigned error handling and linked it to the Windows Event Log using C++ and MFC
- Designed and developed TCL/TK applets to integrate Remedy customer service tracking software with Voicetek's VTK100 automated phone system software on UNIX
- Programmed custom scripts for analysis and reporting of radiological survey data using Visual Basic

Database

- Designed and developed FoxPro to Oracle database conversion program using SQL, C++ and MFC
- Created GUI database front end application for Sybase DB using C++ and MFC
- Extended existing functionality with Pervasive/Btrieve database engine in C++ and MFC
- Managed Cache database during radiological survey
- Created Final Status Survey reports in MS Access during radiological survey

Reporting

- Designed and developed three-tiered WYSIWYG database reporting tool in TCL/TK for Remedy product

Web Site Design

- Created a custom web site flow plan in HTML based on the client's specifications
- Created my own personal website in ASP/VB.NET that dynamically creates text/photo pages based on files residing on server hard drive
- Created a custom web site implementing forms authentication interacting with SQL Server

Installation

- Created single installation package for multiple product lines using InstallShield for Windows Installer 1.0
- Managed installation package for touch pad software using InstallShield 6.2

OS Porting and DLL Creation

- Ported front end Unix code to the Microsoft platform using C++ and MFC
- Ported and updated existing functionality into a GUI based extension DLL using C++ and MFC

Software Testing

- Designed and developed automated test suites in SQL and C for Sybase API application on Unix

Medical Industry

- Enhanced Claims Manager claims processing software using C++, MFC and Oracle Pro C
- Enhanced Lytec medical office management software using C++ and MFC
- Managed Cache database

Trouble shooting, Technical Support and Customer Service

- Telephone technical support and customer relations representative for eMachines computers

Board of Directors-SCF

Submission Date	2015-12-28 21:56:09
First Name	Jeffery
Last Name	Thurston
Address	Street Address: 29 Riverside Drive City: Oak Ridge State / Province: TN Postal / Zip Code: 37830
Phone Number	(256) 5417607
Email Address	jeff.thurston@gmail.com
Upload your CV Here	JefferyMThurstonResume2014.docx
Upload Letter of Interest	OR_SECRET_CITY_board_interest.docx

To Whom It May Concern:

I would like to apply for the position of Board Member for the Secret City Festival Board of Directors. I am an active community member with a background in software development and team leadership and would love the chance to give back to my community of Oak Ridge by being involved in growing and maintaining our Secret City festival.

I am a software developer by profession and have worked with many different clients including small businesses developing websites to large commercial and governmental entities implementing enterprise software developments and deployments. I have managed everything from small local teams to large dispersed teams that were located in India and China. I am a certified Scrum master and an evangelist for agile methodologies. Also, my wife and I ran a successful at home business that mainly sold online and at craft festivals that provided monogramming and personalization.

I have an extensive background with mobile application and web development and feel like my experience in those fields will benefit the board. I also have been engaged in social media projects to support many of these software developments.

My family and I moved to Oak Ridge 2 years ago from Huntsville Alabama. We have been involved in the community through our children. My oldest has been a member of the Oak Ridge High School Wildband (One of the drum majors this year) and I worked with the transportation team and my wife worked with the uniform crew. She has also been involved in the Atomic rowing juniors program along with being very involved in the high school Masquer's productions. My youngest is a member of the Jefferson Middle School cheer squad and a member of the JMS band. My wife has been a TA at Linden elementary and is currently employed by Knox County Schools at Mount Olive elementary. As my children are getting older and their activities are reducing as one goes off to college (UTK. Go Vols!), I would like to find some personal, rewarding activities to be involved in and this board membership sounds ideal.

Please contact me by phone or email at a convenient time for you so that we may set up an in-person meeting. I look forward to hearing from you and thank you so much for your time.

Jeffery M. Thurston
Jeff.thurston@gmail.com
256-541-7607

Jeffery M. Thurston

6906 Trick Lane
Owens Cross Roads, AL 35763

Mobile: 256-541-7607
jeff.thurston@gmail.com

PROFESSIONAL SUMMARY

Innovative and solutions-driven mobile & web developer/graphic interface designer/DBA/network engineer with 20+ years implementing and optimizing business critical Windows, web, remote, mobile and videoconferencing network solutions. Currently working for SAIC in the Research and Development group providing direction, development and implementation for hybrid and native mobile applications for government enterprises. Previously designed, built and released a successful NASA mobile application for iOS and Android. Served as a team driven leader for Avocent/Emerson that was instrumental in building a new team and introduced Agile/Scrum that produced a quality software product that led to Avocent being acquired by Emerson. Served as an experienced web developer team leader for IBM on the UNITeS contract providing high-end solutions for NASA'S I-View Portal, Astronaut Candidacy Application and IAM's N-Prop and DSPL equipment solutions. Pivotal resource for Brach's Confections, creating and managing all websites and related servers and infrastructure, as well as their Pocket PC/SQL/SAP delivery tracking systems. Spearheaded a successful data service line as president of small business for 14 years. A hands-on expert in multi-tier application development with multiple background skills in Ruby on Rails, SAP interfaces, JavaScript, Flash, Flex, PHP, ASP, .NET and SQL.

- Released Space365 for iOS on iTunes and for Android on Google Play for the NASA Planetary Sciences division.
 - Consistent record of achievement streamlining network/systems functionality, performance and recoverability in mission-critical environments.
 - Proficient in working with company leaders to translate business requirements into technical solutions. Seasoned executive resource whose capabilities transcend IT operation boundaries.
 - Proven abilities in securing new business, implementing new products and solidly supporting IT services.
-

KEY COMPETENCIES

Diversified Development Skills: System, Mobile, and Enterprise
Agile/Scrum Methodology Implementation
Full Lifecycle IT Project Management
Business Development/Client Relationship Management
Human Centered Design and UX
Service Line Implementation/Operations Management
Vendor/Contract Management

TECHNICAL SKILLS

Platforms:	Windows (all), Linux (Multi-flavors), OS X, iOS, Android
Web Servers:	IIS, Apache, Tomcat, Mongrel, WebLogic
Development:	Adobe Flex/ActionScript, Ruby on Rails, ASP, VB, .NET, VBScript, JavaScript, PHP, Perl, ActionScript, Oracle ADF, JAVA, Objective-C
Database:	PostgreSQL, SQLite, Oracle, MS SQL 2000/7.0/6.5, MySQL, Informix
Web Design:	Adobe: Dreamweaver, Flash, Fireworks, Flex, InDesign
Enterprise:	SAP, MS Exchange 2000/5.5, Lotus Notes, Oracle Fusion, VMware
Network:	Cisco, Nortel, Ascend, BrookTrout
Graphic Design:	Adobe: Photoshop, Illustrator, Corel Draw
3D Design:	Sketch-Up, Unity

PROFESSIONAL CERTIFICATIONS

MCSE	Microsoft Certified Systems Engineer
SCRUM	Certified Scrum Master

PROFESSIONAL EXPERIENCE**SAIC (Internal Research and Development), Oak Ridge, TN****2013 – Present**

A US company headquartered in McLean, Virginia that provides government services and information technology support.

Senior Application Developer – Research and Development: Mobile Technologies (2013 – Present)

- Architected and implemented an enterprise mobile app store using JAVA technologies and jQuery Mobile to replace an expensive commercial product used by the organization.
- Developed scripts with Spring Roo to provide automatic deployment for the app store.
- Served as an instrumental resource for corporate RFPs that require mobile technology skills.
- Defined and documented processes for mobile development for hybrid enterprise applications.
- Supported various development teams throughout the organization on mobile projects.
- Developed several scripts to provide toolsets for mobile development including an image manipulation tool to provide all the correct icon sizes for a hybrid mobile application.
- Setup various virtual development environments to provide turnkey solutions for various mobile operating system development requirements.

SAIC (NASA EAST Contract), Huntsville, AL**2011 - 2013****Senior Application Developer****(2011 – 2013)**

Served as a member of the CIMA (Center for Internal Mobile Applications) team providing enterprise mobile solutions for the NASA enterprise. Responsible for guidance of development teams throughout the agency concerning mobile application development along with developing applications and the systems that support them.

- Designed and developed Space365, a public application that is currently in the Apple and Google app stores. This application was built with hybrid technologies. I was involved in the complete process of this application from inception to the production release. This also included a web driven content management system. Version 2 was released at the end of March 2013.
- Responsible for maintaining and improving the NASA enterprise app store (apps@nasa.com). Implemented several new features and improved user experience driven by user feedback into this service.
- Designed a working prototype for the PIV driven credential application. This application was presented to NASA IT Labs for submission and accepted.
- Maintained and managed content for the CIMA website (cima.nasa.gov).
- Worked with the Office of Education for a site redesign and provided graphics and CSS creation.
- Crafted and produced mobile framework training videos that are available on the Dev Center on apps@nasa.
- Provided NASA with a mobile hybrid solution framework which included Sencha Touch, JQuery Mobile and PhoneGap/Cordova.
- Provided graphics creation for mobile applications while applying the design rules for each mobile OS and hardware support.
- Provided marketing material design and creation for the CIMA team including posters, free standing banners, business cards and videos.
- Provided input to SAIC concerning mobile solutions relying on my experience on the NASA East CIMA team.
- Represented the team's work at the SAIC 2012 management conference by providing booth demonstrations.
- Represented the team's work at the 2012 Government Mobility conference by providing booth demonstrations.

Avocent (A division of Emerson Network Power), Huntsville, AL
Multinational hardware and software solutions manufacturer

2008 – 2011
3 years

Engineering Manager (2009 – 2011)

Managed a team of 4 developers locally and a large offshore team in China and India. Led the organization in Agile/Scrum methodologies.

- Managed direct reports through quarterly goals and led them through career advancement.
- Involved in leadership team decisions motivating the team to achieve the company's goal.
- Communicated consistently with the CTO, VP of engineering and Director of Product Development concerning issues with product and the team.
- Led the team through sprint planning, sprint reviews and sprint retrospectives.
- Trained other development teams in how the AMIE/DCP team had been successful at implementing Agile/Scrum.
- Served as Product Owner on multiple occasions requiring consistent communication with the Product Manager located in Ireland.
- Interviewed potential resources for a large team (100+) that was implemented in Pune India, Shenzhen China and Huntsville Alabama.
- Traveled to India to establish the team and kick off the project.
- Served as the licensing subject matter expert for implementing AMIE against a home grown license solution and then DCP against the enterprise solution of Acreso Flexera.

Software Architect (2008 – 2009)

Designed, developed and tested Avocent's AMIE/DCP software solution.

- Developed with Eclipse for ActionScript/MXML code base for UI implementation.
- Worked with SVN and Team City for continuous build of the code base.
- Worked with TRAC for bug resolution.
- Developed design documents for each sprint for detailed design using the Iconixx process.
- Built the global mapping solution for our application to fulfill requirements of non-connected installs using an open source component.

Key Accomplishments:

- Key player in leading Avocent and now Emerson to the adoption of Agile/Scrum moving the company from traditional waterfall software development.
- Designed the user interface for AMIE/DCP using human centered design experiences to produce a new software product for Avocent. The product now sells based on it's ease of use.
- Contributed in standing up a team of 30 from the initial team of 4 that produced a product on time, on feature and on budget.
- Two of my employees were promoted to the title of architect.
- Presented the product features to APAC divisions (Asia-Pacific Teams) in Beijing, China.

International Business Machines (IBM), Armonk, NY
Multinational computer technology and consulting corporation

2005 – 2008
3 years

Consultant / Web Development Team Lead

(2005 – 2008)

Was on the UNITEs contract servicing NASA's IEM project

Senior developer and Team lead for EAI Web Development group for NASA's IEMP I-View Portal and other agency wide financial web applications including Erasmus and IAM PP&E (N-Prop and DSPL).

- Designed and produced marketing materials for release of NASA's I-View SAP's Netweaver Portal
- Managed Service Requests concerning portal release while increasing coding skills with SAP's Netweaver development environment.
- Designed and developed NASA' Erasmus digital dashboard using Flash to provide a rich Interface application.

- Redesigned portal look and feel to move away from standard SAP themes while working with NASA monitor to fulfill their requirements.
- Worked on initial designs and development for PREVIEW, a replacement for Erasmus, using Flash.
- Member of IEMP's initial SCRUM team, working on the Astronaut Candidacy application providing web form design.
- Designed and developed NASA's IAM N-Prop web application written in Ruby on Rails to support agency wide equipment management working with multiple agile scrum teams.
- Designed and developed NASA's IAM DSPL web application written in Ruby on Rails to support agency wide equipment disposal working with multiple agile scrum teams.

Key Accomplishments:

- Integral team member for I-View portal release providing an agency wide portal for IEMP applications using single sign on solutions and application portlets. I-View has continued to grow providing solutions for the CMM, IAM and HCIE projects.
- Built the ERASMUS graphical interface from scratch with Flash, providing an interactive dashboard to provide an easy to use representation of NASA's missions.
- Involved in NASA's implementation of the agile SCRUM process from being on the initial teams and completing SCRUM master training.
- Key player in the adoption of Ruby on Rails development environments through presentations and demonstrations to the customer. Ruby on Rails was used to create agency wide applications in support of equipment management and disposal.

Brach's Confections, Inc., Chattanooga, TN
Manufacturer of candies and fruit snacks

1998 – 2005
7 years

Senior Systems Analyst/ Webmaster/ SQL DBA/Videoconferencing Administrator 2002 – 2005

Hands-on technical manager for all 8 Brach Websites (including www.brachs.com, secure sales extranet, corporate intranet and executive portal), as well as its handheld Direct Store Delivery system (Pocket PC/SQLCE/SAP) and mobile driver call-in system (VB/SQL/SAP). Led implementation and continue to administer networked videoconferencing systems in 3 locations.

- Designed, installed, configured, administer and currently maintain Windows 2000/IIS host servers and MS SQL 2000/MySQL back-end servers.
- Installed and now maintain MS SharePoint, including development of Web components, which provides dashboard of financial data from SAP system along with industry news.
- Design and develop Website content in Dreamweaver and Fireworks.
- Built Flash games for children's area of www.brachs.com.
- Oversaw external DNS servers and domain name ownership.
- Developed applications for IT group using VB and .NET.
- Supported Network group as needed.

Key Accomplishments:

- Led production and enhancement of www.brachs.com, which had 1000 visitors daily. Converted 200 static HTML pages provided by Web consulting firm to 1 dynamic page using ASP and ASP.NET accessing a SQL backend.
- Also implemented this dynamic structure for extranet, intranet and portal.
- Consolidated sales information from numerous sources company-wide into one secure extranet. Was used by 350 salespeople and brokers.
 - SQL OLAP/ASP reports are automatically generated from nightly SAP data imports, in ~1 minute (previously required 30 minutes).
 - Eliminated cost of mailing out monthly report to 120 salespeople.
- Implemented SAP data viewer using the SAP .NET connector.
- Developed and maintain infrastructure for Direct Store Delivery system that tracks deliveries/orders for forecasting candy production requirements. Used by 120 route drivers nationwide.
 - Developed the system in EVB and upgraded to .NET.

- Operates on user-friendly Intermec 700/700c handhelds, replicated nightly with SQL 2000 database. IIS connects SQLCE and SQL database. Data is transferred to SAP via flat files for IDOCS and ALE.
- Set up communications using Ascend Max with 2 PRI lines that authenticate with radius server on Brach's Windows 2000 domain.
- Modified handheld application to accommodate DEXing with a major business partner, resulting in successful test/implementation and continued business relationship with the partner.
- Established Web-based retail order entry, dramatically reducing paperwork and enabling workflow tracking.
- Implemented Linux Web server farm for EDI application, conforming to Wal-Mart specifications.
- Led evaluation and acquisition of 3 videoconferencing systems, which met urgent need due to travel freeze, and significantly reduced cost of meetings.
- Consolidated SQL server environment in-house saving \$1000s on maintenance and licenses.
- Converted document management application to a Web-based application, providing outsource vendors with access to date specifications.

Environment: MS IIS, Windows 2000, ASP, ASP.NET, .NET, MS SQL 2000, MySQL, DTS, EVB, Intermec Handhelds, SQLCE, SAP, IDOCS, ALE, PRI, SharePoint, Macromedia Dreamweaver, Fireworks, Flash, JavaScript, Adobe Photoshop, Videoconferencing: Polycom FX/Global Management System

Senior Network Engineer (2001 – 2002)

Network Engineer (1999 – 2001)

Senior Data Communications Analyst (1998 – 1999)

Presided over multi-site network with 600 users and 40 servers. Exchange and Windows Enterprise Administrator.

- Monitored network with HP OpenView/Optivity.
- Specified/implemented network infrastructure and servers.

Key Accomplishments:

- As Senior Network Engineer, managed network project teams.
 - Migrated to Windows 2000 from NT.
 - Dramatically improved NT storage reliability by using EMC Symetrix with fiber channel cards and switches.
 - Implemented Raptor firewall.
- Partnered with consultants in implementing a secure extranet for the field sales force, using ASP, COM and SQL with OLAP cubes.
- Implemented corporate network connectivity at numerous remote sites, using Ascend Pipeline 75s and ISDN.
- Built a redundant Internet connection for corporate communications fail over.
- Established VPN for remote access, using Nortel connectivity.
- Created first full backup solution with Seagate's Backup Exec.
- Increased corporate bandwidth by standardizing on Ethernet vs. Token Ring.

Environment: Windows NT/2000, ASP, COM, SQL, OLAP, Ascend Pipeline 75, ISDN, EDM, Seagate Backup Exec, HP OpenView, Optivity, Ethernet

Performance Media, Inc., Chattanooga, TN

1984 – 1998

Provider of printing and data services

14 years

President

Successfully launched data services division. Also maintained numerous small business networks.

- Created system specifications and managed production by vendors.
- Enhanced internal productivity with software/hardware system migrations.

Key Accomplishment:

- Maintained a solid client base and a successful sales record.

Environment: NetWare, PCs, Peachtree, Printing Management Software

**PROFESSIONAL
TRAINING**

Sencha Touch
EDM
SAP Netweaver Portal Development
Microsoft SQL Server Administration
Red Hat Linux
Adobe Flex
Oracle Web Fusion, SOA and ADF

EDUCATION

University of Tennessee, Chattanooga TN
B.A., Broadcast Communications, Electronic Media, 1990

Voting Ballot A for Secret City Festival 501(c) (3) Board

Vacancies 2

Term Valid Through Two (2) positions for the inaugural Board of Directors for the Secret City Festival/
Celebration. Terms of service are not designated as it will be established by the Board at
a later date.

Full Name	Preference	
<input type="checkbox"/> Tracy Boatner	1	<input type="checkbox"/> Abstain
<input type="checkbox"/> Andrew L. Howe	1	<input type="checkbox"/> Abstain
<input type="checkbox"/> Jeffrey M. Thurston	1	

Member, Oak Ridge City Council
1/19/2016

Round: 1