



# city council agenda

**Agenda**  
**April 18, 2017 \* 6:30 PM.**  
**City Council Meeting**  
**City Hall Chambers 1600 Nela Avenue**

## Welcome

---

Welcome to the City of Belle Isle City Council meeting. Agendas and all backup material supporting each agenda item are available in the City Clerk's office or on the city's website at [cityofbelleislefl.org](http://cityofbelleislefl.org).

## Meeting Procedures

---

**Persons desiring to address the Council MUST complete and provide to the City Clerk a yellow "Request to Speak" form located by the door.** After being recognized by the Mayor, persons are asked to come forward and speak from the lectern, state their name and address, and direct all remarks to the Council as a body and not to individual members of the Council, staff or audience. **Citizen comments and each section of the agenda where public comment is allowed are limited to three (3) minutes.** Questions will be referred to staff and should be answered by staff within a reasonable period of time following the date of the meeting. Order and decorum will be preserved at all meetings. Personal, impertinent or slanderous remarks are not permitted. Thank you.

1. Call to Order and Confirmation of Quorum
2. Invocation and Pledge to Flag - Ed Gold, Commissioner District 1
3. Consent Items
  - a. Proclamation: Declaring May 7-13, 2017 "North American Occupational Safety and Health Week and May 10, 2017 "Occupational Safety and Health Professionals' Day" in the City of Belle Isle, Florida
  - b. Approval of the revised City Council Regular Session minutes of February 21, 2017
4. Citizen's Comments
5. Cornerstone Charter School Board Member Selection
  - a. Cornerstone Charter School Board member application selection
6. Bing Grant Approval
  - a. Bing Grant Application/Process Approval
  - b. Approval of Belle Isle HOA Application – Gondola Dr and Wind Drift Road installation of copper service and irrigation meter
7. Facility Use Agreement Approval
  - a. Facility Use Agreement
8. Attorney's Report
9. City Manager's Report
10. Mayor's Report
  - a. Easter Egg Hunt update - April 15, 2017
  - b. Lake Clean Up update
  - c. Legislative update
11. Council Reports
12. Adjournment

---

"If a person decides to appeal any decision made by the Council with respect to any matter considered at such meeting or hearing, he/she will need a record of the proceedings, and that, for such purpose, he/she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based." (F. S. 286.0105). "Persons with disabilities needing assistance to participate in any of these proceedings should contact the City Clerk's Office (407-851-7730) at least 48 hours in advance of the meeting." –PAGE 1 of 1

# CITY OF BELLE ISLE



**Declaring  
May 7-13, 2017 "North American Occupational Safety and Health Week and  
May 10, 2017 "Occupational Safety and Health Professionals' Day"  
in the City of Belle Isle, Florida**

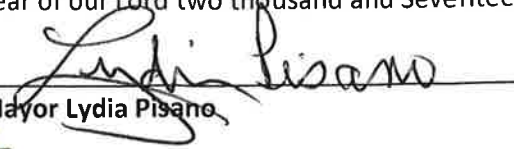
**WHEREAS,** the residents of the City of Belle Isle value safe and healthful workplaces for all of our citizens; and  
**WHEREAS,** the majority of workplace injuries and fatalities are preventable, however more than 4,600 workers die each year from job related injuries, and millions more suffer occupational injuries and illnesses; and  
**WHEREAS,** businesses spend \$170 billion a year on costs tied to occupational injuries, health care and illnesses and the intangible costs of losing a loved one, a friend and a co-worker and  
**WHEREAS,** safer organizations enjoy increased productivity, higher employee satisfaction and a better reputation, while recording less lost time, and lower workers' compensation and healthcare costs; and  
**WHEREAS,** during the week of May 7-13, 2017 North American Occupational Safety and Health, Week (NAOSH), the American Society of Safety Engineers members, the Occupational Safety and Health Administration (OSHA) and corporate/association partners representing thousands of businesses will mobilize in an effort to increase employer, employee and public awareness of being safe at work to encourage safe practices; to help companies and organizations enhance their workplace safety efforts; and  
**WHEREAS,** on May 10, 2017 occupational safety and health professionals will be recognized on Occupational Safety and Health Professional Day for their commitment to protect people, property and the environment at work in their communities;

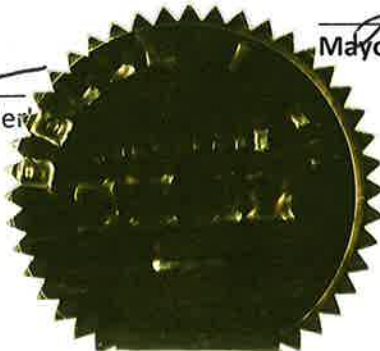
**WHEREAS, NOW, THEREFORE,** I Lydia Pisano, Mayor of the City of Belle Isle do hereby proclaim May 7-13, 2017 to be NAOSH Week and Wednesday May 10, 2017, to be Occupational Safety and Health Professional Day and encourage all industries, organizations, community leaders, employers and employees to support activities designed to increase awareness of the importance of safe workplaces for all.

IN WITNESS WHEREOF, I have hereunto set my hand and caused, this 18<sup>th</sup> day of April in the year of our Lord two thousand and Seventeen.

Attest:

  
Yolanda Quiceno, CMC-City Clerk

  
Mayor Lydia Pisano





## city council minutes

### **AGENDA** **February 21, 2017 \* 6:30 p.m.** **City Council Regular Session**

The Belle Isle City Council met in a City Council Regular Session on February 21, 2017 at 6:30 p.m. at the City Hall Chambers located at 1600 Nela Avenue, Belle Isle, Fl 32809.

Present was:

Mayor Pisano  
Vice Mayor Readey  
Commissioner Gold  
Commissioner Carugno  
Commissioner Weinsier  
Commissioner Lance  
Commissioner Mosse  
Commissioner Nielsen

Absent was:

Attorney Kruppenbacher

Also present was Attorney Callan, Interim City Manager April Fisher, Chief Houston and City Clerk Yolanda Quiceno. Meeting audio is available on the City's website and at City Hall.

**CALL TO ORDER**

Mayor Pisano called the meeting to order at 6:35pm. Comm Lance gave the invocation and led the pledge to the flag.

**CONSENT ITEMS**

- a) Proclamation designating March as Problem Gambling Awareness Month
- b) Commending the Florida Association of City Clerks for its 45<sup>th</sup> Anniversary

**Comm Gold moved to approve consent agenda items as presented.**

**Comm Weinsier seconded the motion which was passed unanimously.**

**CITIZEN COMMENTS**

Mayor Pisano opened for public comment.

Steve Upp residing at 5413 Pasadena Drive said he was surprised that the Venetian Boat Ramp was not on the agenda. He shared his concerns on the discussions of the last meeting regarding the activities at the boat ramp and stated that he does not believe the activities presented at the last meeting were accurate. He said the ramp is enjoyed by the whole neighborhood and would hate to see that access restricted.

There being no further public comment, Mayor Pisano closed citizen comments.

**RESOLUTION NO. 17-05**

A RESOLUTION OF THE CITY OF BELLE ISLE, FLORIDA AMENDING THE FISCAL YEAR 2016-2017 ANNUAL BUDGET TO ACCOUNT FOR SPECIAL EVENTS REVENUE RECEIVED AND INCREASE CORRESPONDING EXPENDITURES; AND PROVIDING AN EFFECTIVE DATE.

**Mayor Pisano said the Resolution will amend the budget to include sponsorships for past City events and will replenish the funds used in the special events fund.**

**Comm Mosse moved to approve Resolution No. 17-05 as presented.**

**Comm Lance seconded the motion for discussion.**

**Comm Lance asked if Council will be able to receive a report on each event to see the expenditures.**

**After discussion, Resolution 17-05 was unanimously approved.**

**ORDINANCE 17-01 SECOND READING AND ADOPTION**

AN ORDINANCE BY THE CITY OF BELLE ISLE, FL AMENDING THE CITY OF BELLE ISLE CODE OF ORDINANCES TO REPEAL ORDINANCE 78-17 and ORDINANCE 15-04; TO ADOPT A NEW FLOOD DAMAGE PREVENTION ORDINANCE; TO ADOPT FLOOD HAZARD MAPS, TO DESIGNATE A FLOODPLAIN ADMINISTRATOR, TO ADOPT PROCEDURES AND CRITERIA FOR DEVELOPMENT IN FLOOD HAZARD AREAS, TO ADOPT TECHNICAL AMENDMENTS TO THE FLORIDA BUILDING CODE, AND FOR OTHER PURPOSES; PROVIDING FOR APPLICABILITY; REPEALER; SEVERABILITY; AND AN EFFECTIVE DATE.

**Comm Lance moved to adopted Ordinance 17-01 as presented.**

**Comm Nielsen seconded the motion which passed 7:0 upon roll call,**

- Vice Mayor Readey                    aye
- Commissioner Gold                    aye
- Commissioner Carugno                aye
- Commissioner Weinsier                aye
- Commissioner Lance                   aye
- Commissioner Mosse                   aye
- Commissioner Nielsen                 aye

**ATTORNEY'S REPORT**

Attorney Callan presented a draft copy of a Resident Guide that provides a summary of what are the City management roles, contact information and code of civility. He stated that the City's intent is to provide this document to the citizens and asked that Council review and give corrections to the City Attorney or City Clerk before finalizing. Comm Lance asked if the Attorney can provide Council a document, with great specificity, which covers the responsibilities and roles of the Council, Mayor, City Manager and City Clerk's. Attorney Callan stated that the Charter can be found on Municode with a link on the City's website. Attorney Callan said he will discuss the concern with the City Attorney.

**City Manager Interview Process**

Attorney Callan addressed the City Manager interviews completed last week pursuant to Councils previous direction. The City Manager selection is appointed by the City Council and does not require a notice of public hearing. The selection is a legislative act such that the exparte communication clause does not apply.

Attorney Callan stated that Council has the same options moving forward,

- Select one of the two candidates;
- Delay the process;
- Not select either one;
- Reopen the process and start over again, allowing the two applicants to reapply.

**Comm Lance motioned, as a Resolution, to accept Robert Francis as the City Manager and negotiate a contract as far as his employment and a moving contract.**

**Comm Weinsier seconded the motion.**

Mayor opened for Council discussion.

Comm Weinsier amended the motion to negotiate a primary contract with Mr. Francis and a back up for Mr. Kennedy. Comm Lance did not accept the amendment.

Comm Carugno shared his concerns and stated that he would like to start the process over.

Mayor Pisano spoke and said the residents believe the system is flawed and she personally sees that they are not a fit for the City and would like to start the process over again. She spoke of the ICMA designation and the alleged sunshine law violation.

Comm Mosse shared his concern and said the City should restart the process and hire a head hunter to lead the process.

Comm Lance disagreed and spoke of the initial process and said the City will need to move forward. He believes Mr. Francis is a good fit and will do a good job. If Mr. Francis is not the right person we will have a 90 day probation period to make a decision. He further added that he had no one call or email him opposing either candidate. Mayor Pisano said Comm Lance inadvertently mentioned how the process was flawed and should start over. Comm Lance respectfully disagreed to start the process over. Discussion ensued.

Comm Nielsen said she agrees with Comm Lance and states that this decision is a Council decision only; she is 100% in support of offering Mr. Francis a contract. She would like to negotiate a moving contract with a caveat if he leaves before a certain period he will have to repay the cost.

Comm Carugno shared his concerns and said he would like to start the process over.

Comm Gold shared his concerns and said he would not like to start the process over, but open up the process for 14 days due to the current public trust issue.

Comm Readey said the City has to get the job done. The Interim City Manager has already given her resignation. The City does not have time to do it over and either candidate will work fine. He further added that he has not received one single call to the negative.

Mayor Pisano opened for public comment.

- Holly Bobrowski residing at 2400 Hoffner shared her concerns and asked that the City reopen the selection process for a few weeks before making a decision.
- Pam Carter residing at 5901 Oak Island said she is in agreement with Comm Gold and would like to reopen the process.
- Richard Weinsier residing at 6824 Seminole Drive said he feels that residents are getting their information from other sources rather than attending the meetings to better understand what the City is trying to get done. If the process is restarted it can take another year. He agrees with Comm Lance and does not believe the process should be reopened but should be continued with the two candidates.
- Eric Spaulding, Belle Isle resident, said he agrees that they are two excellent candidates however would like to reopen the application process for another 30 days.
- Dina Goodenow residing at 6416 Gibson Drive is in favor of continuing the process and moving forward.

Mayor Pisano said, for the record, the process needs to be reopened for another 2-3 weeks and would feel better that the City made a good decision.

**Comm Carugno stated that the process for selecting a city manager should be restarted as he was appointed well into the selection process.** Comm Carugno shared his concerns on the sunshine law violation and an alleged tainted process. Comm Carugno made a motion to reopen the application process. The motion was null because there is currently a motion on the floor.

**Mayor Pisano called for a roll call on Comm Lance’s motion to hire Robert Francis as the City Manager.**

<b>Comm Nielsen</b>	<b>aye</b>
<b>Comm Mosse</b>	<b>nay</b>
<b>Comm Lance</b>	<b>aye</b>
<b>Comm Weinsier</b>	<b>aye</b>
<b>Vice Mayor Readey</b>	<b>aye</b>
<b>Comm Carugno</b>	<b>nay</b>
<b>Comm Gold</b>	<b>nay</b>

Attorney Callan stated that Council should designate a Council member to negotiate the contract with Attorney Kruppenbacher.

Comm Weinsier motioned to have Comm Lance negotiate the contract.

Comm Nielsen seconded the motion.

Attorney Callan misspoke and said Attorney Kruppenbacher has advised the Board previously that the Mayor will negotiate the contract with the City Attorney. Discussion ensued.

Motion not passed.

**In response to Comm Carugno’s comment, Comm Lance said he understands his concern. Comm Lance stated the money the City has lost just in grants alone is tremendous; and Mr. Francis is very strong with grants. As an example, Comm Lance reported that he is currently under contract to purchase a new home in District 5 within the next 90 days and there may be the possibility that he may need to resign from his seat. If he resigns, the process would have to be restarted again once a new commissioner is appointed because he would have not seen the previous applications. Comm Lance stated that Attorney Kruppenbacher is aware of his possible situation and will provide an update.**

Comm Nielsen spoke briefly about the City being a Council/Manager form of government and not a strong Mayor form of government.

**Comm Gold motioned for a subsequent vote to have a unanimous approval.**

**Comm Lance motioned to reconsider the vote.**

After discussion, Attorney Callan clarified the motion requested by Comm Lance as follows to reconsider the previous vote to allow the commission to vote again; to place the qualifying language to authorize the Mayor and Attorney to negotiate with Mr. Francis, first and if not able to reach an acceptable agreement then they are authorized to present and negotiate with Mr. Kennedy, second and bring back to Council for approval at the next Council meeting. Discussion ensued.

Comm Lance was not in agreement with the clarification and said he will restate his motion.

**Comm Lance restated his motion and said if the City cannot negotiate a contract with Mr. Francis; the City will restart the process. He further motioned to authorize the Mayor and the City Attorney to negotiate the contract and to bring back for Council approval.**

**Comm Gold seconded the motion which passed 7:0 upon roll call,**

Nielsen	aye
Mosse	aye
Lance	aye
Weinsier	aye
Readey	aye
Carugno	aye
Gold	aye

## **CITY MANAGER'S REPORT**

### **Major Projects Update**

April Fisher provided an update project list identifying the major projects in the City. She stated that here are a few items that are still open and will be coming before Council for approval at a following meeting.

The Tree Board is kicking off and some of the Board members are asking if they can have a city email account on the new Google system. The Gmail will cost \$10.00 monthly/per person and will require Council approval.

Ms. Fisher gave an update on the email transition and stated that the IT Consultant will be able to perform the transfer. During the 3-5 month transition phase of existing accounts from COBI will take about 4-5 hours totaling approximately \$500. In addition, exporting all emails from COBI email to the new Gmail accounts will be approximately \$1,000-\$2,000 based on the size of the data in all accounts. The IT Consultant said that he can provide a formal quote for discussion and approval at the next Council meeting,

Comm Weinsier said Council has already motioned to move forward to the Gmail system. Our old system is aging every day. If we choose to discard the work already done on the Gmail system we will need to have a full update on our current 15 year old system. Once the items are transferred over to the Gmail system it will be the most cost effective and appropriate way to manage our IT system. It will not be an immediate change, it will link the systems within a 3-month phase and access to all emails will be on the new Gmail system.

**Comm Weinsier made a motion to get a hard cost on making these changes and approve the cost based on the improvements discussed.**

**Comm Lance seconded for discussion.**

Comm Lance asked how much it will cost to update the old 15-year old system. Comm Weinsier said there will be an updating cost on hardware and software. We are currently working on a 2007 operating system and the spam system does not work. The one time transferring cost will be much lower than updating the current system.

Mayor Pisano recommended waiting for the start of the City Manager to move forward with the transferring of the email accounts. Comm Weinsier said there is no reason to wait for the hiring of a City Manager. The decision has already been motioned by Council and the Gmail accounts are already set up. This is the final decision to approve the cost and start the transitioning phase. Discussion ensued.

Attorney Callan recommended, from a procedural standpoint, that the item should be re noticed as an agenda item because it will be approved as a Resolution.

**Comm Lance rescinded his second.**

April Fisher announced that the Police Department has installed an AED machine at City Hall.

### **MAYOR'S REPORT**

- Mayor Pisano said some residents are asking if the Candidates would like to have a Candidate Forum. Both candidates were in attendance and agreed to the Forum.
- Mayor Pisano acknowledged Chief Houston for the Police Officer's visibility on Hoffner and throughout the City. She further noted that there is a huge epidemic of heroin overdoses in Orange County and in the City. The Chief is working in conjunction with the Orange County Medical Examiner's Office to purchase Narcan to save lives.

### **COUNCIL REPORTS**

#### **District 7 – Comm Nielsen**

- Comm Nielsen reported that some of the house numbers in the City are not visible and can cause a safety issue. She would like the City to have code enforcement research further.
- She would like the City to think about starting a citizen advisory committee, specifically for special events. Comm Nielsen asked if the Tree Board will be involved with the Arbor Day Celebration. Mayor Pisano said she is working on the dumpsters and food sponsors and would welcome volunteers. Comm Nielsen asked for an Attorney opinion on establishing sponsorship/donation policy for City events.

#### **District 4 – Comm Lance**

- Comm Lance asked if the Tree Board will be able to have evening meetings to accommodate all members. Holly Bobrowski, Tree Board member said the Board will discuss the schedule at the upcoming meeting.
- Announced the upcoming Pioneer Days Festival at Cypress Grove Park on Saturday/Sunday. He also announced the upcoming Cornerstone Charter production of Hairspray.
- Comm Lance asked, in regards to public requests, can a person obtain a list of emails from the City to be used for personal or political gain. Attorney Callan said yes, it is generally open, except if it is exempt from public record.

#### **District 3 – Comm Weinsier**

- Comm Weinsier motioned that the City ask for a formal quote so that Council can make a decision to move forward. Comm Lance seconded the motion, which was unanimously approved.  
In regards to providing email accounts for Tree Board members, he suggests it be discussed once the IT quote is approved.
- Comm Weinsier asked for an agenda item to schedule a Charter Revision discussion at the next meeting.



**District 5 – Comm Readey**

- Comm Readey reported that the center strip on Nela Avenue may need to be painted soon.

**District 2 – Comm Carugno**

- Comm Carugno reported that the lights on the Nela Bridge need to be readjusted. He further added that the maintenance of the bridge also needs to be addressed.

**District 1 – Comm Gold**

- Comm Gold asked if the City will be meeting with the residents of Lake Conway Shores regarding the waste water repairs. April Fisher said the City received feedback from two residents. She met with the engineer and the two property owners. After the meeting, FEG has agreed to revise the engineered plans to address those residents concerns.

**ADJOURNMENT**

There being no further business, Mayor Pisano called for a motion to adjourn, unanimously approved at 8:10 p.m.

Yolanda Quiceno  
CMC-City Clerk

**City of Belle Isle**  
**Charter School Board Member Selection Worksheet**  
**Updated April 10, 2017 - FINAL LIST**

Order Rec'd	Candidate		Telephone	Email	Notes
1	Tarra Bates	5741 Crowntree Lane, Orlando	(407) 485-2416	<a href="mailto:tarrabates2000@yahoo.com">tarrabates2000@yahoo.com</a>	
2	Peter Amico	4843 Big Oaks Lane, Orlando	(617) 501-0065	<a href="mailto:peteramico@gmail.com">peteramico@gmail.com</a>	
3	Matthew Joseph Troy	5027 St. Michael Avenue, Belle Isle	(407) 269-2126	<a href="mailto:matthew.j.troy@gmail.com">matthew.j.troy@gmail.com</a>	
4	Nora-Jane Hickey	3944 Isle Vista Avenue, Belle Isle	(607) 972-9444	<a href="mailto:norainorlando@gmail.com">norainorlando@gmail.com</a>	
5	Andrew Paul Thompson	4058 Isle Vista Avenue, Belle Isle	(407) 401-4481	<a href="mailto:apt@thompsonjaglal.com">apt@thompsonjaglal.com</a>	
6	Adeel Javed Mirza	2524 Kissam Court, Belle Isle	(321) 689-6451	<a href="mailto:ajmirza@yahoo.com">ajmirza@yahoo.com</a>	
7	Leonard Hobbs	5380 Chiswich Circle, Belle Isle	(321) 662-4480	<a href="mailto:drleonardhobbs@gmail.com">drleonardhobbs@gmail.com</a>	
8	Karl Shuck	1658 Wind Willow Road, Belle Isle	(407) 855-6483	<a href="mailto:fkshuck@aol.com">fkshuck@aol.com</a>	
9	Michael J. Espinosa	5308 Chiswich Circle, Belle Isle	(407) 367-9077	<a href="mailto:michael.espinosa@myiccf.com">michael.espinosa@myiccf.com</a>	
10	Dr. Shayan Vyas	4221 Isle Vista Avenue, Belle Isle	(407) 694-2070	<a href="mailto:shayanvyas@gmail.com">shayanvyas@gmail.com</a>	
11	Lora Brannan	7414 Lake Drive, Belle Isle	(407) 484-2882	<a href="mailto:lorabran80@gmail.com">lorabran80@gmail.com</a>	
12	David Evertsen	5131 St Michael Avenue, Belle Isle	(407) 851-3886	<a href="mailto:david@evertsen.com">david@evertsen.com</a>	
13	Nicholas Fouraker	3618 Rothbury Drive, Belle Isle	(321) 278-4954	<a href="mailto:nick@4acre.com">nick@4acre.com</a>	
14	Matthew Brannon	7219 Lake Drive, Belle Isle	(321) 695-8500	<a href="mailto:mbrannon2092@yahoo.com">mbrannon2092@yahoo.com</a>	
END					

**City of Belle Isle**  
**Charter School Board Member Selection Worksheet**  
**Updated April 10, 2017**

Order Rec'd	Candidate		Telephone	Email	Notes
1	Tarra Bates	5741 Crowntree Lane, Orlando	(407) 485-2416	<a href="mailto:tarrabates2000@yahoo.com">tarrabates2000@yahoo.com</a>	
2	Peter Amico	4843 Big Oaks Lane, Orlando	(617) 501-0065	<a href="mailto:peteramico@gmail.com">peteramico@gmail.com</a>	
3	Matthew Joseph Troy	5027 St. Michael Avenue, Belle Isle	(407) 269-2126	<a href="mailto:matthew.i.troy@gmail.com">matthew.i.troy@gmail.com</a>	
4	Nora-Jane Hickey	3944 Isle Vista Avenue, Belle Isle	(607) 972-9444	<a href="mailto:norainorlando@gmail.com">norainorlando@gmail.com</a>	
5	Andrew Paul Thompson	4058 Isle Vista Avenue, Belle Isle	(407) 401-4481	<a href="mailto:apt@thompsoniajal.com">apt@thompsoniajal.com</a>	
6	Adeel Javed Mirza	2524 Kissam Court, Belle Isle	(321) 689-6451	<a href="mailto:ajmirza@yahoo.com">ajmirza@yahoo.com</a>	
7	Leonard Hobbs	5380 Chiswich Circle, Belle Isle	(321) 662-4480	<a href="mailto:drleonardhobbs@gmail.com">drleonardhobbs@gmail.com</a>	
8	Karl Shuck	1658 Wind Willow Road, Belle Isle	(407) 855-6483	<a href="mailto:fkshuck@aol.com">fkshuck@aol.com</a>	
9	Michael J. Espinosa	5308 Chiswich Circle, Belle Isle	(407) 367-9077	<a href="mailto:michael.espinosa@myiccf.com">michael.espinosa@myiccf.com</a>	
10	Dr. Shayan Vyas	4221 Isle Vista Avenue, Belle Isle	(407) 694-2070	<a href="mailto:shayanvyas@gmail.com">shayanvyas@gmail.com</a>	
11	Lora Brannan	7414 Lake Drive, Belle Isle	(407) 484-2882	<a href="mailto:lorabran80@gmail.com">lorabran80@gmail.com</a>	
12	David Evertsen	5131 St Michael Avenue, Belle Isle	(407) 851-3886	<a href="mailto:david@evertsen.com">david@evertsen.com</a>	
13					
14					
15					
16					
17					
18					
19					
20					
END					

# Delivery Receipt

Date: February 22, 2017

**To** City of Belle Isle  
Attr: April Fischer  
1600 Nela Avenue  
Belle Isle, Florida 32809

**From** Academica  
Cc: Kelly Mallon  
6340 Sunset Drive  
Miami, Florida 33143  
305-669-2906

Item #	Description	Quantity Ordered	Quantity Received	Date Received
1	Tarra Bates-Duford (Completed Application & Resume)		1	
2	Peter Amico (Completed Application & Resume)		1	
3	Matthew Joseph Troy (Completed Application & Resume)		1	
4	Nora-Jane Hickey (Completed Application & Resume)		1	

**Notes**  
Cornerstone Charter Academy Governing Board Application/Resume (4)

I certify that the item(s) listed above have been received/rendered and accepted as of this date \_\_\_\_\_

Signature \_\_\_\_\_











# Delivery Receipt

Date: April 5, 2017

**To** City of Belle Isle  
Attn: April Fischer  
1600 Nela Avenue  
Belle Isle, Florida 32809

**From** Academica  
Cc: Kelly Mallon  
6340 Sunset Drive  
Miami, Florida 33143  
305-669-2906

APR 5 '17 10:43

Item #	Description	Quantity Ordered	Quantity Received	Date Received
10	Dr. Shayan Vyas (Completed Application & Resume)		1	
11	Lora Brannan (Completed Application & Resume)		1	

**Notes**  
Cornerstone Charter Academy Governing Board Application/Resume (2)

I certify that the item(s) listed above have been received/rendered and accepted as of this date \_\_\_\_\_

Signature \_\_\_\_\_

# Delivery Receipt

Date: April 10, 2017

**To** City of Belle Isle  
Attn: April Fischer  
1600 Nela Avenue  
Belle Isle, Florida 32809

**From** Academica  
Cc: Kelly Mallon  
6340 Sunset Drive  
Miami, Florida 33143  
305-669-2906

Item #	Description	Quantity Ordered	Quantity Received	Date Received
12	David Evertsen (Completed Application & Resume)		1	
				APR 10 '17 AM 10:52

**Notes**  
Cornerstone Charter Academy Governing Board Application/Resume (1)

I certify that the item(s) listed above have been received/rendered and accepted as of this date \_\_\_\_\_

Signature \_\_\_\_\_

# Delivery Receipt

Date: April 17, 2017

**To**           City of Belle Isle  
 Attn: Yolanda Quiceno  
 1600 Nela Avenue  
 Belle Isle, Florida 32809

**From**           Academica  
 Cc: Kelly Mallon  
 6340 Sunset Drive  
 Miami, Florida 33143  
 305-669-2906

Item #	Description	Quantity Ordered	Quantity Received	Date Received
1	Nicholas Fouraker (Completed Application & Bio)		1	
4	Matthew Brannon (Completed Application/Resume)		1	

APR 17 '17 AM 9:22

<b>Notes</b>
Cornerstone Charter Academy Governing Board Application/Bio or Resume (2)

I certify that the item(s) listed above have been received/rendered and accepted as of this date \_\_\_\_\_

Signature \_\_\_\_\_

**CORNERSTONE CHARTER ACADEMY  
CORNERSTONE CHARTER ACADEMY HIGH SCHOOL  
Governing Board Candidate Application**

Date: December 7, 2016

Name: Tarra Bates-Duford  
First Middle Last

Home Address: 5741 Crowntree Lane Orlando FL 32829  
(Street) (City) (State) (Zip)

Phone: 407-485-2416 E-mail: familymatterscounselinggroup@gmail.com

Employer Name: Family Matters Counseling Group LLC

Title / Position: CEO

Type of business or organization: Multi-service mental health counseling & treatment

Do you have any children attending Cornerstone Charter Academy? Yes

Are you willing, if selected, to be fingerprinted and subjected to a criminal background check?  Yes  No

Please Check each area of expertise you would contribute to the board:

- Community Service
- Fund Raising
- Marketing
- Parent Involvement
- Education
- Law
- Personnel
- Finance
- Management
- Public Relations
- Grant Writing
- Other (please specify)

Please tell us anything else you'd like to share: I have experience working with children, families, communities, and government to promote healthy families, educational success, and community growth. I currently provide ongoing parent education and support through Psychcentral.com by creating articles that include information on rebuilding or restricting families, supporting someone with special needs, parenting techniques, and the benefits of positive mental health.

**\*\*Please attach a resume / curriculum vitae to this application.**

**Thank you very much for applying**

Please return this application to Kelly Mallon (Board Liaison) [kmallon@academica.org](mailto:kmallon@academica.org)

## **Tarra (Bates) Duford**

5741 Crowntree Lane, Orlando, FL, 32829

Cell: (407) 485-2416

[Tarrabates2000@yahoo.com](mailto:Tarrabates2000@yahoo.com)

### **Professional Summary**

**Objective:** To secure employment within the behavioral health field that will continue to use and build upon my knowledge and experience assisting clients in achieving optimal care through evidence based practice and a recovery model.

### **Skill Highlights**

- Addictions Specialist
- Practiced in Family Assessments
- Solution-Focused Counseling
- Member of American Psychological Association
- Extensive DSM-IV TR knowledge
- Exceptional Problem Solver
- Family Therapy Background
- Clinical Documentation Mastery

### **Accomplishments**

- Certified Relationship Specialist # 15221(CRS) – APA
- Certified Master Forensic Social Worker #116608 – ACFEI
- Board Certified Professional Counselor # 15221 - APA
- Coordinated and play a key role in program start-up
- Served as key contributing member to leadership team
- Provided supervision and guidance to both graduate and undergraduate students

### **Professional Experience**

Urban Pathways

**Director of Clinical Services**

Jan. 2013 – May 2016

Bronx, NY

- Developed strong internal systems to ensure regulatory compliance and best practice.
- Ensured ongoing local programmatic excellence, rigorous program evaluation, and consistent quality of finance and administration, fundraising, communications, and systems; recommend timelines and resources needed to achieve the strategic goals
- Used external presence and relationships to garner new opportunities
- Monitored, reviewed, and ensured timely and accurate reporting for contractual and other funding sources including incident reporting, conducting satisfaction surveys, etc.
- Competently monitor the effectiveness of the program, making adjustments as needed.
- Supervised both licensed and unlicensed clinician in their management of individual programs and case managers.
- Developed comprehensive treatment plans that focused on accurate diagnosis and treatment of emotional, psychological, and behavioral problems
- Referred clients to other programs and community agencies to enhance treatment process.
- Competently monitored the effectiveness of the program, making adjustments as needed.

- Hire, supervise, provide training, and oversee supervisors in vocational and operational staff in residential treatment program.
- Evaluated patients to determine potential need to transfer to specialized inpatient mental health facilities.
- Recorded Comprehensive patient histories and coordinated treatment plans with multidisciplinary team members.
- Consulted with and developed appropriate treatment and rehabilitation plans for dually diagnosed patients and families.
- Served as lead clinician for patients with bipolar, depression, anxiety, and personality disorders.

### **Bowery Residence Committee**

Mar. 2011 – Jan. 2013

#### **Program Supervisor**

- Developed strong internal systems to ensure regulatory compliance and best practice.
- Ensured ongoing local programmatic excellence, rigorous program evaluation, and consistent quality of finance and administration, fundraising, communications, and systems; recommend timelines and resources needed to achieve the strategic goals
- Monitored, reviewed, and ensured timely and accurate reporting for contractual and other funding sources including incident reporting, conducting satisfaction surveys, etc.
- Competently utilized harm reduction approach to train staff and encourage positive client change.
- Developed monthly on-call schedules for case managers and clinicians
- Developed strong internal systems to ensure regulatory compliance and best practice.
- Ensured ongoing local programmatic excellence, rigorous program evaluation, and consistent quality of finance and administration, fundraising, communications, and systems; recommend timelines and resources needed to achieve the strategic goals
- Effectively managed multiple funding streams.
- Used external presence and relationships to garner new opportunities
- Screened potential clients for placement in Scatter site housing
- Competently utilized harm reduction approach to train staff and encourage positive client change.
- Completed referrals for outpatient and inpatient treatment when needed
- Provide client tracking in AWARDS
- Conducted and recruited for potential or new clients.
- Conduct motivational interviewing, Multnomah, and relapse prevention training to staff.
- Advocated on behalf of clients to establish, re-establish public assistance cases to ensure continued housing.
- Actively participated in screening, hiring, and termination of staff.
- Provided all staff with weekly supervision and schedule outside training as needed
- Provide intensive case management and crisis counseling to client in their home or office setting.

### **Dreitzer Women & Children / Palladia, Inc. NY, NY**

July 2008 – Mar 2011

### **Admissions/Entitlements Coordinator**

- Provided intensive therapeutic counseling to individuals/families in a residential drug treatment program for mother and child.
- Conducted outreach and recruitment for all potential clients.
- Interviewed, assessed and screened potential clients and families for mental illness and substance abuse history.
- Conducted outreach and recruitment for all potential clients.
- Worked collaboratively with ACS, Family Court, foster care agencies, probation, and parole to assist programs with referring client to the program and ensuring a smooth transition.
- Conducted assessments and treatment for individuals diagnosed with severe and persistent mental illness, individual struggling with alcohol and drug addiction/abuse, anxiety & eating disorders, those released as part of civil commitment, lengthy criminal history, and undocumented.
- Created partnerships with inpatient and detox programs to facilitate clients transition to a drug and alcohol free living.
- Worked with school officials and parents to ensure to determine and identify educational needs of students as well as identify barriers to learning material.
- Conducted conferences with parents and teachers to ensure educational success.
- Measured and evaluated educational outcomes.
- Prepared educational results to measure and identify if goals were being met and or needed to be modified.
- Worked within governmental regulations to ensure all educational needs for children in the program was being met.
- Prepared an educational plan with student teachers to ensure goals were being met.
- Maintained accurate records and files of all academic progress or decline.
- Completed referrals for substance abuse outpatient programs for clients that have exited the program.
- Actively participated in training, interviewing, hiring, evaluations and termination of staff.

### **Education and Training**

#### **Walden University**

PhD, Forensic Psychology -- Anticipated Graduation 3/2016

Minneapolis, MN, United States

#### **Long Island University**

MS, MFT: Marriage & Family Therapy

Member of LIU Honor Society, 3.79 GPA

#### **New York City College of Technology**

BA: Bachelors of Arts (Human Services)



CORNERSTONE CHARTER ACADEMY  
CORNERSTONE CHARTER ACADEMY HIGH SCHOOL  
Governing Board Candidate Application

Date: 2/2/17

Name: Peter Amico  
First Middle Last

Home Address: 4843 Big Oaks Lane Orlando FL 32806  
(Street) (City) (State) (Zip)

Phone: 617-501-0065 E-mail: Peteramico@gmail.com

Employer Name: RTI International

Title / Position: Health Economist

Type of business or organization: Non profit research organization

Do you have any children attending Cornerstone Charter Academy? NO

Are you willing, if selected, to be fingerprinted and subjected to a criminal background check?  Yes  No

Please Check each area of expertise you would contribute to the board:

- Community Service
- Fund Raising
- Marketing
- Parent Involvement
- Education
- Law
- Personnel
- Finance
- Management
- Public Relations
- Grant Writing
- Other (please specify)  
Data analytics

Please tell us anything else you'd like to share: I believe in public education and community service and am very impressed with the school.

**\*\*Please attach a resume / curriculum vitae to this application.**

Thank you very much for applying

Please return this application to Kelly Mallon (Board Liaison) [kmallon@academica.org](mailto:kmallon@academica.org)



## PETER R. AMICO

---

### Summary of Professional Experience

Peter R. Amico, a health economist in the Health Care Financing and Payment group in Research on Healthcare Value, Equity, and the Lifespan (REHVEAL), has more than 7 years of experience in health services and health policy research. Dr. Amico currently leads the Massachusetts State Innovation Model evaluation and the Health Care Innovation Awards: Community Resource evaluation. He also leads the Medicare analyses for a project evaluating the Maryland All-Payer model. He has worked on previous Centers for Medicare & Medicaid Services (CMS) projects, including evaluating the Medicare Gainsharing Demonstration and Medicare Physician-Hospital Collaboration Demonstrations, developing risk adjustment models for the health exchanges and Medicare Parts C and D, developing outpatient therapy payment alternatives, and supporting the accountable care organization program analysis. He leads RTI's CMS agency team, which provides overall guidance to the organizational strategy for all work with CMS, including the Research, Measurement, Assessment, Design and Analysis contracting vehicle. His experience includes using Medicare and MarketScan commercial claims data, along with patient assessment data, to examine the use of incentives and different payment methods.

### Education

- PhD, Health Policy, Brandeis University, Heller School for Social Policy and Management, Waltham, MA, 2012.  
MA, Sustainable International Development, Brandeis University, Heller School for Social Policy and Management, Waltham, MA, 2009.  
BA, Religious Literature, Taylor University, Upland, IN, 2005.

### Selected Project Experience

**Health Care Innovation Awards (HCIA)-Community Resource Planning, Prevention and Monitoring** (2014 to date)—*Co-Project Director*. Leads and provides oversight for evaluation of a subset of 24 awardees of the Center for Medicare and Medicaid Innovation at CMS. Leads the development of a cross-site, multi-methods evaluation that includes comparative case studies, cost studies, claims-based data analysis using Medicare and Medicaid claims, and a patient survey. Findings will be used to guide program development and identify promising models for health care payment and service delivery.

**Maryland All-Payer Evaluation** (2014 to date)—*Task Leader*. The Maryland all-payer model is implementing global budgets into the context of an all-payer rate setting environment. The goal of this CMS-funded project is to assess the success of Maryland's payment model to control cost growth, utilization, quality of care, care coordination, unintended consequences, and other issues. Responsibilities include leading the analytic design and implementation of the evaluation of changes in hospital market structure and changes against the national inpatient prospective payment system. In addition, leads the Medicare claims analyses for the project.

**State Innovation Models [SIM] Evaluation** (2013 to date)—*State Lead*. The SIM Initiative is providing up to \$300 million to support the development and testing of state-based models for multi-payer payment

---

---

and health care delivery system transformation with the aim of improving health system performance for residents of participating states. The goal of this CMS-funded project is to independently evaluate this initiative to test whether new payment and service delivery models will produce superior results when implemented in a state-sponsored comprehensive state Health Care Innovation Plan. Leads the Massachusetts State Team. Conducts stakeholder interviews, collects primary data, reviews and analyzes secondary data sources, and writes reports synthesizing lessons learned.

***Part C&D Risk Adjustment Model Research, Development and Maintenance for Medicare Advantage and Prescription Drug Plans (2012 to 2015)***—*Health Economist*. This purpose of this CMS project is to develop and maintain Parts C and D of Medicare and the health exchange risk adjustment models. Work includes design of an alternative risk adjustment model using prescription drug data for the commercial population using the MarketScan database. This included reclassifying the American Hospital Formulary Service drug classification system to identify payment classes in consultation with physicians and pharmacists, running risk adjustment models with both prescription drug claims and medical claims data, and writing analyses. Work also includes writing fee-for-service (FFS) payment primers on the major payment systems and analyzing Minimum Data Set (MDS) and FFS claims data for skilled nursing facility payment analyses.

***Evaluation of Gainsharing Demonstration (2012 to 2014)***—*Health Economist*. The Congress, under section 5007 of the Deficit Reduction Act in 2005, required that CMS conduct a qualified gainsharing program to test alternative ways that hospitals and physicians can share in efficiency gains. The primary goal of the demonstration was to evaluate gainsharing as a means to align physician and hospital incentives to improve quality and efficiency. Responsibilities include developing and implementing strategies for assessing the impact of the demonstration on hospital quality and efficiency, using Medicare claims data to construct analytic files, calculating claims-based quality measures using quality indicators software from the Agency for Healthcare Research and Quality (AHRQ), evaluating Hospital Consumer Assessment of Healthcare Providers and Systems (HCAHPS) data, calculating a difference-in-difference estimator to evaluate potential savings to Medicare, and analyzing the impact of the demonstration on practice variation.

***Accountable Care Organization Program Analysis Contract (2012 to 2014)***—*Health Economist*. This large-scale, 5-year contract with CMS involves developing and implementing a pay-for-reporting and pay-for-performance system for up to 400 accountable care organizations serving Medicare FFS beneficiaries. Supports the annual quality performance calculation task; this includes developing cluster sampling methodology, using Medicare claims data to calculate claims-based quality measures, analyzing quality indicators, and coordinating with internal CMS systems and divisions.

***Developing Outpatient Therapy Payment Alternatives [DOTPA] II (2012 to 2014)***—*Health Economist*. In 2008, CMS established DOTPA II to identify, collect, and analyze outpatient therapy utilization with the ultimate goal of developing alternative payment methods to the current financial cap on outpatient therapy services. Work includes design of an episode-based payment for outpatient therapy, risk-adjusting the episode using Medicare claims-based data and the Continuity Assessment Record and Evaluation (CARE) survey, authoring final reports, and coordinating with CMS.

***Health Systems 20/20 (2012)***—*Analyst*. This project evaluated different funding scenarios for African countries' health budgets through 2020. Designed the methodology, estimated projection models, collected and analyzed secondary data, and coauthored the final report.

***HIV Spending Analysis (2010 to 2011)***—*Consultant*. This project evaluated the overall spending on HIV as a share of overall health spending and the share of HIV spending allocated to prevention across low- and middle-income countries. Responsibilities included methodological design, data analysis, and co-authoring peer-reviewed journal articles.

---

---

*Economic Analysis of HIV/AIDS (2007 to 2010)—Research Analyst.* This study evaluated Rwanda's overall performance in using HIV/AIDS funding to deliver key HIV/AIDS and primary care services. Responsibilities involved designing the quantitative and qualitative surveys, collecting primary data from the health centers, performing statistical analyses, and writing the final report.

## Professional Experience

- 2012 to date RTI International, Waltham, MA.
- Health Economist. Designs, implements, and evaluates payment methods; analyzes the choices and decisions of individuals and the behavior of health care professionals and institutions in the health care marketplace.
- 2012 Abt Associates, Bethesda, MD.
- International Health, Health Policy Consultant. Designed, estimated projection models, and co-authored papers on health financing gaps in sub-Saharan Africa, health spending in Egypt, and the determinants of out-of-pocket expenditures in sub-Saharan Africa.
- 2010 to 2011 Joint United Nations Programme on HIV/AIDS (UNAIDS), Strategy and Results Department, Geneva, Switzerland.
- Health Policy Consultant (U.S.-based). Analyzed multi-country-level data on HIV expenditures, National Health Accounts, and Organisation for Economic Co-operation and Development spending on HIV.
- 2010 Brandeis University, Health Systems 20/20, Waltham, MA.
- Health Policy Consultant (January to June). Contributed to the development and refinement of analysis for the development of a workforce planning model in Egypt.
- 2008 to 2009 UNAIDS and Brandeis University, Nyamata, Rwanda.
- Research Analyst. Developed qualitative and quantitative questionnaires, developed database and health center selection methodology, collected data from 56 health centers across Rwanda, trained the data entry team, analyzed the data using Stata and econometric analyses, and drafted final report for UNAIDS.
- 2006 to 2007 Indian River Charter High School, Vero Beach, FL.
- English Teacher. Taught ninth- and tenth-grade English classes using original curriculum emphasizing reading comprehension and introductory critical analysis of literary works.
- 2005 to 2006 Linyi Normal University, Shandong, China.
- English Teacher. Developed English as a second language curriculum through use of literature and current events, initiated HIV/AIDS training at the university and medical school, and raised HIV/AIDS awareness and became requested lecturer in hospital and university events.
-

## Honors and Awards

President's Award, RTI International, Research, Measurement, Assessment, Design and Analysis (RMADA) contract team  
Professional Development Award, RTI International, Alternatives to Medicare Part B Therapy Annual Expenditure Limit Policy, 2013  
National Research Service Award (T32) Predoctoral Training Grant, 2010 to 2012

## Professional Associations

AcademyHealth

## Professional Service

Ad hoc reviewer for *Health Services Research*, 2015 to date  
Ad hoc reviewer for *Medical Care*, 2014 to date  
Ad hoc reviewer for *Health Policy and Planning*, 2013 to date  
Ad hoc reviewer for *Lancet*, 2012 to date  
Ad hoc reviewer for *Bulletin of the World Health Organization*, 2011 to date  
Ad hoc reviewer for *PLoS One*, 2010 to date  
Ad hoc reviewer for *African Journal of AIDS Research*, 2011 to date

## Special Courses

Comprehensive Data Mining Training, Salford Systems, fall 2013  
Advanced Econometrics, Massachusetts Institute of Technology, spring 2010  
Econometrics, Boston College, spring 2010  
Survey Methods in Public Health, Boston University School of Public Health, fall 2010  
Health Care Applications of Data Envelopment Analysis, 10th International Data Envelopment Analysis Conference Tutorial, summer 2012

## Computer Skills

Stata, Microsoft Office Suite, EndNote

## Country Experience

Rwanda, 2008 to 2009  
Uganda, Kenya, and Nigeria, summer 2007  
China, 2005 to 2006 (school year)  
South Africa, January 2006

---



---

**Peer-Reviewed Journal Articles**

- Amico, P. R., Pope, G., Meadow, A., & West, P. (2016). Episode-based payment for the Medicare outpatient therapy benefit. *Archives of Physical Medicine and Rehabilitation*, *97*(8), 1323–1328. doi:10.1016/j.apmr.2016.02.028
- Amico, P. R., Pope, G., Pardasaney, P. K., Silver, B. C., Dever, J. A., Meadow, A., & West, P. (2015). Refinements of the Medicare outpatient therapy annual expenditure limit policy. *Physical Therapy*, *95*, 1638–1649. doi:10.2522/ptj.20140423
- Amico, P. R., Chilingerian, J. A., & van Hasselt, M. (2014). Community health center efficiency: The role of grant revenue in health center efficiency. *Health Services Research*, *49*, 666–682. doi:10.1111/1475-6773.12106
- Pardasaney, P. K., Pope, G., Amico, P. R., Dever, J. A., Deutsch, A. F., Gordon, T. R., et al. (2014). Outpatient physical therapy expenditures in the Medicare population: influence of diagnosis and functional mobility. *Archives of Physical Medicine & Rehabilitation*, *95*, e101–e101. doi:http://dx.doi.org/10.1016/j.apmr.2014.07
- Zeng, W., Rwiyerika, A., Amico, P. R., Avila-Figueroa, C., & Shepard, D. (2014). Efficiency of HIV/AIDS health centers and the effect of community-based health insurance and performance-based financing on HIV/AIDS service delivery in Rwanda. *American Journal of Tropical Medicine and Hygiene*, *90*, 740–746. doi:10.4269/ajtmh.12-0697
- Avila-Figueroa, C., Loncar, D., Amico, P., & DeLay, P. (2013). Determinants of government HIV/AIDS financing: A 10-year trend analysis from 125 low- and middle-income countries. *BMC Public Health*, *13*(1), 673. doi:10.1186/1471-2458-13-673
- Shepard, D., Zeng, W., Amico, P., Rwiyerika, A., & Avila-Figueroa, C. (2012). Does HIV/AIDS funding undermine health systems? Response. *American Journal of Tropical Medicine and Hygiene*, *87*(3), 581. doi:10.4269/ajtmh.2012.12-0291b
- Amico, P., Aran, C., Gobet, B., Avila, C., & DeLay, P. (2012). Pattern and levels of spending allocated to HIV prevention programs in low- and middle-income countries. *BMC Public Health*, *12*, 221. doi:10.1186/1471-2458-12-221
- Shepard, D. S., Zeng, W., Amico, P., Rwiyerika, A. K., & Avila-Figueroa, C. (2012). A controlled study of funding for human immunodeficiency virus/acquired immunodeficiency syndrome as resource capacity building in the health system in Rwanda. *American Journal of Tropical Medicine and Hygiene*, *86*, 902–907. doi:10.4269/ajtmh.2012.11-0202
- Aran-Matero, D., Amico, P., Aran-Fernandez, C., Gobet, B., Izazola-Licea, J., & Avila-Figueroa, C. (2011). Levels of spending and resource allocation to HIV programs and services in Latin America and the Caribbean. *PLoS ONE*, *6*(7), e22373. doi:10.1371/journal.pone.0022373
- Kachan, V., Tkachova, A., Gvozdeva, E., Yakusik, A., Amico, P., & Avila, C. (2011). Resource flows and levels of spending for the response to HIV and AIDS in Belarus. *BMC Research Notes*, *4*, 248. doi:10.1186/1756-0500-4-248
- Amico, P., Aran, C., & Avila, C. (2010). HIV spending as a share of total health expenditure: An analysis of regional variation in a multi-country study. *PLoS ONE*, *5*(9), e12997. doi:10.1371/journal.pone.0012997
-

## Other Papers

- Amico, P. R. (2012). *Community health center efficiency: The role of resource dependence, organizational slack and scale in health center efficiency*. Unpublished doctoral dissertation. Brandeis University, Waltham, MA.
- Amico, P. R. (2009). *HIV funding and its impacts on the health system in Rwanda*. Unpublished master's thesis. Brandeis University, Waltham, MA.

## Presentations and Proceedings

- Witman, A. E., Beadles, C. A., Hoerger, T. J., Liu, Y., Kafali, E. N., Gandhi, S. O., Amico, P. R., & Larsen, C. A. (2016, June). *Comparison group selection with rolling entry in health services research*. Presented at 6th biennial conference of the American Society of Health Economists, Philadelphia, PA.
- Witman, A. E., Beadles, C. A., Hoerger, T. J., Liu, Y., Kafali, E. N., Gandhi, S. O., Amico, P. R., & Larsen, C. A. (Invited Speaker). (2016, June). *Comparison group selection with rolling entry in health services research*. Presented at Academy Health's annual research meeting, Boston, MA.
- Amico, P. R. (2016, February). *Refinements of the Medicare outpatient therapy annual expenditure policy*. Presented at the combined sections meeting of the American Physical Therapy Association, Anaheim, CA. Invited Speaker.
- Holden, D. J., Renaud, J. M., Rojas-Smith, L., Amico, P. R., Jacobs, S. R., & Goode, L. A. (2015, November). *Integration of public health and health services evaluation measures: The case for standardizing reach and dose*. Presented at American Public Health Association 2015, Chicago, IL.
- Cogswell, H., Connor, C., Wong, W., Nakhimovsky, S., Avila, C., & Amico, P. R. (2014, November). *Role of Abuja commitments in responding to the UHC challenge*. Presented at APHA, New Orleans, LA.
- Amico, P. R., Chilingirian, J., & van Hasselt, M. (2014, June). *Community health center efficiency: The role of grant revenues in health center efficiency*. Poster presented at the conference of the American Society of Health Economists, Los Angeles, CA.
- Amico, P. R., Pope, G., Dever, J. A., Pardasaney, P. K., Gordon, T. R., West, P., & Meadow, A. (2014, June). *Descriptive analysis of alternatives to the Medicare Part B therapy annual expenditure limit policy*. Poster presented at AcademyHealth, San Diego, CA.
- Amico, P. R., Dever, J. A., Pardasaney, P. K., Gordon, T. R., West, P., & Meadow, A. (2014, June). *Descriptive analysis of episode-based payment in Medicare's outpatient rehabilitation benefit*. Poster presented at AcademyHealth, San Diego, CA.
- Amico, P., Aran, D., Aran-Fernandez, C., Izazola-Licea, J., & Avila, C. (2012, August). *Levels of spending and resource allocation to HIV programs and services in Latin America and the Caribbean*. Poster presented at the annual meeting and exposition of the American Public Health Association, Washington, DC.

- Amico, P. (2012, August). *Community health center efficiency: The role of resource dependence and the economics of production in health center efficiency*. Presented at the International Conference on Data Envelopment Analysis, Natal, Brazil.
- Glandon, D., Nakhimovsky, S., Amico, P., Cheng, X., & Avila, C. (2012, July). *Out of pocket expenditures and financial protection of HIV services*. Presented at the AIDS and Economics Pre-Conference, Washington, DC.
- Amico, P. R., & Chilingerian, J. (2012, June). *Integration of HIV into primary care centers decreases efficiency in Rwanda*. Presented at National Research Service Award Trainees Research Conference, Orlando, FL.
- Amico, P. R., & Chilingerian, J. (2012, June). *Is HIV funding strengthening the health system? A quasi-experimental study from Rwanda*. Poster presented at AcademyHealth Conference, Orlando, FL.
- Amico, P., Aran, D., Aran-Fernandez, C., Izazola-Licea, J., & Avila, C. (2011, August). *Levels of spending and resource allocation to HIV programs and services in Latin America and the Caribbean*. Poster presented at the annual meeting and exposition of the American Public Health Association, Washington, DC.
- Amico, P., & Chilingerian, J. (2011, June). *Integration of HIV into primary care centers decreases efficiency in Rwanda*. Presented at the annual National Research Service Award Trainees research conference, Seattle, WA.
- Amico, P., & Chilingerian, J. (2011, June). *HIV funding decreases efficiency in rural health centers in Rwanda*. Poster presented at the AcademyHealth Conference, Seattle, WA.
- Amico, P., Shepard, D. S., Zeng, W., & Avila, C. (2011, June). *Is HIV funding strengthening the health system? A quasi-experimental study from Rwanda*. Presented at the AcademyHealth Conference, Seattle, WA.
- Amico, P., Aran, C., & Avila, C. (2011, April). *Spending disparities for health and HIV in a multi-country study*. Presented at the Global Health and Innovation Conference, New Haven, CT.
- Shepard, D. S., Amico, P., Zeng, W., Rwiyereka, A. K., & Avila, C. (2010, July). *Is HIV/AIDS funding strengthening the health system? A quasi-experimental study in Rwanda*. Abstract presented at the International AIDS Conference, Vienna, Austria.
- Rwiyereka, A. K., Zeng, W., Amico, P., Shepard, D. S., & Avila, C. (2010, July). *Health center efficiency*. Presented at the International AIDS Conference, Vienna, Austria.
- Shepard, D. S., Amico, P., Rwiyereka, A. K., Zeng, W., Furere, S., & Avila, C. (2009, July). *The impact of AIDS funding on the health care system: A controlled study from Rwanda*. Presented at the biennial world congress of the International Health Economics Association, Beijing, China.

## Technical Reports

- Rojas-Smith, L., Amico, P. R., & Hoerger, T. J. (2016, May). *Evaluation of the Health Care Innovation Awards: Community Resource Planning, Prevention, and Monitoring. Final Eighth/Ninth Quarterly Progress Report*. Prepared for the Centers for Medicare & Medicaid Services.

- 
- Rojas-Smith, L., Amico, P. R., Goode, L. A., Hoerger, T. J., Jacobs, S. R., & Renaud, J. M. (2015, December). *Evaluation of the Health Care Innovation Awards: Community Resource Planning, Prevention, and Monitoring, Second Annual Report 2015*. Prepared for the Centers for Medicare & Medicaid Services.
- Rojas-Smith, L., & Amico, P. R. (2015, September). *Evaluation of the Health Care Innovation Awards: Community Resource Planning, Prevention, and Monitoring, Seventh Quarterly Progress Report: Update to the Evaluation Design Report*. Prepared for Center for Medicare & Medicaid Innovation, Centers for Medicare & Medicaid Services.
- Rojas Smith, L., Amico, P. R., Hoerger, T. J., Renaud, J. M., & Goode, L. A. (2015, July). *Evaluation of the Health Care Innovation Awards: Community Resource Planning, Prevention, and Monitoring, Final Sixth Evaluation Quarterly Progress Report*. Prepared for Centers for Medicare & Medicaid Services.
- Rojas Smith, L., Amico, P. R., Hoerger, T. J., Renaud, J. M., & Goode, L. A. (2015, April). *Evaluation of the Health Care Innovation Awards: Community Resource Planning, Prevention, and Monitoring, Final Fifth Evaluation Quarterly Progress Report*. Prepared for Centers for Medicare & Medicaid Services.
- Jacobs, S. R., Emery, K. J., Hoerger, T. J., Renaud, J. M., Blumenfeld, B. H., Amico, P. R., & Rojas-Smith, L. (2015, January). *Evaluation of the Health Care Innovation Awards: Community Resource Planning, Prevention, and Monitoring, Final Fourth Evaluation Quarterly Progress Report*. Prepared for Centers for Medicare & Medicaid Services.
- Gavin, N. I., Greenwald, L. M., Beil, H. A., Amico, P. R., Burton, J., Coughlin, T., et al. (2014, November). *State Innovation Models (SIM) initiative evaluation: Model test base year annual report* (Report No. 0212790.007 #35-1). Prepared for Centers for Medicare & Medicaid Services.
- Holden, D. J., Rojas Smith, L., Hoerger, T., Renaud, J., & Council, M. (2014, October). *Evaluation of the Health Care Innovation Awards: Community Resource Planning, Prevention, and Monitoring Annual Report 2014*. Prepared for the Centers for Medicare & Medicaid Services.  
[https://downloads.cms.gov/files/cmmt/HCIA-CommunityRPPM-FirstEvalRpt\\_4\\_9\\_15.pdf](https://downloads.cms.gov/files/cmmt/HCIA-CommunityRPPM-FirstEvalRpt_4_9_15.pdf)
- Amico, P. R., Pearlman, A. M., Kautter, J., Ingber, M. J., Pope, G., & Leahy, S. P. (2015, March). *Using outpatient prescription drug utilization data for risk adjustment in the health insurance marketplaces*. Prepared for The Center for Consumer Information and Insurance Oversight.
- Amico, P. R., Pope, G., Pardasaney, P. K., Adamache, W. O., Deutsch, A. F., Gordon, T. R., et al. (2014, February). *Developing outpatient therapy payment alternatives: Payment alternatives report*. Prepared for Center for Medicare and Medicaid Innovation.
- Pope, G., Amico, P. R., Pardasaney, P. K., Kline, T. L., Deutsch, A. F., Adamache, W. O., et al. (2014, February). *Developing outpatient therapy payment alternatives: Final report*. Prepared for Center for Medicare and Medicaid Innovation.
- Amico, P. R., Pearlman, A. M., Ingber, M. J., & Kautter, J. (2013, November). *Medicare hospital inpatient prospective payment system primer*. Prepared for the Centers for Medicare & Medicaid Services.
-



- 
- Greenwald, L. M., Adamache, W. O., Cole Beebe, M. E., Amico, P. R., Hunter, E. A., Baker, R. D., & West, N. D. (2013, November). *Evaluation of the Medicare gainsharing demonstration*. Prepared for the Centers for Medicare & Medicaid Services.
- Avila-Figueroa, C., Connor, C., & Amico, P. R. (2013, September). *Universal coverage of essential health services in sub-Saharan Africa: Projections of domestic resources*. Prepared for the United States Agency for International Development.
- Greenwald, L. M., Adamache, W. O., Cole Beebe, M. E., Amico, P., Hunter, E. A., & West, N. D. (2013, April). *Evaluation of the Medicare Physician-Hospital Collaboration Demonstration*. Report prepared for the Center for Medicare and Medicaid Innovation.
- Kline, T. L., Silver, B. C., Amico, P., Gordon, T. R., Deutsch, A. F., Pardasaney, P. K., et al. (2013, March). *Developing outpatient therapy payment alternatives: Revised measurement report*. Report prepared for the Centers for Medicare & Medicaid Services.
- Zeng, W., Shepard, D. S., Amico, P., Rwiyereka, A. K., & Furere, S. (2010, January). *Does policy work? An evaluation of HIV/AIDS health centers in Rwanda*. Report prepared for UNAIDS.
- Amico, P., Shepard, D. S., Zeng, W., Rwiyereka, A. K., & Furere, S. (2010, January). *Is HIV/AIDS funding strengthening the health system? A quasi-experimental study in Rwanda*. Report prepared for UNAIDS.
- Health Systems 20/20 project. (2011, June). *Development and application of a workforce planning model in Egypt*. Report prepared for USAID.
- Health Systems 20/20 project. (2012, July). *Health financing gaps in sub-Saharan Africa and the road to increasing domestic commitments and reducing aid dependence*. Report prepared for USAID.
-

CORNERSTONE CHARTER ACADEMY  
CORNERSTONE CHARTER ACADEMY HIGH SCHOOL  
Governing Board Candidate Application

Date: 2/6/2017

Name: Matthew Joseph Troy  
First Middle Last

Home Address: 5027 St. Michael Ave. Orlando FL 32812  
(Street) (City) (State) (Zip)

Phone: 407-269-2126 E-mail: matthew.j.troy@gmail.com

Employer Name: Conroy Simberg

Title / Position: Partner / Attorney

Type of business or organization: law firm

Do you have any children attending Cornerstone Charter Academy? yes

Are you willing, if selected, to be fingerprinted and subjected to a criminal background check?  Yes  No

Please Check each area of expertise you would contribute to the board:

- Community Service
- Fund Raising
- Marketing
- Parent Involvement
- Education
- Law
- Personnel
- Finance
- Management
- Public Relations
- Grant Writing
- Other (please specify)

Please tell us anything else you'd like to share: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**\*\*Please attach a resume / curriculum vitae to this application.**

**Thank you very much for applying**

Please return this application to Kelly Mallon (Board Liaison) [kmallon@academica.org](mailto:kmallon@academica.org)

5027 St. Michael Ave.  
Orlando, FL 32812

Matthew J. Troy, Esq.  
Resume

407-269-2126  
matthew.j.troy@gmail.com

---

**BOARD CERTIFIED IN WORKERS COMPENSATION**

August 2014

**EDUCATION:**

Florida State University College of Law

J.D. 2007

*Honors and Organizations: President Phi Delta Phi legal honor society, Treasurer LitiGators*

University of Florida

B.A. History 2005

*Honors and Organizations: Lambda Chi Alpha, Eta Sigma Phi classics honor society*

**EXPERIENCE:**

Conroy Simberg

2 S. Orange Ave. Orlando, FL 32812

(407) 649-9797

Partner

2016-Present

*Primarily represented Employers, Carriers, Self-Insured and uninsured Employers in all stages of workers compensation litigation including discovery, depositions, mediations, settlements, trials and appeals.*

Hurley, Rogner, Miller, Cox & Waranch, P.A.

1560 N. Orange Ave., Winter Park, FL 32789

(407) 571-7400

Associate

2008-2016

*Primarily represented Employers, Carriers, Self-Insured and uninsured Employers in all stages of workers compensation litigation including discovery, depositions, mediations, settlements, trials and appeals.*

Florida's Turnpike Enterprise

2008

*Represented Florida's Department of Transportation and Turnpike Enterprise before Traffic Magistrates and County Court. Developed a system for tracking and negotiating violation citations. Drafted legislation.*

Yarbrough Builders

2007-2008

*Supervised construction of a 70,000 sq. ft. warehouse project with a total budget of \$4,000,000. Accounting, payroll and contract review.*

Florida's Department of Transportation

2006-2007

*Legal research and drafting of memoranda of law.*

Law Clerk

Florida House of Representatives

Legislative Clerk

**CHARITABLE ORGANIZATIONS:**

Lambda Chi Alpha Epsilon Mu Zeta House Corporation (2008- Present), President (2014-Present)

Friends of 440 Scholarship Fund, Inc. (2010-Present), V. President Scholarship Promotion (2013-Present)

Cornerstone Charter Academy School Advisory Committee (2014-Present), Chairperson (2015-Present)

**BAR ADMISSIONS:**

Florida, 2008; Middle District Florida 2008

**CORNERSTONE CHARTER ACADEMY  
CORNERSTONE CHARTER ACADEMY HIGH SCHOOL  
Governing Board Candidate Application**

Date: February 18, 2017

Name: Nora-Jane Hickey  
First Middle Last

Home Address: 3944 Isle Vista Avenue, Belle Isle, FL 32812  
(Street) (City) (State) (Zip)

Phone: 607-972-9444 E-mail: norainorlando@gmail.com

Employer Name: self employed

Title / Position: decorator

Type of business or organization: Good to Great ~ Redecorate

Do you have any children attending Cornerstone Charter Academy? no

Are you willing, if selected, to be fingerprinted and subjected to a criminal background check?  Yes  No

Please Check each area of expertise you would contribute to the board:

- Community Service
- Fund Raising
- Marketing
- Parent Involvement
- Education
- Law
- Personnel
- Finance
- Management
- Public Relations
- Grant Writing
- Other (please specify)

Please tell us anything else you'd like to share: Encouraging and providing opportunities for student success is one of the most rewarding undertakings for a community. It would be a privilege to take part in that process at CCA.

**\*\*Please attach a resume / curriculum vitae to this application.**

## **Nora-Jane Hickey**

3944 Isle Vista Avenue, Belle Isle, FL 32812

[norainorlando@gmail.com](mailto:norainorlando@gmail.com)

407-730-4296

607-972-9444

Experienced professional in education and journalism. These disciplines encourage data-driven decision making, improve community communications and respect for differing opinions. Demonstrated public speaking and extemporaneous speaking abilities. Notable interviewing skills.

### **PROFESSIONAL EXPERIENCE**

**Vestal School Board, Vestal, NY**  
School Board Member

2005-2011

Elected and served two terms as School Board Member in district of 4000 students. Served a community of 25,000 which includes a major research university, Binghamton University. Vestal High School has an International Baccalaureate program, along with AP classes.

- Managed a \$70 million budget.
- Oversaw a \$50 million district-wide renovation project; identified and hired construction manager.
- Evaluated student academic programs.
- Expanded High School guidance office travel to colleges/universities.
- Encouraged more data driven decision making.
- Utilized journalism background to strengthen community communications about news and topics of concern.
- Handled confidential matters with discretion.

**Independent College Counselor, Scottsdale, AZ, Vestal, NY**

2000-2010

Focused guidance on admission essays, portfolios and school selection.

**Community Volunteer, Scottsdale, AZ**

1997-2000

*Aztec Elementary School* – Served on site-based decision team with budget authority for school. Wrote national honorable mention application for USA TODAY “All Star Teacher Team” nomination.

*Citizens for Accountability, Responsibility and Educational Excellence* – Established civil, respectful discussion. Wrote press releases resulting in two news articles and one editorial. Crafted numerous op-ed columns and letters-to-the-editor on behalf of organization. Spoke at numerous school board meetings.

**Canadian Broadcasting Corp., Washington, DC**

1989-1991

Associate News Producer/Archivist

**Trinity College, Office of Admissions, Washington, DC**  
Associate and Assistant Director

1985-1988

Managed diverse recruitment areas; Mass, CT, NJ, GA, FL and Puerto Rico as well as international students, and expanded territories into southern NH and ME. Recruited, interviewed, and evaluated candidate files; selected students for admission. Exceeded applicant and enrolled student goals.

**CBS NEWS, "Nightwatch", Washington, DC**  
Production Assistant

1984-1985

### **EDUCATION**

The American University, Washington, D.C.

M.A., 1989 in Communication: Journalism and Public Affairs

Trinity College, Washington, D.C.

B.A., 1983 in Political Science

CORNERSTONE CHARTER ACADEMY  
CORNERSTONE CHARTER ACADEMY HIGH SCHOOL  
Governing Board Candidate Application

Date: March 8, 2017

Name: Andrew Paul Thompson  
First Middle Last

Home Address: 4058 Isle Vista Ave Belle Isle FL 32812  
(Street) (City) (State) (Zip)

Phone: 407-401-4481 E-mail: Apt@thompsonjaglal.com

Employer Name: Thompson & Jaglal, P.A.

Title / Position: Shareholder / Partner

Type of business or organization: law firm

Do you have any children attending Cornerstone Charter Academy? not yet! (son is 2)

Are you willing, if selected, to be fingerprinted and subjected to a criminal background check?  Yes  No

Please Check each area of expertise you would contribute to the board:

- Community Service
- Fund Raising
- Marketing
- Parent Involvement
- Education
- Law
- Personnel
- Finance
- Management
- Public Relations
- Grant Writing
- Other (please specify)

Please tell us anything else you'd like to share: Trying to serve my community and get involved where my experience, education can best be put to use!

**\*\*Please attach a resume / curriculum vitae to this application.**

Thank you very much for applying

Please return this application to Kelly Mallon (Board Liaison) [kmallon@academica.org](mailto:kmallon@academica.org)

---

**CURRICULUM VITAE**

---

**THOMPSON & JAGLAL, P.A.** Orlando, FL  
*Partner* (August, 2014 – Present) Represent clients in all phases of civil, construction, and commercial litigation from pleading and dispositive motion practice through trial and appeal. Litigated claims involving breach of contract, professional negligence, project delay and acceleration, interference, differing site conditions, design defects, developer obligations, contractor negligence, building-code violations, surety obligations, and an array of construction defects. Successfully argued dispositive motions and deposed over 100 expert and lay witnesses.

**BULL AND ASSOCIATES, P.A.** Orlando, FL  
*Associate Attorney* (2008 – July, 2014) Represented clients in all phases of construction and commercial litigation from pleading and dispositive motion practice through trial and appeal. Litigated claims involving breach of contract, professional negligence, project delay and acceleration, interference, differing site conditions, design defects, developer obligations, contractor negligence, building-code violations, surety obligations, and an array of construction defects. Successfully argued dispositive motions and deposed hundreds of expert and lay witnesses.

**ALVAREZ, SAMBOL ET.AL.** Orlando, FL  
*Associate Attorney* (2005 - 2008)

- Defense verdict in trial alleging medical malpractice for foreign body inclusion during emergency hysterectomy.

**RISSMAN, WEISBERG, ET.AL.** Orlando, FL  
*Associate Attorney* (2004 - 2005)

- Defense Verdict in case alleging medical malpractice against surgeon for allegedly misdiagnosing sesamoid bone fracture

---

**EDUCATION**

---

**University of Florida (2004)** Gainesville, FL  
Levin College of Law  
Juris Doctor  
*Book Award, Trial Practice*

**Texas Tech University (2000)** Lubbock, TX  
Honors College  
Bachelor of Arts in Philosophy and History, *Cum Laude in Honors Studies*

---

**ADMISSIONS / MISCELLANEOUS**

---

**Court Admission** Northern District of Florida, Middle District of Florida, Southern District of Florida

**Professional** President – Belle Vista Homeowners Association 2012 - present  
Member, Military Affairs Committee of the Florida Bar, 2009-2015  
Orange County Bar Association  
Real Property, Probate & Trust Law Section of the Florida Bar

**Recognition** Named “Rising Star” in Business Litigation, *Florida Super Lawyers*, 2009



6

**CORNERSTONE CHARTER ACADEMY  
CORNERSTONE CHARTER ACADEMY HIGH SCHOOL  
Governing Board Candidate Application**

Date: 3/10/2017

Name: Adeel Javed Mirza  
First Middle Last

Home Address: 2524 Kissam Ct Orlando FL 32809  
(Street) (City) (State) (Zip)

Phone: 321-689-6451 E-mail: ajmirza@yahoo.com

Employer Name: Power Engineering Group, Inc.

Title / Position: Project Engineer

Type of business or organization: Electrical Contracting

Do you have any children attending Cornerstone Charter Academy? No

Are you willing, if selected, to be fingerprinted and subjected to a criminal background check?  Yes  No

Please Check each area of expertise you would contribute to the board:

- Community Service
- Fund Raising
- Marketing
- Parent Involvement
- Education
- Law
- Personnel
- Finance
- Management
- Public Relations
- Grant Writing
- Other (please specify)

Please tell us anything else you'd like to share: I am a 6 year Army veteran that was discharged honorably. I feel that my experience could be beneficial in maintaining the integrity of this great school.

**\*\*Please attach a resume / curriculum vitae to this application.**

**Thank you very much for applying**

Please return this application to Kelly Mallon (Board Liaison) [kmallon@academica.org](mailto:kmallon@academica.org)

2524 KISSAM CT. • ORLANDO, FL 32809  
P: 321-689-6451 • AJMIRZA@YAHOO.COM

# ADEEL J MIRZA

## EDUCATION

---

Webster University <i>Master's in Business Administration</i>	Orlando, FL
University of Central Florida <i>Bachelors in Engineering Technology</i>	Orlando, FL
University of Maryland <i>Associates of Arts in Business Administration</i>	Baltimore, MD
Army NCO Academy <i>Warriors Leader Certificate</i>	Grafenwoehr, GE
Army Adjutant General School <i>Administrative Specialist Certification</i>	Ft. Jackson, SC

## WORK OF EXPERIENCE

---

Apr 2008-Current	Power Engineering Group Inc. <i>Project Engineer</i>	Orlando, FL
	<ul style="list-style-type: none"><li>• Prepare cost, time, and material estimates for the construction, repair, and maintenance of commercial, industrial, and government projects.</li><li>• Calculate monthly progress billing on various projects</li><li>• Screen and review resumes and applications for potential employees</li><li>• Effectively communicate with the client and handle any concerns that may arise</li><li>• Coordinate with field personnel and subs to confirm that they are meeting the project timeline</li><li>• Analyze contracts and documents to verify that they are in the best interest of the company</li><li>• Locate and acquire specified equipment and material</li><li>• Examine and interpret project blueprints and specifications</li><li>• Formulate accurate project timelines and schedule of values</li><li>• Review invoices and billing for accuracy</li><li>• Prepare project submittals and O&amp;M manuals for project startup and closeout</li></ul>	
Jan 2007- Mar 2008	United States Army <i>Human Resource Non Commissioned Officer in Charge</i>	Hanau, GE
	<ul style="list-style-type: none"><li>• Supervised day to day operation of all administrative reassignment actions for the Hanau and Budingen communities during the deactivation of six units.</li><li>• Responsible for the accountability and maintenance of all passports requests which improved the passport sections efficiency by 15 percent.</li><li>• Reviewed, corrected, and submitted enlisted evaluation for subordinate units</li><li>• Assisted in maintaining and updating soldiers records</li><li>• Responsible for the supervision and issuance of military ID cards</li><li>• Responsible for analyzing and advising subordinate units on all personnel issues that pertain to reassignments, evaluation, records and passports.</li></ul>	

- Nov 2005-Dec 2006      United States Army      Hanau, GE  
*Reassignments Specialist*
- Responsible for the production and distribution of reassignment orders to the Hanau community.
  - Assisted in predeployment punch list for deploying soldier in the Hanau area
  - Cross trained with other department for replacement purposes
  - Assisted the information management officer in setting up mobile networks
- Nov 2004-Oct 2005      United States Army      San Antonio, TX  
*Human Resource Specialist*
- Responsible for the maintenance and accuracy of the strength management reports and the unit commanders finance report for three companies of soldiers.
  - Responsible for the daily in and out processing of Brook Army Medical Center personnel.
  - Assisted in processing leave for all military personnel within Battalion

## **LANGUAGES**

---

I am fluent in English, Urdu, and Hindi.

## **AWARDS & COMMENDATIONS**

---

- Construction Management Certificate
- OSHA 10hr Certificate
- OSHA 30hr Certificate
- ARC CPR Certificate
- ARC First Aid Certificate
- Army Achievement Medal (4)
- Army Commendation Medal
- Army Certificate of Achievement (4)
- Good Conduct Medal
- Military Secret Clearance Dated September 2005

CORNERSTONE CHARTER ACADEMY  
CORNERSTONE CHARTER ACADEMY HIGH SCHOOL  
Governing Board Candidate Application

Date: 03/13/2017

Name: LEONARD L. HOBBS  
First Middle Last

Home Address: 5380 CHISWICK CR BELLE ISLE, FL 32812  
(Street) (City) (State) (Zip)

Phone: 321-662-4480 E-mail: DRLEONARDHOBBS@EMAIL.COM

Employer Name: TAPE, LLC (PEO STRI, USA ARMY)

Title / Position: MANAGER

Type of business or organization: SIMULATION ENGINEERING

Do you have any children attending Cornerstone Charter Academy? NO

Are you willing, if selected, to be fingerprinted and subjected to a criminal background check?  Yes  No

Please Check each area of expertise you would contribute to the board:

- Community Service
- Fund Raising
- Marketing
- Parent Involvement
- Education
- Law
- Personnel
- Finance
- Management
- Public Relations
- Grant Writing
- Other (please specify)

Please tell us anything else you'd like to share: SEE ATTACHED BIO

\_\_\_\_\_  
\_\_\_\_\_

**\*\*Please attach a resume / curriculum vitae to this application.**

Thank you very much for applying

Please return this application to Kelly Mallon (Board Liaison) [kmallon@academica.org](mailto:kmallon@academica.org)



Dr. Leonard Hobbs is a published Author and Associate Pastor for Elim Ministries of Orlando, Florida. He is one of the original eight members that started Elim Baptist Ministries in 1998. While serving at Elim, Dr. Hobbs has enjoyed using his God given gifts and talents in the ministry to preach the uncompromised Word of God, wherever the Lord leads him. Dr. Hobbs has taught Adult and High School Bible Studies, conducted workshops on Financial Stewardship, lead Men's Ministries and Prayer Groups, and facilitated the Men's Roundtable discussions. Leonard serves on the Elim Board of Director's and as the Financial Administrator, Faith Christian University (FCU) as a Professor, while actively participating in Evangelism, Orlando union Rescue Mission, Nursing Home, and Missionary Ministry. In addition to serving as one of the leaders for the Team Orlando Prayer (TOP) Breakfast.

Leonard has been blessed for over twenty-five years to walk with and beside his beautiful called and chosen bride from the Lord, Charlotte Hobbs. They are the parents of three adult children and four awesome grandchildren.

Leonard has a Doctoral Degree in Bible and Theology from Faith Christian University (FCU), a Masters Degree in Theology from FCU, and a Bachelors of Science Degree from Rollins College in Business Administration and Economics. Leonard is also a certified John Maxwell Teacher, Speaker, and Coach.

## Dr. Leonard L. Hobbs

### Professional Summary:

*Dr. Hobbs is currently the manager responsible for TAPE, LLC SETA Orlando operations, including his role as the Senior Project Coordinator on the U.S. Army Program Executive Office (PEO) Simulation, Training and Instrumentation (STRI) Synthetic Environment (SE) Core Program. Dr. Hobbs has over 45 years of experience in DoD acquisition programs. Dr. Hobbs is a John Maxwell certified Coach, Teacher and Speaker. He is a graduate of the Harris Government Communications Accelerated Management Program; Competent Toastmaster, Certified Configuration Manager, and part time professor at Faith Christian University. Dr. Hobbs has served in the DoD industry in multiple engineering and management positions for TAPE, LLC, StrongPoint Research, Inc., AVT Simulation, Unisys Corp., Dimensions, Inc., Ellis & Ellis, Inc., Loral Federal Systems, Lockheed Martin Information Systems, Harris Space Systems Corp., and Lambda Novatronics. The last 17 years of Dr. Hobbs career have been with companies and programs at U.S. Army PEO STRI covering a wide range of services, including systems engineering, business and engineering processes, bids and proposals, requirements management, configuration management, program support, logistics support, and automatic acquisition process tools.*

**Clearance Level: DoD Secret**

### Education: [add/remove lines as required]

Degree	Year	School	Major
Doctoral in Theology	2011	FCU	Theology
Masters in Theology	2010	Faith Christian Univ	Theology
A.A.	2010	Faith Christian Univ	Bible and Theology
B.S.	1979	Rollins	Business Administration
A.A.	1977	Valencia College	Computer Science

**Professional Experience: (provide 10 – 15 years of experience in reverse chronological order)**

#### TAPE, LLC

2005 - 2017

##### Sr. Project Coordinator / Sys Engineer

Served as a Project Director, Deputy APM, Project Coordinator, and Systems Engineer for the Synthetic Environment (SE) Core Common Virtual Environment Management (CVEM) program from the requirements phase into the production phase. Specific responsibilities included: Making recommendations to the Assistant Product Manager (APM) regarding the efforts of the project team so that the proposed efforts were consistent with program cost, schedule, and performance requirements; made recommendations to the APM for the resolution of divergent viewpoints; reviewed and analyzed proposals as an active member and leader of proposal teams; provided input to the APM regarding critical program decisions; established processes and procedures to facilitate the execution of program management.

#### Unisys Corp.

2003 - 2004

##### Systems Engineering Architect/Project Director

Responsibilities included PEO STRI Business Process Re-engineering, acquisition management, generated and released processes, procedures, requirements documents, charters for executive boards and change boards; coordinated processes and procedures that were reviewed, released, and implemented at the Corporate Process Board (CPB) and Common Acquisition Process Executive (CAPE) Board for PEO STRI. Defined requirements and testing for the PEO STRI Automated Acquisition Process Tool (AAPT), and consulted to the Program Executive Office personnel in Configuration Management.

**Dimensions, Inc.**

**2001 - 2003**

**Engineering Consultant**

Generated and released PEO STRI processes, requirements, and procedures for the STRICOM Omnibus Contract (STOC), STRICOM Acquisition Knowledge System (SAKS), Joint Computer Aided Acquisition and Logistics Support (JCALS), Electronic Signature, and STOC Knowledge Portal.

**Training, Certificates, and Skills: (add/remove lines as required)**

Title	Year	School
<b>Certified Coach, Teacher and Speaker</b>	<b>2016</b>	<b>John Maxwell Leadership</b>
<b>Certified Configuration Manager</b>	<b>1990</b>	<b>American Defense Preparedness Assoc</b>

Skills
Expert
Intermediate
Novice

**CORNERSTONE CHARTER ACADEMY  
CORNERSTONE CHARTER ACADEMY HIGH SCHOOL  
Governing Board Candidate Application**

Date: March 27, 2017

MAR 28 '17 PM 12:32

Name: Karl Frederick Shuck  
First Middle Last

Home Address: 1658 Wind Willow Rd. Belle Isle FL 32809-6856  
(Street) (City) (State) (Zip)

Phone: (407) 855-6483 E-mail: fkshuck@aol.com

Employer Name: Retired

Title / Position: Manager

Type of business or organization: U.S. Postal Service

Do you have any children attending Cornerstone Charter Academy? 2 Grandchildren attend CCA

Are you willing, if selected, to be fingerprinted and subjected to a criminal background check?  Yes  No

Please Check each area of expertise you would contribute to the board:

- Community Service
- Fund Raising
- Marketing
- Parent Involvement
- Education
- Law
- Personnel
- Finance
- Management
- Public Relations
- Grant Writing
- Other (please specify)

Please tell us anything else you'd like to share: Current Governing Board Member

5 Year Belle Isle City Commissioner, 25+ years management experience with U.S. Postal Service, 11 year Treasurer of Wind Harbor Homeowners's Assn., Inc., 2 year Mentor for CCA Robotics Club

**\*\*Please attach a resume / curriculum vitae to this application.**

**Thank you very much for applying**

Please return this application to Kelly Mallon (Board Liaison) [kmallon@academica.org](mailto:kmallon@academica.org)



# Karl F. Shuck

1658 Wind Willow Road, Belle Isle FL 32809, (407) 855-6483

## Experience:

Governing Board Member, Cornerstone Charter Academy: 5 Years  
Treasurer, Wind Harbor Homeowners' Assn., Inc.: 11 Years  
City Commissioner, City of Belle Isle FL: 5 years  
CCA Robotics Club Mentor

## Personal:

36 year resident of Belle Isle FL.  
Wife, Daughter and Grandson attended Pine Castle Elementary School.  
Two (2) Grandchildren attend Cornerstone Charter Academy (8<sup>th</sup> grand & 4<sup>th</sup> grade).

## Skills Applicable To This Position:

Strong collaborative skills.  
Ability to see the 'big picture' and ask the 'what if' questions.  
Ability to prioritize: Academics vs. Athletics, Technology vs. Facility upgrades, etc.

## Work Experience:

U.S. Navy: 1967-1971  
Communications Division Supervisor, Key West FL and U.S.S. Forrestal (aircraft carrier),

## Retail Management 1971-1973:

Managed two (2) retail businesses with responsibility for finance, maintenance & personal/human resources.

## U.S. Postal Service: 1973-2006

Letter Carrier 1973-1976

Delivery Services Supervisor 1976-1981

Address Management Systems Specialist 1981-1992

Southeast U.S. Regional Auditor/Team Leader

District Manager, Address Management 1992-2006

Southeast U.S. Regional District Auditor

National Advisor for Postal Service Automation

## Education:

Maynard Evans H.S., Orlando FL: Rigid Academic Diploma

Orlando Junior College: Educational studies

U.S. Navy: Multiple technical schools

U.S. Postal Service: Management and Personnel Training

Charter School Governance Training: Initial and Refresher Training

# Karl F. Shuck

1658 Wind Willow Road, Belle Isle FL 32809, (407) 855-6483

## Accomplishments:

Prior to becoming a Belle Isle City Commissioner I attended all of the meetings and planning sessions leading up to the creation of the Cornerstone Charter Academy. I was in regular communication with the Mayor, City Council and City Manager, providing my input and ideas on how to proceed with CCA's creation. This was no small task considering that CCA is the only K-12 school in Orange County (traditional or Charter).

While the CCA Governing Board is a policy making body and is not responsible for the day-to-day operation of the school, I have supported school administration that has allowed the school to grow both academically, athletically and in the number of extra-curricular activities available to our students.

Per Orange County Public Schools requirements, the two (2) principal requirements of a Charter School are to maintain at least a Florida Department of Education Rating of 'C' or better and to be fiscally responsible.

Except for year 1, when CCA scored 'B' rating, the elementary, middle and high schools have all achieved a rating of 'A' in their yearly evaluations. In addition, CCA has also been designated a 'High Performing' school.

Project Lead the Way (PLTW): CCA is the only PLTW K-12 School in Central Florida. It is also the only PLTW Charter High School certified in the Bio-Medical field.

Labster: CCA is the only High School using Labster, a lab simulator for Advance Placement Biology used by many elite universities.

Athletics: With the Governing Board's assistance, the school administration has turned what was a large empty lot into a combined football/soccer field and a first-class softball field. Additional areas for our students to enjoy physical education and recess were created and unsafe buildings were removed.

There are many more achievements for CCA during the last 5 years than I can elaborate on here and I believe that without my participation as a Governing Board member some of those things would not have been accomplished.

CORNERSTONE CHARTER ACADEMY  
CORNERSTONE CHARTER ACADEMY HIGH SCHOOL  
Governing Board Candidate Application

MAR 30 '17 PM 2:07

Date: 3-29-2017

Name: Michael John Espinosa  
First Middle Last

Home Address: 5308 Chiswick Circle Belle Isle Florida 32812  
(Street) (City) (State) (Zip)

Phone: 407-367-9077 E-mail: michael.espinosa@myiccf.com

Employer Name: Insurance Consultants of Central Florida

Title / Position: Vice President of Employee Benefits

Type of business or organization: Insurance and Risk Management

Do you have any children attending Cornerstone Charter Academy? Yes

Are you willing, if selected, to be fingerprinted and subjected to a criminal background check?  Yes  No

Please Check each area of expertise you would contribute to the board:

- Community Service
- Fund Raising
- Marketing
- Parent Involvement
- Education
- Law
- Personnel
- Finance
- Management
- Public Relations
- Grant Writing
- Other (please specify)

Please tell us anything else you'd like to share: My previous board positions are with my neighborhood HOA as a past President and Treasurer. I served two seasons on the board of directors at South Orlando Babe Ruth as the T-Ball Director. I served as President of the Citrus Civitan in 2008-2009 fiscal year.

**\*\*Please attach a resume / curriculum vitae to this application.**

**Thank you very much for applying**

Please return this application to Kelly Mallon (Board Liaison) [kmallon@academica.org](mailto:kmallon@academica.org)

# MICHAEL J. ESPINOSA, LUTCF, FSS

## OBJECTIVE

---

To pursue a position on the governing board for Conerstone Charter Academy.

## PROFESSIONAL EXPERIENCE

---

2001 – Present Insurance Consultants of Central Florida Winter Park, FL  
*Vice President of Employee Benefits*

- Manage a book of group insurance accounts with approximately \$300,000 in agency revenue.
- Create sales opportunities with new prospects.
- Selling individual executive benefits.

1998 – 2000 Actna, Inc. Altamonte Springs, FL  
*Account Manager*

- Manage renewals and solve service issues for about 100 Aetna group insurance clients.
- Solicit group life and dental insurance sales on existing business accounts.

1996 – 1998 Actna, Inc. Hartford, CT  
*Customer Service Representative*

- Assist plan sponsors, brokers and internal sales force with enrollments.
- Troubleshoot and correct billing issues for Aetna customers.

## EDUCATION

---

2004 – Present Rollins College Winter Park, FL

- Completing my B.A. in Communications.

1993 – 1996 Central Connecticut State University New Britain, CT

- 83 credits completed and transferred to Rollins College

## BOARD OF DIRECTOR POSTIONS

---

- Past President and Treasurer for the Windsor Place Homeowners Association
- Former T-Ball Director for South Orlando Babe Ruth
- Past President of Citrus Civitan

E-MAIL: ESPI32812@ATT.NET

5308 CHISWICK • ORLANDO, FL 32812 • PHONE (407) 367-9077

CORNERSTONE CHARTER ACADEMY  
CORNERSTONE CHARTER ACADEMY HIGH SCHOOL  
Governing Board Candidate Application

Date: April 4, 2017

APR 5 '17 PM 12:40

Name: Shayan Vyas ,MD  
First Middle Last

Home Address: 4221 Isle Vista Ave Belle Isle, FL 32812  
(Street) (City) (State) (Zip)

Phone: 407-694-2070 E-mail: Shayanvyas@gmail.com

Employer Name: Nemours Children's Hospital

Title / Position: Pediatric Intensivist, Assoc Prof of Pediatrics, Medical Director of Telemedicine

Type of business or organization: Healthcare

Do you have any children attending Cornerstone Charter Academy? no (my son is 2 years old)

Are you willing, if selected, to be fingerprinted and subjected to a criminal background check ?  Yes \_\_\_ No

Please Check each area of expertise you would contribute to the board:

- Community Service
- Fund Raising
- Marketing
- Parent Involvement
- Education
- Law
- Personnel
- Finance
- Management
- Public Relations
- Grant Writing
- Other (please specify) Healthcare/Medicine

Please tell us anything else you'd like to share: Medical Director of Nemours Telemedicine

We are currently setting up School based telemedicine - to help students at school

**\*\*Please attach a resume / curriculum vitae to this application.**

**Thank you very much for applying**

Please return this application to Kelly Mallon (Board Liaison) [kmallon@academica.org](mailto:kmallon@academica.org)

Shayan T. Vyas, MD  
4221 Isle Vista Ave  
Orlando, FL 32812  
shayanvyas@gmail.com  
407-694-2070 (mobile)

## CURRICULUM VITAE

**Critical Care Medicine** Oct 1, 2012 - present  
**Pediatric Critical Care Attending**  
Nemours Children's Hospital  
13535 Nemours Parkway Orlando, FL 32827  
407-567-3825 office

Chief/PICU Director – Dr. Adalberto Torres  
(al.torres@nemours.org)

**Telehealth Medical Director Nemours Florida** Jan 2015 – present

**Chief Of Nemours Care Connect** Oct 2015 – present  
24/7 Nemours telemedicine Direct To Consumer Program

**KidsHealth.com** Oct 2015 – present  
Medical Author and medical contributor

**Associate Professor of Pediatric Medicine** Oct 2012 – present  
University of Central Florida College of Medicine

### **TRAINING**

**Pediatric Critical Care Fellowship** 2009-2012  
Miami Children's Hospital  
3000 SW 62<sup>nd</sup> Ave  
Miami, FL 33155

**Holtz Children's Hospital – University of Miami** 2009-2012  
Division of Pediatric Surgery/Transplant/Burns  
1611 NW 12<sup>th</sup> Ave  
Miami, FL 33136

**Pediatric Residency** 2006 – 2009  
University of Florida, Jacksonville  
Howard Building, Suite 614  
800 Prudential Dr. Jacksonville, FL 32207  
(904) 202-4210

## **EXPERIENCE**

### **Currently Full Time Staff at Nemours Children's Hospital**

Working full staff member at NCH Intensive Care Unit. Full Critical Care and Per Diem Emergency Department privileges: includes sedation, diagnostic ultrasound, and therapeutic/interventional procedures.

Medical Director of Telehealth Florida – involved in medical care, quality, and oversight of all telemedicine visits using multiple platforms (In-touch, Vidyo). Responsible for Implementation, providers, quality and control of multiple telehealth programs using Vidyo, American Well platforms in B2B, B2C, DTC as well telehealth program onboard Disney cruise-ships.

Extensive knowledge in building programs, EMR order-sets based on current evidence based medicine. Extensive medical experience in poisons (including envenomation and house-hold products) and ECMO.

### **General Pediatrics (per Diem)**

**2010 - 2012**

#### **Pediatric Associates**

4620 North State Road 7, Suite 316  
Lauderdale Lakes, FL 33319  
CMO – Dr. Rocky Slonaker  
954-895-1360

Worked Per Diem for large South Florida Private Pediatric Practice Group, examined and treated sick visit patients, performed well exams and provided General Pediatric Medicine coverage at more than 30 different offices throughout Miami-Dade, Broward and West Palm Beach Counties. Resigned in good standing to work Full-time at Nemours Children's Hospital Orlando.  
**Recommendations available**

## **EDUCATION**

Doctorate of Medicine (May, 21, 2005)

Bachelor of Science (May 2003)

Medical University of Americas (Nevis, West Indies)

P.O. Box 505

50 Graham Street

Gardner, MA 01440, (978) 632-1599

Universidad Iberomamericana (UNIBE) 1998-2002

Undergraduate Studies

Av. Francia No. 129, Gazcue 1-800-203-3562

Santo Domingo, Dominican Republic

Houston Baptist University 1996-1998

Undergraduate Studies

7502 Fondren Rd.

Houston Texas 770744 281-649-3000

## **LICENSE**

National Provider Identification	1073662789
DEA	FV1581520
Florida Medical License	ME105218
Delaware Medical License	CA-0011630
Pennsylvania Medical License	MD457628
New Jersey Medical License	25MA09959300
Maryland Medical License	D0081014

## **CERTIFICATIONS**

**BLS instructor, Certified**

**PALS instructor, Certified**

**NRP**

**ATLS Certification 8/31/10**

**ACLS Certification 9/28/10**

**Conscious Sedation Nemours Children's Hospital**

**PICC Line insertion Certified Miami Children' (*expired*)**



## **RESEARCH**

### **Co-Investigator National Emergency Airway Registry for Children (NEAR4KIDS)**

Multi-center, prospective registry for advanced airway management in Pediatric ICUs.  
The primary goal of the project is to improve advanced airway management practice for critically-ill children.

### **Primary Investigator – Pediatric Tracheotomy Study**

Presented at Society of Critical Care Congress Puerto Rico Jan 2013.

### **Co-Investigator “A Retrospective Chart Review and DMAIC Six Sigma Performance Improvement tool “**

Development of Patients on Apheresis in Miami Children’s Hospital from 1996 through 2008” Miami Children’s Hospital

## **COMMITTEE MEMBER**

Nemours Children’s Hospital Palliative Care Committee <u>Co</u> -Chair	2013-current
Nemours Children’s Hospital Credential’s Committee Member	2013-current
Nemours Children’s Hospital Ethics Committee Member	2013-current
Nemours Children’s Hospital PICU Discharge Multidisciplinary Member	2013-current
Nemours Children’s Hospital PICU Quality Improvement Committee <i>Former</i> Co-Chair	2013-2014
Florida American Academy of Pediatrics (FAAP) Telemedicine section	2014-current
American Academy of Pediatrics Section on Telemedicine	2014-current
American Telemedicine Association Section on Pediatrics	2014-current

## VOLUNTEER

Medical Reserve Corps Miami-Dade  
Former Full time Active member

2010-2012

The Medical Reserve Corps is a community-based group of medical and non-medical volunteers that are pre-identified, trained, prepared, and ready to respond to medical and public health emergencies

Project Medishare for Haiti  
Haiti medical volunteer – Pediatric Intensivist  
PO Box 381208 Miami, FL33238  
305-762-6448

Jan to March 2010

Hours following the 2010 massive 7.0 earthquake in Haiti in Jan 2010, **Project Medishare** had a team of doctors on the ground at the airport in Port-au-Prince. I took 3 total trips to Haiti working with United States Navy, Haitian Ministry of Health, and the United Nations on behalf of Project Medishare to coordinate and provide medical relief efforts in Port-au-Prince for Pediatric Trauma Patients. I work on board the USNS Comfort Medical Treatment Facility Ship, Transported very critical adult/pediatric patients on US NAVY Blackhawk helicopters, and stabilized/treated critically ill Haitians at Project Medishare base-camp. Managed and directed “base camp PICU”.

### **Red Cross Hurricane Katrina Volunteer**

2005

Volunteer in Houston’s Astrodome – provided medical assistance for displaced Hurricane victims.

## ACTIVE PROFESSIONAL ASSOCIATIONS

American Academy of Pediatrics (AAP)  
Florida American Academy of Pediatrics (FAAP)  
American Telemedicine Association (ATA)  
Pediatric Special Interest Group ATA (ATA Peds SIG)  
Society of Critical Care Medicine (SCCM)  
American Medical Association (AMA)  
Florida Medical Association (FMA)  
Orange County medical Society

## **PRESENTATIONS**

Multiple Podium/Panel Presentations (Domestic/International)	Oct 2015-present
Multiple Medical Student Lectures UCF Medical School	July 2013-Present
Society of Critical Care Congress San Juan Puerto Rico	Jan 2013
General Pediatric Resident Lectures	2009-2010
Miami Children's Life Flight Instructor. Director: Maria Fernandez Taught Advance Transport Medicine to RNs, Paramedics, and Residents involved in Air and Ground Pediatric/Neonatal Life Support Medical Transport.	2010-2012
PICU – ER Conference: Massive Transfusion Miami Children's Hospital;	Oct 14, 2010
Grand Rounds: Austism and the Vaccines Myth University of Florida Jacksonville;	July 9, 2008
Tumor Board, Nemour's Children's Clinic Jacksonville, Florida; <i>Medulloblastoma</i>	Sept. 10, 2007
Resident Education: Vesicoureteral Reflux University of Florida, Jacksonville	Aug. 27, 2008

## **PUBLICATIONS/MEDIA**

Multiple News Media: Nemours Care Connect

*Oct 2015-present*

Co-Author:

Simultaneous Acquired Self-limited Hemophagocytic Lymphohistiocytosis and Kikuchi's Necrotizing Lymphadenitis in a 16 year old teenage girl. A Case Report and Review of the Literature

Manuscript approved July 23, 2014 PCARE-D-14-00158 *Pediatric Emergency Care*

Orlando Sentinel Newspaper and Orlando WKMG 6 *interview*

**Infant dies after ingesting detergent pod**

August 15, 2013 Orlando Sentinel, WKMG 6

Author for *Extracorporeal Cardiopulmonary Support in Critical Care 4<sup>th</sup> edition Red Book*

Plasmapheresis2 Chapter Publication Accepted by the Extracorporeal Life Support Organization  
2800 Plymouth Rd Building 300, Room 303 Ann Arbor, MI 48109-2800

NEW YORK TIMES *interview*

Feb 10 2010– Pediatric Intensive Care in Haiti “For Haitian Children, A Crisis Escalates”

<http://video.nytimes.com/video/2010/02/09/world/americas/1247466937637/for-haitian-children-a-crisis-escalates.html>

NEW YORK TIMES

Feb 8, 2010 Paperwork Hinders Airlifts of Ill Haitian Children

Interviewed Ian Urbina

Vaccines Do Not Cause Autism

*The Florida Times-Union* July 18, 2008

UF player is a Role model to our children (Tim Tebow)

*The Florida Times-Union* Dec 12, 2007

## **AWARDS**

*Life Alliance Organ Recovery Agency (LAORA) Luminaire Award*

**Physician of the Year 2010 (South Florida)**

## **LANGUAGES**

English, Spanish, Gujarati

## **HOBBIES, PERSONAL INTERESTS, GOALS**

I enjoy playing team and individual sports, I love to scuba dive –on my spare time I’m a certified rescue scuba diver. I enjoy reading and I love to cook! I’m passionate about childhood obesity prevention and Vaccine advocacy.

I’m extremely passionate on working in crisis situations by providing medical aid and leadership in trauma/disasters. I enjoying teaching medicine to medical students, resident, and fellows. Clinically - I’m very interested in pulmonary ventilation, ECMO, Plasmapheresis, and Scuba Diving medicine, tropical medicine and traumatic brain injuries. As a faculty member of the University of Central Florida’s College of Medicine – I mentor and teach Pediatric Medicine.

I’m a huge Football fan of the Houston Texans and the Florida Gators. On my free time, you will find me with my wife and our son with our dog (Marley- a 7yr old chocolate Labrador retriever) spending time together on or near the water. My hobbies includes growing organic herbs/vegetables for my family to eat –every meal (or adult beverage) served in our house has ingredients grown in our garden. I’m a patient advocate and I treat my patients as if they are my own children.

Currently, along with my clinical duties in the Pediatric Intensive Care Unit- I’m the medical director for Florida Telehealth which includes Nemours Direct to consumer programs as well as multiple different telemedicine projects throughout Nemours Children’s Enterprise, including the first Urgent Care DTC Pediatric Telemedicine program in the US. I’m working with device companies, software companies, and multiple commercial/health care partners to produce high level advanced Pediatric telehealth care. To date, I’ve served as a provider for more than 100 hours of pediatric telemedicine directly to consumers on Nemours Care Connect as well as providing medical leadership for project workflows, Epic integration, medical care, and quality and performance review. I’m a member of the ATA Pediatric Special interest group (SIG) at the same time serving on the American Academy of Pediatrics’ section on telehealth (APP SOTC) nationally as well as serving on the Florida chapter American Academy of Pediatric (FCAPP) committee on Telemedicine.

My career goals including - volunteer work during natural disasters locally, nationally, and internationally. I want to make an impact in the world by advance Pediatric telemedicine and improve globally pediatric healthcare worldwide.

CORNERSTONE CHARTER ACADEMY  
CORNERSTONE CHARTER ACADEMY HIGH SCHOOL  
Governing Board Candidate Application

Date: April 4, 2017

APR 5 '17 PM 12:40

Name: Lora Brannan  
First Middle Last

Home Address: 7414 Lake Dr Orlando FL 32809  
(Street) (City) (State) (Zip)

Phone: 407 484 2882 E-mail: lorabran80@gmail.com

Employer Name: OCPS

Title / Position: Teacher / Language Arts 10<sup>th</sup> grade

Type of business or organization: Public education

Do you have any children attending Cornerstone Charter Academy? Not yet

Are you willing, if selected, to be fingerprinted and subjected to a criminal background check?  Yes  No

Please Check each area of expertise you would contribute to the board:

- Community Service
- Fund Raising
- Marketing
- Parent Involvement
- Education
- Law
- Personnel
- Finance
- Management
- Public Relations
- Grant Writing
- Other (please specify)

Please tell us anything else you'd like to share: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**\*\*Please attach a resume / curriculum vitae to this application.**

Thank you very much for applying

Please return this application to Kelly Mallon (Board Liaison) [kmallon@academica.org](mailto:kmallon@academica.org)

# Lora Brannan Teacher

---

7414 Lake Drive Orlando, FL 32809

407.484.2882

Lorabran80@gmail.com

---

## Skills

Finding solutions to conflicts that arise due to competing demands; working within a set budget; setting goals, and organizing and planning to achieve goals, specifically student learning goals; effectively collaborating with colleagues and the community to improve student achievement

---

## Experience

### William R. Boone High School 10th Grade Language Arts Teacher

August 2015 - PRESENT, Orlando, FL

-Teach tenth grade Language Arts classes to students with academic backgrounds varying from deaf/hard of hearing, to special education, to gifted.

-Piloted the use of computers in the classroom prior to becoming a One-to One school.

### West Orange High School / Language Arts Teacher and Department Chair

November 2004- May 2015, Winter Garden, FL

-Language Arts Department Leader from 2007-2014.

-Responsible for: gathering and disseminating information for the 27 Language Arts teachers; coordinating and publishing courses for each upcoming school year; hiring Language Arts teachers; fund raising and balancing budget for department supplies;

-Involved in the writing the goals for the writing and reading portion for the School Improvement Plan each year.

---

## Education

### Flagler College/ B.A.

August 1998 - May 2002, St. Augustine, FL

Degrees in English Literature and Art History

Public Relations Internship with Leigh Cort Publicity, St. Augustine, FL

---

## Awards

Nominated for Teacher of the Year twice and won in 2014.

National Beta Club Teacher of the Quarter

Two Principal awards for leadership

Many thank you letters from parents and students

**CORNERSTONE CHARTER ACADEMY  
CORNERSTONE CHARTER ACADEMY HIGH SCHOOL  
Governing Board Candidate Application**

Date: 4/9/17

APR 10 '17 AM 10:52

Name: David Charles Evertsen  
First Middle Last

Home Address: 5131 Saint Michael Avenue  
(Street) (City) (State) (Zip)

Phone: 407-851-3886 E-mail: david@evertsen.com

Employer Name: ADDSystems

Title / Position: IT Manager

Type of business or organization: Petroleum Software/ Accounting

Do you have any children attending Cornerstone Charter Academy? YES

Are you willing, if selected, to be fingerprinted and subjected to a criminal background check?  Yes  No

Please Check each area of expertise you would contribute to the board:

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Community Service | <input type="checkbox"/> Management                        |
| <input checked="" type="checkbox"/> Fund Raising      | <input type="checkbox"/> Public Relations                  |
| <input checked="" type="checkbox"/> Marketing         | <input type="checkbox"/> Grant Writing                     |
| <input type="checkbox"/> Parent Involvement           | <input checked="" type="checkbox"/> Other (please specify) |
| <input type="checkbox"/> Education                    | <u>Athletics</u>   |
| <input type="checkbox"/> Law                          |  |
| <input type="checkbox"/> Personnel                    |  |
| <input type="checkbox"/> Finance                      |  |

Please tell us anything else you'd like to share: St. Mary's Preschool Board Pres 97-2003

Shenandoah ES SAC Member 2003/ Pres 2004 - PTA Presiden 2004-2005 2005-2006

Professional Photographer shooting HS Sports/ College Sports including UCF/ Atlantic Sun/ CUSA/BigSouth Conferences

**\*\*Please attach a resume / curriculum vitae to this application.**

Thank you very much for applying

Please return this application to Kelly Mallon (Board Liaison) [kmallon@academica.org](mailto:kmallon@academica.org)



Resume  
David C. Evertsen  
[david@evertsen.com](mailto:david@evertsen.com)

**OBJECTIVE:** To obtain a responsible position in a company where my experience, accomplishments and proficiency will allow me the opportunity for growth.

**HARDWARE:** IBM - RS6000 models, PC Desktops, Servers, Laptops, Printers, 3164, 3151, 3153 RS-232c dumb terminals.

Lexmark – Printers, Ethernet Print Servers

Compaq – Servers, Desktops, Laptops.

HP – Servers, Desktops, Printers, Ethernet Print Servers.

**SOFTWARE** IBM – AIX/RS6000 v3.1 – v6.0

SCO – XENIX, Unix, Open Server Operating Systems , Unixware

Microsoft – DOS, Windows 3.1, 95, NT 4.0 (Workstation and Server), 2000 (Server and Professional), XP (Professional and Home), 2003 Server, Office 95, 97, 2000 XP, Visual Basic, IIS 4.0-5.0 , FrontPage 98, 2000, XP, Exchange Server 5.5 2000, MS-Mail 3.2, and Proxy Server 2.0 -

Redhat Linux – V3-6.5

**COURSES** IBM AIX/RS6000 System Administration, Advanced System Administration, TCP/IP Networking.

Microsoft- Windows95 for Users, Windows NT 4.0 - System Administration, Core Technologies, Enterprise Technologies, Network Essentials., Implementing Microsoft Windows 2000 Professional and Server

Microsoft MCP Test Passed - 70-210 Installing, Configuring, and Administering Microsoft Windows 2000 Professional

Novell 3.12 - System Administration Level II.

SCO – XENIX System Administration

Redhat Linux Administration

## EXPERIENCE:

2008 – Present **Phabulous Photos**, Orlando, Florida.

### **Free Lance Sports and Event Photography**

Clients include:

- Atlantic Sun Conference – Golf, Basketball, Volleyball, Soccer, Track and Field, Hall of Fame Banquet
- Big South Conference – Track and Field, Basketball
- Southern Conference – Track and Field, Basketball
- Conference USA – Track and Field
- Atlantic 10 – Golf
- University of Central Florida – Basketball, Football, Baseball, Cross Country, Golf
- Florida Gulf Coast University – Basketball, Soccer
- Local High schools in including but not limited to Boone, Cornerstone, Dr. Phillips, Bishop Moore, PCCA, Lake Highland Prep
- Yow Dance, Dr Phillips Dance Magnet, Luv 2 Dance Dance Competitions, Dance America and Danza Dance Competitions
- Conway News – Sports Photographer shooting local HS sports as well as all Major Orlando Bowl games for the past 4 years Bay Hill Golf Tournament, UCF Sports.
- Many local charity events including Foundation for Fighting Blindness Vision walk and the CURENF Cupid's Undie Run.

NCAA Conference Sports Championships for Golf, Soccer, Indoor and Outdoor Track and Field , Basketball all for both Mens and Womens Sports

1989 – Present **ADD Systems - PETROLEUM SOFTWARE & SERVICES**, Orlando, Florida.

### **Hardware Support**

Duties include:

- Take customer support calls, trouble shoot and solve operating system, computer, terminal, network and printer problems over the phone.

- Work with software support to resolve problems in a timely manner.
- Prioritize calls according to severity.
- Dispatch appropriate service providers if necessary.
- Build new customer computers, load AIX or SCO Unixware , Windows 2008 and 2012 server and ADD South Software, verify all terminals, printers and network connections work. Install at customer site if necessary.
- Advise customer of network and serial cabling requirements. Install if needed to complete on-site installations.
- Develop and implement plans for existing customers for upgrading to newer systems and minimize downtime.
- Contact vendors for technical support if unable to resolve problems from within ADD South support.

### ***System Administrator***

Duties Include:

- Maintain and support 1 IBM RS6000 model 520 running AIX V5.3. Used for support of customers and testing, the other being used for development staff, both running TCP/IP.
- Support 6 Virtual servers running Windows 2000- 2012 Server and Windows XP Pro/7 for approximately 50-60 users, including 3com access builder remote access device for customer support system. Cisco VPN concentrator for remote access.
- Build, maintain and support 50-60 users desktop and laptop PC's running Windows 7 and Microsoft Office 2010.
- Maintain and support Shoretel telephone system including cabling if necessary.

1986 - 1988

**MICRO SUPPLY COMPANY**, Orlando, Florida.

### ***Assistant Service Manager***

Duties included:

- Assembled, serviced, and installed PC and AT personal Computers.

- Repaired Dot Matrix and Daisy Wheel Printers.

1982 - 1986 **CREATIVE COMPUTER CENTER** Orlando, Florida

***Computer Technician***

Duties included

- Serviced and installed IBM, Apple, Epson, IDS, Compaq Computers, and Dot Matrix and Daisy wheel Printers.

1981 - 1982 **WINN-DIXIE STORES, INC.**, Orlando, Florida.

***Grocery and Frozen Food Clerk.***

EDUCATION: **VALENCIA COMMUNITY COLLEGE**, Orlando, Florida.

Associate of Science in Electronics Technology.

Graduated December 1988.

COMMUNITY:

1996 - Present **ST. MARY'S CHURCH PRESCHOOL** Orlando, Florida.

***Board of Directors***

- School Year 1996 – 1997 Member Board of Directors and Budget Committee.
- School Year 1997 – 1998 President Board of Directors
- School Year 1998 – 1999 President Board of Directors
- School Year 1999 – 2000 President Board of Directors
- School Year 2000 – 2001 President Board of Directors
- School Year 2001 – 2002 President Board of Directors

- School Year 2002 – 2003 President Board of Directors
- School Year 2003 – 2004 President Board of Directors

2002 - 2006

**SHENANDOAH ELEMENTARY SCHOOL**, Orlando, Florida.

- School Year 2002 – 2003 Member School Advisory Committee
- School Year 2003 – 2004 Co-Chair School Advisory Committee
- School Year 2004 – 2005 PTA President
- School year 2005 – 2006 PTA President

REFERENCES: Available upon request.

CORNERSTONE CHARTER ACADEMY  
CORNERSTONE CHARTER ACADEMY HIGH SCHOOL  
Governing Board Candidate Application

APR 17 '17 AM 9:22

Date: 4-13-2017

Name: Nicholas Adam Fouracre  
First Middle Last

Home Address: 3618 Mothbury drive Belles Isle FL 32812  
(Street) (City) (State) (Zip)

Phone: 321-278-4954 E-mail: nich@4acre.com

Employer Name: Self Employed - 4ACRE Realty

Title / Position: Founder

Type of business or organization: Real Estate

Do you have any children attending Cornerstone Charter Academy? Yes, Cameron + Savannah

Are you willing, if selected, to be fingerprinted and subjected to a criminal background check?  Yes  No

Please Check each area of expertise you would contribute to the board:

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Community Service  | <input checked="" type="checkbox"/> Management       |
| <input checked="" type="checkbox"/> Fund Raising       | <input checked="" type="checkbox"/> Public Relations |
| <input checked="" type="checkbox"/> Marketing          | <input checked="" type="checkbox"/> Grant Writing    |
| <input checked="" type="checkbox"/> Parent Involvement | <input type="checkbox"/> Other (please specify)      |
| <input checked="" type="checkbox"/> Education          |  |
| <input type="checkbox"/> Law                           |  |
| <input type="checkbox"/> Personnel                     |  |
| <input checked="" type="checkbox"/> Finance            |  |

Please tell us anything else you'd like to share: I have served on the City of Belle Isle Planning + Zoning Board for almost 6 years and currently serve as Chairman

**\*\*Please attach a resume / curriculum vitae to this application.**

Thank you very much for applying

Please return this application to Kelly Mallon (Board Liaison) [kmallon@academica.org](mailto:kmallon@academica.org)



**Nicholas Fouraker**, a Florida native and fourth generation real estate entrepreneur is the co-founder of 4 ACRE Realty LLC along with his partner and wife Amy Fouraker. While Amy leads the residential division, Nicholas serves as the CEO of 4 ACRE Commercial. With ten years of experience in commercial real estate predating the Great Recession, Nicholas' exceptional market knowledge and creative negotiation skills have distinguished him as a leader in the Central Florida commercial real estate community - and beyond.

In his first position, Nicholas worked with the developer of the Creative Village, Craig Ustler, at the commercial brokerage division of the Ustler Group of Companies - LitiSpace Orlando. As the recession loomed, Nicholas joined Colliers International's office team where he began transacting and received invaluable exposure to the operations of one of the world's leading firms. Nicholas continued his professional evolution several years later when he joined the boutique firm, First Capital Property Group, where he received his first leadership role and transformed the firm's brokerage arm.

Nicholas' successes caught the attention of BishopBeale's CEO Michael E. Beale, who offered him a starring role as a director. During his almost six-year tenure, Nicholas created and lead the firm's first office team, providing transactional services on behalf of landlords, owners, buyers, and tenants of office properties. Through Nicholas' efforts, BishopBeale began offering multi-market corporate services in 2014, expanding into new markets, such as other major cities in Florida, North Carolina, Washington D.C., Rhode Island, and California.

After gaining exceptional experience during his first ten years in the industry, Nicholas followed his dreams of opening a firm with his wife to provide commercial and residential real estate services with unparalleled resources, meaningful relationships, and unique ingenuity. They're committed to transforming their clients' lives, communities, and beyond.

Although Nicholas has accumulated a total transactional volume in excess of \$120 million, he firmly believes his success lies in the relationships - not the transactions - that he creates and nurtures with his clients.

#### Professional Affiliations

- Commercial Investment Real Estate (CIRE) Member
- National Association of Industrial and Office Properties (NAIOP) Member
- National Association of REALTORS Member
- City of Belle Isle Planning and Zoning Board

#### Notable Transactions

- Victory Tailgate: 76,461 Total SF
- Bonnie Corporation: 25,000 SF - Office Lease
- Rissman, Barrett, Hunt, Donahue & McLean, P.A.: 20,959 SF - Office Tenant Representation
- Waterstone Mortgage: 15,000 SF - Office Lease
- Kavalon: 30,000 Total SF Tenant Representation

#### Awards

- EnStar Power Broker (2014)
- Bishop Beale Top Producer (2015 & 2016)

#### Volunteer Contribution

- YMCA Coach since 2012
- Soccer - boys and girls
- Flag Football
- Basketball





**Matthew D. Brannon**  
7219 Lake Drive  
Orlando, FL 32809  
(321) 695-8500  
Mbrannon2092@gmail.com

---

### **EXECUTIVE EXPERIENCE**

Over twenty five years of experience in management, product design, national account sales, strategic planning, budgeting, forecasting and sales force management.

*Solid knowledge and experience in:*

- National Account Sales
  - Strategic planning
  - Organizational Structuring
  - Contractual Negotiation
  - Sales force creation and management
  - Supplier Partnerships
  - Product Design
  - Trade show planning and execution
  - Budgeting and Financial Plans
  - Licensing and Branding Strategies
- 

### **PROFESSIONAL HISTORY**

#### **STORKCRAFT MANUFACTURING, INC., BRITISH COLUMBIA, CANADA (2012 – Present)**

*The current largest producer of baby furniture, cribs and gliders in the world. Manufacturing under brands Storkcraft, Graco, Broyhill, Thomasville, Status and other leading furniture brands.*

##### **President**

Have grown Storkcraft from \$52,000,000 to nearly \$100,000,000 in 3 ½ years. Expanded global production to 27 factories in 5 countries and re-established Storkcraft as the #1 online supplier for children's furniture. Worked with all dot com and retail national accounts and manage extensive sales network. Travel extensively domestically and internationally.

#### **DELTA ENTERPRISES, INC. NEW YORK, NY (2003 – 2012)**

*The largest United States supplier of wood, licensed products for the children's and juvenile consumer market.*

##### **DIRECTOR OF Wood Furniture**

Created a cohesive product line utilizing 20 factories in 9 different countries. Increased sales from \$46MM in 2004 to \$108MM in 2011. Sold product in nearly every national account in United States, Worked with overseas factories on design, materials, testing and fulfillment. Extensive travel.

#### **STORKCRAFT MANUFACTURING, INC., BRITISH COLUMBIA, CANADA (2000-2003)**

*An importer and manufacturer of wood products for the children's and juvenile consumer market.*

##### **VICE PRESIDENT OF SALES & MARKETING – UNITED STATES**

Created a sales representative sales force. Developed a cohesive line strategy that increased sales in 2003 from \$880,000 to \$34,000,000 in 2003. Developed internet strategy and became largest supplier of juvenile furniture in the industry. Established overseas manufacturing process. Responsible for National Account sales, Internet and Specialty Store Sales.

#### **GENERATION 2 WORLDWIDE, DOTHAN, AL (1997-2000)**

*Generation 2 Worldwide an importer and manufacturer of wood products for the children's and consumer market*

##### **VICE PRESIDENT OF SALES**

Responsibilities included organizational development of sales staff that included 3 regional sales managers and 10 sales representatives. Created a Sales and Operations Planning process to increase sales and reduce inventory. Increased EBITDA by 5%. Chairman of Technology committee overseeing MIS department. Increased sales from \$17,000,000 to \$36,000,000.

---

### **EDUCATION**

#### ***BS, Marketing, Economics, University of Florida, Gainesville, FL* 1990**

Commitment to sales and managerial excellence participating in numerous seminars and courses including UCF Advanced Negotiations 2015, Harvard Business Training 1998; Leadership Development Program, 1999; Robert W. Baird Financial Advisor Training and Licensing, 2000; How to Plan & Implement a Total Quality Management Program, 2002



**CITY OF BELLE ISLE, FLORIDA  
CITY COUNCIL AGENDA ITEM COVER SHEET**

**Meeting Date:** April 18, 2017

**To:** Honorable Mayor and City Council Members

**From:** B. Francis, City Manager

**Subject:** Belle Isle Neighborhood Grant (BING) Policy

**Background:** Belle Isle Neighborhood Grants (BING) provide funding for neighborhood improvements that address neighborhood needs and improve the quality of life in City of Belle Isle neighborhoods. The purpose of the grant program is to provide the neighborhood organization with resources to implement neighborhood enhancement projects that the neighborhood would not normally be able to fund.

At the April 4 Council Meeting, Council directed the City Manager and City Attorney to review and revise the policy on BING Grants. This revision included a process for multiyear allocation for larger projects, prohibited uses or expenses, and disbursement of funds.

So Council can see the changes made, a red line draft of the BING policy is attached for Council review.

Once the policy is adopted, then review the BING application as presented by the Mayor at the last meeting.

**Staff Recommendation:** Council adopts the revised policy by motion.

**Suggested Motion:** I move that we adopt the changes made to the BING Policy. After discussion of the current BING application: I move we approve the submitted BING Application.

**Alternatives:** Do not adopt the policy as written and provide further direction or suggest changes that would allow for the policy to be adopted.

**Fiscal Impact:** 2016-2017 Budget authorizes \$70,000 total: \$10,000 per District

**Attachments:** Red-line draft of BING policy

## BELLE ISLE NEIGHBORHOOD GRANT “BING” PROGRAM GUIDELINES

1. ~~1.~~ **Definition:** **Only** Neighborhood improvement projects in the municipal limits for the City of Belle Isle proposed by a group of homeowners or by neighborhood or homeowners’ associations within registered and operating the limits of the City of Belle Isle shall be considered and eligible for funding under this program.

### PROJECT CRITERIA

2. In order to be eligible, proposed neighborhood projects **must** ~~shall~~ :
  - a. ~~Take place~~ **Located or take** place within the boundaries of the city or its contiguous right of way within Belle Isle City limits.
  - b. Provide a public benefit to the neighborhood;
  - c. **Shall not endorse or promote any religious or political affiliation or beliefs;**
  - d. Involve neighborhood residents directly in all phases;
  - e. **Limited to capital improvements, and not** ~~Not use grant funds to supplant the~~ association’s operating expenses or budget, or fees and costs of consultants, attorneys or accountants or any other professional;
  - f. Not conflict with or modify, but may supplement, existing or proposed public improvement projects (Curb, sidewalk, drainage structures or pipes, utilities), unless approved by the City Manager or City Council or programs;
  - g. Represent the neighborhood property owners;
  - h. Designate a person, association, or a responsible entity to perform the administration and maintenance **for the next ten years.**
  - i. The maintenance effort cannot be counted as part of the applicants match. It is NOT the intent of this grant program for the City to provide or pay for future maintenance.
  - j. Be able to award construction contract within 1 month of grant —allocation approval by City Council
  - k. Provide a 50/50 match of the total cost of the project, including cash, volunteer effort, materials, or any combination (based upon availability) **of these**
  - l. Provide project cost estimate and project schedule. Petitioners must use Orange County estimate forms.
  - m. Sign letter of agreement with City assuming all liability, insurance, maintenance and holding city harmless; letter of agreement will provide applicant with city’s acceptance of project and confirmation of project grant allocation.
  - n. In-kind contributions received by the neighborhood shall be considered as part of the project cost at full market value. Such contributions shall include items of the total project cost when provided by residents possessing specific skills as an in-kind contribution (i.e. a licensed plumber providing plumbing work at a discounted rate or at no charge; a lawyer

rendering legal services, a surveyor providing survey work. Non-skilled labor contributions are allowed to benefit the project at the minimum hourly wage. Federal labor and wages will apply.

- o. Neighborhood improvement grants shall be limited to \$3,000.00 per District per year. A District Commissioner may agree to hold over any spending on one year to the next year, so long as the next year is in the remaining term of the Commissioner.
- p. Prior to receipt of a grant through this program. Applicants shall make every effort to secure funding from Orange County neighborhood grants before consideration will be given to their application. Grants are limited to one per year per neighborhood.

## TYPES OF PROJECTS

3. The types of projects include but not limited to capital improvements ~~By way of example, but not limited to tot lots;~~ playground and minor park improvements; benches; neighborhood beautification; neighborhood identification signs, neighborhood walls and fences, landscaping of common areas, common area improvements, irrigation of common areas landscaping, lighting, etc.
4. All projects will be conducted in accordance with all applicable federal, state and local laws. Those having projects involving private property must have the written permission of the property owners involved. **It is the responsibility of the grant recipient to obtain any permits normally required (e.g. building permits).**
5. Applications will be evaluated on: Based on the sole discretion of the City Council District Commissioner for the District grant but shall consider:
  - a. \_\_\_\_\_ The quality and scope of the proposed project;
  - b. \_\_\_\_\_ Level of neighborhood participation in the project;
  - c. \_\_\_\_\_ Need for the project, and;
  - c. \_\_\_\_\_ Neighborhood's matching contribution.

### 6. Requirements

- ~~a1~~ a- To participate in the BING, associations must;
  - b. meets all requirements listed in item 1. Definition;
  - c. meets all requirements under eligible projects;
  - c. have its board or membership vote and approve the grant application (if applicable) before submitting the grant;
  - d. submit the proposed Project Budget (projected expenses and contributions), Project Title Plan/Timeline, Volunteer Hour Pledge Sheets, documentation of the required match, and a copy of the association's meeting minutes reflecting the membership vote of approval for the grant (if applicable) or petition of support from majority of affected residents;
  - e. One bid required for mini grants \$1,500 or less and, three ; and ~~Three~~ bids required for grants over \$1,500.
6. Payment
  - a. City Manager shall review and approval all payment under this Projgram, when a detailed budget is submitted, invoices are provided and W-9s are signed and delivered for any check greater than \$600.00 made out to an individual.

2. Submit the completed BING application to the City Manager  
City of Belle Isle City Hall  
1600 Nela Avenue  
Belle Isle, Florida, 32809.
3. Application for funding shall include a description of the project or improvement that is to be made, budget for the project (which includes in-kind contributions and projected costs, project plan which estimates amount of time from start to completion of project), and evidence of support for project through signature petition of majority of residents in impacted area.
4. For the purposes of determining the maximum matching grant money for which a project is eligible the applicant must document residents' volunteer labor at minimum wage, in-kind donations at actual retail value, and skilled labor at normally billed hourly rate.
5. The City Council will consider each project individually on its own merit and determine if the project shall receive funding and the level of financial support warranted. The maximum per district for any one project shall be \$3,000.00 on a dollar for dollar (50/50) match.
6. Grant monies may be paid by the City directly to vendors for services or materials or at the end of the project to the homeowners' group in reimbursement for monies expended, provided sufficient supporting documentation is provided.
7. The intent of the minor project grant program is to provide assistance for neighborhood improvements to as many neighborhood groups within the City as possible. Due to funding limitations there is no guarantee any project will receive the maximum grant. Rather, it is the intent of this program to ensure that as many qualified projects as possible receive some level of financial support.
8. Applications shall be submitted to the: City Manager  
Belle Isle City Hall  
1600 Nela Avenue  
Belle Isle, Fl. 32809
9. For more information call: ~~Keith Sevens~~ Bob Francis, City Manager  
Phone: 407-851-7730



**CITY OF BELLE ISLE  
NEIGHBORHOOD PRIDE GRANTS  
2013-2014 Grant Application**

Submit the original application along with any attachments to The City of Belle Isle, 1600 Nela Avenue, Belle Isle FL 32809. Grants will be awarded on a first come, first served basis by district.

PLEASE PRINT

**Applicant Contact Information**

Applicant Organization Name: \_\_\_\_\_

Project Contact Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State \_\_\_\_\_ Zip \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**ALTERNATIVE CONTACT INFORMATION**

Alternate Contact Name: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**GRANT INFORMATION**

Type of Project — please select all that apply:

- |   |  |
|---|--|
| <input type="checkbox"/> Landscaping  | <input type="checkbox"/> Fountains   |
| <input type="checkbox"/> Reader Board Sign  | <input type="checkbox"/> Other (please explain)                                |
| <input type="checkbox"/> Ground Lighting  | <input type="checkbox"/> Project Street Address or Nearest Intersection: _____ |
| <input type="checkbox"/> Wall/Fence pressure washing and or painting                    |  |
| <input type="checkbox"/> Irrigation "Repairs"   |  |
| <input type="checkbox"/> Total amount of project: _____                                 |  |
| <input type="checkbox"/> Grant amount requested: _____                                  |  |
| <input type="checkbox"/> Neighborhood participation amount (remainder of Invoice) _____ |  |

**PROJECT INFORMATION**

Please provide the answers to the following questions.

1. Description of the Project. - This summary should provide an overview of the entire project; include what improvements will be constructed, installed, or applied. Remember to demonstrate the need for the project.  
 \_\_\_\_\_  
 \_\_\_\_\_
2. State the location and land ownership of the proposed project - Is the project on public property? (Right-of-way use agreement/permit will be required.) Please state the exact location of the project, including an address or cross streets.  
 \_\_\_\_\_  
 \_\_\_\_\_
3. Attach 2-5 photos, and include a brief description of each photo. Please also provide the original color photos.
4. Project Maintenance: Describe how the property has been maintained in the past, and how the project will be maintained and by whom after it is completed.  
 \_\_\_\_\_  
 \_\_\_\_\_
5. Describe why this project is important to the community. Provide a brief summary of how the project will enhance the quality of life in the community. How will this project empower your organization to work together to accomplish common goals and objectives? (i.e., to improve neighborhood communication and participation).  
 \_\_\_\_\_  
 \_\_\_\_\_

**BING TEAM ROSTER**

Each organization is required to have at least a 3 to 5 member team who will help plan and implement your community project. Team members will be required to sign the team member roster as a part of the grant application. Each team member must indicate his or her role/responsibility on the team.

PRINT NAME & SIGNATURE	ADDRESS/PHONE/EMAIL	ROLE/RESPONSIBILITY
Print		
Signature		
Print		
Signature		
Print		
Signature		
Print		
Signature		
Print		
Signature		

**SUGGESTED TEAM ROLES:** PROJECT MANAGER, — Team Captain. Responsible for leading project, getting a group consensus on which project the group wants to pursue. ASST PROJECT MANAGER — Co-Captain. Will work in concert with the project manager and assist obtaining quote(s) once the project idea has been decided upon. This position can also serve as the "Fund Watcher monitoring project expenses. APPLICATION WRITER — will work with project manager in organizing and developing BING application and submitting final report and pictures upon completion of project.

**BELLE ISLE NEIGHBORHOOD GRANTS (BING) 2013-2014**

<b>BUDGET AND GRANT REQUEST</b>		
<b>NAME OF BUSINESS</b>	<b>TOTAL COST</b>	<b>DESCRIPTION OF SERVICES</b>
<b>TOTAL AMOUNT OF PROJECT</b>		
<b>GRANT AMOUNT REQUESTED</b>		
<b>NEIGHBORHOOD PARTICIPATION AMOUNT (REMAINDER OF INVOICE)</b>		



---

**VENDOR ACKNOWLEDGEMENT FORM**

---

Your company is bidding to be selected to perform services for a neighborhood organization as part of Belle Isle Neighborhood Grant (BING).

Please read this acknowledgement in its entirety before proceeding with any activity. By the below form you are accepting the terms set forth:

- o Please attach proof of insurance for workman compensation (waiver of subrogation), Commercial General Liability and Business Automobile Liability policies with submission of your quote. *(see attached sample)*
- o You acknowledge that you will comply with all vendor requirements.
- o You are **not** to start any work on the proposed project until you have been granted permission by The City of Belle Isle.
- o The quote provided by your organization should include all costs associated with completing this project, i.e. — labor, material, permitting, engineering and design.
- o You understand that if you are completing work that requires permitting, you must be a Belle Isle registered contractor. There is no cost associated with this process.
- o You understand that the City of Belle Isle will not be responsible for costs exceeding the amount on the original quote.
- o You are aware that the project must be completed within 45 days of approval of the Project.
- o If your services or costs have changed or the project is delayed, the City of Belle Isle must be contacted immediately.
- o Upon completion of the project, you are to invoice the City of Belle Isle with the exact products/services identified on the original quote. Any deviation may result in loss of payment.

---

Company Name

---

Print Name

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



**CITY OF BELLE ISLE  
NEIGHBORHOOD PRIDE GRANTS  
2013-2014 Grant Application**

**FINAL REPORT FORM**

*To be submitted within 48 hours of completion of the project.  
Please include pictures and final invoice to the City of Belle Isle.*

Neighborhood Association \_\_\_\_\_

**GRANT TYPE (CHOOSE ONE)**

- |   |                                   |  |
|---|-----------------------------------|--|
| <input type="radio"/> Wall Repair         | <input type="radio"/> Mini Grant  | <input type="radio"/> Fountain             |
| <input type="radio"/> Capital Improvement | <input type="radio"/> Entranceway | <input type="radio"/> Other, explain _____ |
| <input type="radio"/> Sign Grant          | <input type="radio"/> Landscaping |  |

**PROJECT COMPONENT**

Vendor: \_\_\_\_\_

Work Accomplished by Vendor: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**EXPENDITURES**

Products/Services Received \_\_\_\_\_ Cost \_\_\_\_\_

**VOLUNTEER HOURS**

*If residents are providing physical assistance or are using their personal time to help on the completion of the project price details and hours worked. Example: Working on the application, asking for estimates, meeting vendors, prep site, site maintenance, etc.*

VOLUNTEER WORK	PERSON'S NAME	TOTAL HOURS

*Add additional sheet if needed.*



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

PRODUCT SAMPLE	THIS CERTIFICATION IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND, OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.
INSURERS AFFORDING COVERAGE	NAIC #
INSURER A:	
INSURER B:	
INSURER C:	
INSURER D:	
INSURER E:	

**COVERAGES**

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSURANCE COVERAGE	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS
	<input checked="" type="checkbox"/> GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> OCCUR <input type="checkbox"/> UNL AGGREGATE LIMIT APPLIES PER POLICY <input type="checkbox"/> PER OCCUR <input type="checkbox"/> LOG	ABC 123	10/13/2012	10/23/2013	EACH OCCURRENCE \$ 500,000 CLAIMS TO BE SETTLED PER YEAR (Maximum) \$ MED EXP (any one person) \$ PERSONAL & ADV INJURY \$ CRIMINAL AGGREGATE \$ PRODUCTS - COMPLETED \$
	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS	ABC 123	10/13/2012	10/23/2013	COMBINED SINGLE LIMIT (Per accident) \$ 500,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN AUTO ONLY - AGG \$
	<input type="checkbox"/> EXCESS/UMBRELLA LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> OPERATIONS <input type="checkbox"/> RETENTION \$				EACH OCCURRENCE \$ AGGREGATE \$ \$ \$
	<input type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS LIABILITY <input type="checkbox"/> ANY PROPERTY DAMAGE OR INJURY TO EMPLOYEES EXCLUDED? (Yes, No) Under SPECIAL PROVISIONS FORM	ABC 123	10/13/2012	10/13/2013	<input type="checkbox"/> EMPLOYEE <input type="checkbox"/> EMPER EL EACH ACCIDENT \$ 100,000 EL DISEASE - EA EMPLOYEE \$ 100,000 EL DISEASE - POLICY YEAR \$ 100,000
	OTHER				

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

ONCE THE GRANT IS APPROVED THE COUNTY WILL HAVE TO BE ADDED AS ADDITIONAL INSURED ON THE GENERAL LIABILITY POLICY

THE WAIVER OF SUBROGATION IN FAVOR OF THE COUNTY WILL ALSO BE REQUIRED.

\*\*\*\* NOTE: ORANGE COUNTY GOVERNMENT DO NOT ACCEPT THE STATE WAIVE FOR THE WORK COMPENSATION

<b>CERTIFICATE HOLDER</b>	<b>CANCELLATION</b>
ORANGE COUNTY GOVERNMENT 400 E. SOUTH STREET, 2 <sup>ND</sup> FLOOR ORLANDO, FL 32801	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL _____ DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER HANDS TO THE LEFT, BUT FAILING TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURED, ITS AGENTS OR REPRESENTATIVES. AUTHORIZED REPRESENTATIVE

ACORD 25 (2007/08)

© ACORD CORPORATION 1988



**FINAL REPORT FORM – cont'd**

Neighborhood Association \_\_\_\_\_

Describe the extent to which the original objective of the grant has been achieved.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



The Reliable One<sup>®</sup>

**DEVELOPMENT SERVICES**

Reliable Plaza at 100 West Anderson St | P O Box 3193 | Orlando, FL 32802 | 407.236.9651 Tel  
[developmentservices@ouc.com](mailto:developmentservices@ouc.com)

**Date:** March 10, 2017

Donna Mylrea  
[bmylrea@aol.com](mailto:bmylrea@aol.com)

This cost to provide water service at the above project was determined from the plans or information submitted to OUC.

**This cost is valid for ninety days from the date of this letter.**

**Work Order #: 554731**

**Cost: \$3,442.00**

**Project:** Belle Isle HOA  
Gondola Dr & Wind Drift Rd

**Description:** Cost for OUC to install a 1 inch copper service and 3/4 inch irrigation meter. The cost includes the City of Belle Isle Permit.

**OUC Engineering Notes:**

1. A 3/4" PD meter will provide approximately 30 gpm for intermittent use, and approximately 15 gpm max continuous use.
2. The customer/developer is responsible for the private line connection.
3. The customer/developer shall furnish exact location, finish grade and survey markings.
4. A City of Belle Isle permit is required. Allow additional time after payment (5 to 6 weeks) to process before scheduling.

---

Cost for OUC to install a 1 inch copper service and 3/4 inch irrigation meter. The cost includes the City of Belle Isle Permit.

**Please return the following if you would like to proceed with this project:**

- \* Copy of this quote showing the Work Order Number
- \* Payment by check or wire transfer only (no credit cards)  
Contact OUC Development Services for ACH transmittal information
- \* Monthly Billing Form
- \* Any additional documents required by the OUC Engineering Notes

Check and required documentation should be mailed to:

**Orlando Utilities Commission  
Attn: Development Services  
P.O. Box 3193  
Orlando, FL 32802**

- \* Work cannot be scheduled without payment and proper documentation listed above.

If you have general questions or need more information, please contact Development Services at 407.236.9651 or [developmentservices@ouc.com](mailto:developmentservices@ouc.com). Technical questions related to design may be addressed directly to Steve Lockington at 407.423.9100 x42568.

Subj: **Cost Letter for Water Meter**  
Date: 3/10/2017 7:54:25 A.M. Eastern Standard Time  
From: [DevelopmentServices@ouc.com](mailto:DevelopmentServices@ouc.com)  
To: [bmylrea@aol.com](mailto:bmylrea@aol.com)  
CC: [DevelopmentServices@ouc.com](mailto:DevelopmentServices@ouc.com), [SLockington@ouc.com](mailto:SLockington@ouc.com)

Good Morning Donna:

Attached you will find the cost letter for the water meter for the Belle Isle HOA project at Gondola Drive and Wind Drift Road in Orlando.

The cost has not changes. I have updated the letter with today's date.

Please contact me if you have any questions.

Sincerely,

Linda T. Juliao  
Development Services Representative  
Orlando Utilities Commission  
100 W. Anderson St  
Orlando, FL 32801  
407-236-9651

---

DISCLAIMER:

Florida has a very broad public records law. As a result, any written communication created or received by Orlando Utilities Commission officials and employees will be made available to the public and media, upon request, unless otherwise exempt. Under Florida law, email addresses are public records. If you do not want your email address released in response to a public records request, do not send electronic mail to this office. Instead, contact our office by phone or in writing.



**CITY OF BELLE ISLE, FLORIDA  
CITY COUNCIL AGENDA ITEM COVER SHEET**

**Meeting Date:** April 18, 2017

**To:** Honorable Mayor and City Council Members

**From:** B. Francis, City Manager

**Subject:** Facility Use Agreement

**Background:** At the April 4 Council Meeting, Council directed the City Manager and City Attorney to review and revise the policy on the use of City Council Chambers. This revision included the deletion of the \$25 rental fee and the frequency that an organization could use the facility.

After reviewing the current policy, the City Manager and City Attorney were concerned that the policy did not go into much detail regarding conduct, use and responsibilities for the facility. This policy, although more lengthy than the original provides guidance to the user on use of the facility. Although Council wanted no fee charged for the use of the, there is a refundable fee of \$75 in the event the room is not cleaned. Staff time and resources should not be used to clean or repair the room after the user is gone.

**Staff Recommendation:** Adopt the new policy

**Suggested Motion:** I move that we adopt the Facility Use agreement as presented to take effect immediately.

**Alternatives:** Do not adopt the policy and provide further guidance to staff, or make changes to the policy and adopt the policy as corrected.

**Fiscal Impact:** \$75 refundable fee per use.

**Attachments:** Facility Use Policy

Please read the Council Chambers Use Policy. Complete and return **Reservation Request Form** to:  
Council Chamber Reservations, City of Belle Isle, 1600 Nela Avenue, Belle Isle, FL 32809  
FAX: Attn: Council Chambers Reservations, 407-240-2222, or email to [yquiceno@cobifl.com](mailto:yquiceno@cobifl.com).

## **CITY OF BELLE ISLE POLICY AS TO USE OF COUNCIL CHAMBERS AT CITY HALL**

City of Belle Isle City Council has approved the rules and regulations regarding use of the City Council Chambers:

1. Subject to the restrictions, limitations, and conditions below, civic groups, homeowners' association and other community groups whose offices are located or headquartered within the municipal limits of the City of Belle Isle may use the City Hall Council for a program, meeting or event:

- a. No religious ceremonies or use shall be permitted;
- b. No political gatherings or use shall be permitted;
- c. No commercial or for profit use, or meetings related to or resulting from commercial activities shall be permitted;
- d. Non-political fund raising activities for an existing registered not for profit organization shall be permitted;
- e. No Private social functions shall be permitted;
- f. No use of alcohol, intoxicating beverages or drugs shall be permitted;
- g. All meetings shall be open to the public;
- h. All meetings are limited to 40 people in the building at one time; and
- i. Smoking or the use of any tobacco product is prohibited within the Council Chambers and all other City-owned buildings at all time.

2. **Limitations and Conditions on User.**

- a. Use in 1, above, by any civic group shall be limited to once per calendar quarter. The User in 1, above, shall provide one person who shall be financially responsible for the groups behavior and use in 1, above,
- b. The use is limited to 8 hours a day Monday through Friday.
- c. The use may extend to two consecutive days as one use, pending availability.

3. **Permission to use the Council Chambers does not constitute an endorsement by the City of the group or organization's policies, procedures, decisions, actions, statements, or beliefs.** All press releases, publicity, or advertisements relating to any program, event or meeting held in the Council Chambers shall clearly state the name of the sponsoring group or organization and shall not imply or state that the program, event, or meeting is sponsored by the City unless the City has agreed to co-sponsorship.



4. The use of the Council Chambers in 1, above are subject to the following rules:
- a. Reservation of Time / Booking. The reservation must be at least two weeks in advance and no earlier than one month in advance. The booking shall be made during normal business hour to the City Manager. While initial contact may be made by phone, mail or e-mail, the final booking with the receipt of the cleaning deposit must be made in person.
  - b. Setup / Clean-up. Each group for the event used in 1, above, shall be responsible for the set-up and clean-up of the Council Chambers.
    - i. Configuration of Room. The Council Chambers has a standard configuration for its furniture arrangement that includes the existing number of chairs and tables, and their placement. The group or organization using the Council Chambers shall leave the room on that configuration at the end of the group or organization's use of the room.
    - ii. Food and Drink. Refreshments in the Council Chambers are limited to bottled water and coffee, cookies, crackers, or other small snack foods.
    - iii. Clean-up. If refreshments are served, due care and consideration must be given to the carpet, floors and other furnishings and equipment:
      1. Users serving refreshments must clean the tables, chairs, and carpet as necessary afterwards
      2. The room must be cleared of all group or organization supplied items (equipment, boxes, brochures, etc.) at the end of the meeting.
      3. Clean up Failure to clean up the Council Chambers after an event may result in a) the forfeiture of the cleaning and damage deposit, and b) the termination of that group or organizations' future use of the Council Chambers.
      4. City personnel will not assist in the setting up or cleaning of the Council Chambers.
      5. City personnel will not assist in the handling of exhibits, equipment, or other materials used in the Council Chambers by a group or organization other than City owned equipment such as audio-visual or computer equipment made available through prior arrangement with the City.
  - c. All displays and brochures for the meeting or event shall be contained within the Council Chambers. Under no circumstances shall any materials be attached in any manner to painted walls, windows, or the ceiling.

- d. Any use in 1, above, shall not disrupt the routine procedures of the City Hall offices whether if the meeting or event is held during normal business hours.
- e. Hours of Operation. Everything uses in 1, above, must conclude, the room cleaned up and participants vacate the building by the time specified on the application. The hours the Council Chambers will be available for use during regular business hours 8 a.m. to 5 p.m.
- f. After Hours meetings. For uses in 1, above, after normal business or weekends, a city representative (elected official or city employee) shall oversee to insure access to the building and that the building is closed after the meeting or event is over. If no city representative is present, then the meeting organizer will remain at City Hall until a police officer or city representative arrives to make sure the building is properly secured. Users in 1, above, leaving the building unsecured may forfeit future use.
- g. Payment.
  - i. The City will charge a refundable cleaning and damage deposit of \$75.00 that must be received with the Council Chambers reservation form.
  - ii. If there are no problems and/or damage related to the use of the room, to include leaving the building unsecured, this deposit will be available to be returned on the next business day following the scheduled room use.
  - iii. A no-show fee of \$75.00 will apply to any user who fails to show for the time reserved or cancels within 7 days of the scheduled use. City sponsored meetings or activities may be exempted from fees and limits on the number of bookings per period.
  - iv. City of Belle Isle employees and officials will be exempt from any fees charged by the sponsoring organization to attend meetings, seminars, training, or other activities which are held in the Council Chambers, if the employee or official is attending the meeting as a representative of the City of Belle Isle.
  - v. Payment(s) for damage, above, and beyond the deposit will assessed by the City and may be charged to the individual, group, or organization responsible. Failure to pay the assessed damages may result in legal action.

h. Financial Responsibility.

- i. The Person named in 2, above for the Use, shall be responsible for all liability for any loss, injury, or damage to persons or property that may be sustained by Council Chambers related to the program or event or the attendees.
- ii. The group or organization holding the meeting or event shall assume full responsibility for any damage to the Council Chambers facilities or equipment it uses.
- iii. The person named in 2, above, and the User in 1, above, shall each sign and deliver to the City Manager in a form approved by him which contains an acceptance of the terms of this paragraph. Including responsibility for damages or losses to City facilities, furnishings, or equipment. The person signing the statement shall affirm and stated that he or she shall be responsible to the City for the conduct of the group.
- iv. Depending on the nature of the event and number of participants, an organization may be asked to provide proof of insurance and an endorsement naming the City as an additional insured.

5. City Pre-emption of any Use or User. Notwithstanding anything to the contrary described above, as to any proposed use in 1, above, the City reserves the right to 'bump' organizations scheduled in advance if the Chambers are needed for urgent unscheduled or emergency City business on the same day.

- a. The City will make every effort to notify the scheduled user promptly of such conflicts, and to reschedule the event to a mutually-agreeable date and time, if possible in the City's sole discretion.
- b. The City reserves the right to refuse or revoke permission to use the Council Chambers to any group or organization that is deemed to contain improper hate speech or speech intended to hurt others based on upon the group's purpose, doctrine, objectives, agenda, activities, or members' behavior.

6. The City Manager is authorized to waive any of the requirements of this policy.

# Room Reservation Form

Company: \_\_\_\_\_  
Phone No. \_\_\_\_\_  
Email: \_\_\_\_\_  
Address: \_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Department: \_\_\_\_\_ Title: \_\_\_\_\_  
Email: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_

Room Requested: \_\_\_\_\_ Room Approved: \_\_\_\_\_  
Room Capacity: \_\_\_\_\_ No. of Attendees: \_\_\_\_\_  
No. of Chairs: \_\_\_\_\_ No. of Tables/Desks: \_\_\_\_\_  
Equipment Needed: \_\_\_\_\_  
Reason: \_\_\_\_\_  
Date(s) Needed:  Monday  Tuesday  Wednesday  Thursday  Friday  Saturday  Sunday  
Frequency Needed:  
Upon City Manager approval  Every Week  Every Other Week  Every Third Week  Monthly  
Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_ Duration: \_\_\_\_\_  
First Date Needed: \_\_\_\_\_ Last Date Needed: \_\_\_\_\_

Other: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Terms and Conditions

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date