

Revised Attachment #5 for Agenda Item #18 January 22, 2019

CONSENT

18.Full Board Appointments to the Apalachee Regional Planning Council, the Tourist Development Council and the Canopy Roads Citizens Committee
(County Administrator/ County Administration)

Attachment was revised to add Form 4A to the application for Tiffany McCaskill.

Attachment #5
Page 1 of 6

References (you must provide at least one personal reference who is not a family member):

Name: BRENDA BRYANT
Address: TALLAHASSEE, FL

Telephone: 8502128553

Name: PAMELA HOWARD
Address: DEFUNIAK SPRINGS, FL

Telephone:

IMPORTANT LEGAL REQUIREMENTS FOR ADVISORY COMMITTEE MEMBERSHIP

AS A MEMBER OF AN ADVISORY COMMITTEE, YOU WILL BE OBLIGATED TO FOLLOW ANY APPLICABLE LAWS REGARDING GOVERNMENT-IN-THE-SUNSHINE, CODE OF ETHICS FOR PUBLIC OFFICERS, AND PUBLIC RECORDS DISCLOSURE. THE CONSEQUENCES OF VIOLATING THESE APPLICABLE LAWS INCLUDE CRIMINAL PENALTIES, CIVIL FINES, AND THE VOIDING OF ANY COMMITTEE ACTION AND OF ANY SUBSEQUENT ACTION BY THE BOARD OF COUNTY COMMISSIONERS. IN ORDER TO BE FAMILIAR WITH THESE LAWS AND TO ASSIST YOU IN ANSWERING THE FOLLOWING QUESTIONS, YOU MUST COMPLETE THE ORIENTATION PUBLICATION www.leoncountyfl.gov/bcc/committees/training.asp

1) Have you completed the Applicant Orientation for membership on Citizen Committees, Board & Authorities?
Yes

2.) Are you willing to complete a financial disclosure form Yes

3.) Do you know of any circumstances that would result in you having to abstain from voting on a Committee/Board/Authority due to voting conflicts? (Not applicable to Focus Groups) No
If yes, please explain.

4.) Are you or your employer, or your spouse or child or their employers, currently doing business with Leon County? Yes

If yes, please explain. LEON COUNTY IS A MEMBER OF THE ORGANIZATION THAT I WORK FOR. I'M NOT SURE IF THIS IS CONSIDERED "DOING BUSINESS WITH." I AM APPLYING TO BE ON A CITIZEN BOARD DUE TO PERSONAL REASONS NOT INVOLVING MY JOB. I WOULD LIKE TO BE INVOLVED AS A RESIDENT.

5.) Do you foresee participating in any competitive bid process for Leon County business during your time serving on this committee/board/authority?
No

6.) Do you currently have any employment or contractual relationship that would create a continuing or frequently recurring conflict with regard to your participation on a Committee/Board/Authority? (i.e. would you have frequent or reoccurring voting conflicts?)
No
If yes, please explain.

All statements and information provided in this application are true to the best of my knowledge.

Signature: Tiffany McCaskill

This application was electronically sent: 1/2/2019 4:36:54PM

FORM 4A DISCLOSURE OF BUSINESS TRANSACTION, RELATIONSHIP OR INTEREST

LAST NAME - FIRST NAME - MIDDLE INITIAL <u>McCaskill Tiffany T.</u>			OFFICE / POSITION HELD
MAILING ADDRESS <u>4080 Bothwell Terrace</u>			AGENCY OR ADVISORY BOARD <u>Canopy Roads</u>
CITY <u>Tallahassee</u>	ZIP <u>32317</u>	COUNTY <u>Leon</u>	ADDRESS OF AGENCY

HOW TO COMPLETE AND FILE THIS FORM:

Parts A and B of this form serve two different purposes. Part A is for advisory board members who wish to use an exemption in the ethics laws that is applicable only to advisory board members. Part B is for public officers and employees who wish to use a separate exemption that is applicable when the business entity involved is the sole source of supply within the political subdivision. In order to complete and file this form:

- **Fill out** Part A or Part B, as applicable.
- **Sign** and date the form on the reverse side.
- **File Part A** with the appointing body or person that will be waiving the restrictions of 112.313(3) or (7), Fla. Stat., prior to the waiver.
- **File Part B** with the governing body of the political subdivision in which the reporting person is serving, prior to the transaction.

PART A - DISCLOSURE OF TRANSACTION OR RELATIONSHIP CONCERNING ADVISORY BOARD MEMBER**WHO MUST COMPLETE THIS PART:**

Sections 112.313(3) and 112.313(7), Florida Statutes, prohibit certain business relationships on the part of public officers and employees, including persons serving on advisory boards. See Part III, Chapter 112, Florida Statutes, and/or the brochure entitled "A Guide to the Sunshine Amendment and Code of Ethics for Public Officers and Employees" for more details on these prohibitions. However, Section 112.313(12), Florida Statutes, permits the appointing official or body to waive these requirements in a *particular instance* provided: (a) waiver by the appointing body must be upon a two-thirds affirmative vote of that body; or (b) waiver by the appointing person must be effected after a public hearing; and (c) in either case the advisory board member must fully disclose the transaction or relationship which would otherwise be prohibited by Subsections (3) of (7) of Section 112.313, Florida Statutes. This Part of Form 4A has been prescribed by the Commission on Ethics for such disclosure, *if and when applicable* to an advisory board member.

PLEASE COMPLETE THE FOLLOWING:

1. The partnership, directorship, proprietorship, ownership of a material interest, position of officer, employment, or contractual relationship which would otherwise violate Subsection (3) or (7) of Section 112.313, Florida Statutes, is held by [please check applicable space(s)]:
 - ☒ The reporting person;
 - ☐ The spouse of the reporting person, whose name is _____; or
 - ☐ A child of the reporting person, whose name is _____.
2. The particular transaction or relationship for which this waiver is sought involves [check applicable space]:
 - ☒ Supplying the following realty, goods, and/or services: Leon County is a member of the Association.
 - ☐ Regulation of the business entity by the governmental agency served by the advisory board member.
3. The following business entity is doing business with or regulated by the governmental agency:
 Florida Association of Counties
4. The relationship of the undersigned advisory board member, or spouse or child of the advisory board member, to the business entity transacting this business is [check applicable spaces]:
 - ☐ Officer; ☐ Partner; ☐ Associate; ☐ Sole proprietor; ☐ Stockholder; ☐ Director; ☐ Owner of in excess of 5% of the assets of capital stock in such business entity; ☒ Employee; ☐ Contractual relationship with the business entity;
 - ☐ Other, please describe:

PART B - DISCLOSURE OF INTEREST IN SOLE SOURCE OF SUPPLY

WHO MUST COMPLETE THIS PART:

Sections 112.313(3) and 112.313(7), Florida Statutes, prohibit certain employment and business relationships on the part of public officers and employees. See Part III, Chapter 112, Florida Statutes, and/or the brochure entitled "A Guide to the Sunshine Amendment and Code of Ethics for Public Officers and Employees" for more details on these prohibitions. However, Section 112.313(12)(e), Florida Statutes, provides an exemption from the above-mentioned restrictions in the event that the business entity involved is the only source of supply within the political subdivision of the officer or employee. In such cases the officer's or employee's interest in the business entity must be fully disclosed to the governing body of the political subdivision. This Part of Form 4A has been prescribed by the Commission on Ethics for such disclosure, *if and when applicable*.


PLEASE COMPLETE THE FOLLOWING:

1. The partnership, directorship, proprietorship, ownership of a material interest, position of officer, employment, or contractual relationship which would otherwise violate Subsection (3) or (7) of Section 112.313, Florida Statutes, is held by [please check applicable space(s)]:
 - () The reporting person;
 - () The spouse of the reporting person, whose name is _____; or
 - () A child of the reporting person, whose name is _____.
2. The following are the goods, realty, or services being supplied by a business entity with which the public officer or employee, or spouse or child of such officer or employee, is involved is:

3. The business entity which is the only source of supply of the goods, realty, or services within the political subdivision is:

(NAME OF ENTITY)	(ADDRESS OF ENTITY)
------------------	---------------------
4. The relationship of the undersigned public officer or employee, or spouse or child of such officer or employee, to the business entity named in Item 3 above is [check applicable spaces]:
 - () Officer; () Partner; () Associate; () Sole proprietor; () Stockholder; () Director; () Owner of in excess of 5% of the assets or capital stock in such business entity; () Employee; () Contractual relationship with the business entity;
 - () Other, please describe:

SIGNATURE

SIGNATURE 	DATE SIGNED <div style="font-size: 1.5em; font-family: cursive;">11/3/19</div>	DATE FILED
--	---	------------

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES s. 112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.

TIFFANY MCCASKILL

4080 Bothwell Terrace
Tallahassee, FL 32317
tifftenn10@yahoo.com
850.933.5928

EDUCATION

- Bachelor of Science (Magna Cum Laude), The Florida Agricultural & Mechanical University, Political Science/Pre-Law, Tallahassee, FL
- Associate of Arts, Northwest Florida State College, Niceville, FL
- Associate of Arts, Faulkner University, Montgomery, AL

SKILLS & TRAINING

- Microsoft Office, Social Media platforms, various CRM databases, Website Marketing & Analytics Training with USDM.net, Media Training with Edelman Atlanta, Leadership Walton.

PROFESSIONAL EXPERIENCE

2011-current, Public Policy Coordinator

Florida Association of Counties (FAC), Tallahassee, FL

Joined as Legislative Assistant and subsequently promoted to Public Policy Coordinator.

- Policy Conference and Legislative Conference:
 - Preparing timeline of deliverables for lobbyists.
 - Assemble legislative policies document as well as other conference materials.
 - Preparing Policy Committee Chairs with script, agenda and meeting materials.
 - Coordinate speaker presentations and onsite logistics.
- Legislative Session:
 - Coordinating weekly County Lobbyist Call and Legislative Executive Committee Call.
 - Scheduling legislative meetings.
 - FAC Legislative Day: confirming speakers and inviting legislators.
 - Scheduling meetings for county commissioners with legislators.
- Federal Legislation: coordinate meetings and travel for DC Fly-Ins.
- Scheduler for Public Policy Department: meetings with legislators and their staff, members of Florida's Congressional Delegation and county commissioners/county staff.
- LobbyTools: coordinates contract, manages user licenses, bill tracking, managing folders.
- Policy Committees: coordinating conference calls and meeting preparation.
- Maintains the County Lobbyist contact list and coordinates correspondence such as surveys on issues that affect counties.

2008 - 2011, New Product Development Marketing Manager

VISIT FLORIDA, Tallahassee, FL

- Managed the Cultural Heritage and Nature Tourism Events Grant program, in which over \$500,000 was granted between 2008 and 2011.
- Provided creative direction to marketing agencies in the development of both print and online products such as advertising campaigns with American Express.
- Facilitated partnerships with state agencies such as DEP to promote Greenways & Trails by

- developing a website to promote Florida's trails.
- Project manager for "Share a Little Sunshine" marketing campaign; components consisted of website, promotions, print advertising and social media.
- Developed department budget and strategic plan for new product development.
- Staff to the Cultural/Heritage/Rural/Nature-Based Tourism Advisory Committee.

2000-2008, Marketing Manager

Walton County Tourist Development Council (Visit South Walton/SoWal), Santa Rosa Beach, FL
Joined as Marketing Assistant and subsequently promoted to Marketing Manager.

- Member of organizations executive management team; prepared department strategic goals and budget.
- Media contact and spokesperson including on camera interviews and print, promoting the arts, culture, and nature-based tourism opportunities in South Walton.
- Managed programs such as Artist of the Year, Nature-Based Certified Outfitters Program and oversight of the development of the Kellogg Nature Center and Huettel Cultural Center.
- Produced two documentaries: Coastal Dune Lakes of Walton County and The History of Walton County.
- Facilitate website design/updates and public relations efforts with website agency and PR agency.
- Organized the Annual Coastal Cleanup event and secured sponsors such as Publix and Wal-Mart.
- Liaison for the New Product Development Committee and the Autumn Tides Events Committee.
- Presented before the Board of County Commissioners and local organizations regarding programs.

1997-1998, Assistant

Walton County Administrator, Defuniak Springs, FL

- Assisted County Administrator and Executive Assistant in scheduling, front office procedures, running errands to county offices, filing and meeting preparation.

MEMBERSHIPS

- Vice President, Buckwood Homeowners Association, Tallahassee, FL
- State of Florida Notary Public
- Pi Sigma Alpha, National Political Science Honor Society
- Florida A & M University Hatchett Pre-Law Society
- National Society of Leadership and Success
- Certified Wedding Planner, The Bridal Society

AWARDS

- 2008 Florida Public Relations Association (FPRA) Golden Image Award & Judges Award—Artist of the Year
- 2008 Northwest Florida FPRA Image Award & Grand Image Award - Cultural, Arts, Nature Interactive Experience
- 2008 Northwest Florida FPRA Image Award & Judges Award - 2007 Artist of the Year