

**Add-on Agenda Item #26
for
Meeting of Tuesday,
October 12, 2021**

Consent:

26. **ADDED** - Commissioner Appointment to the Tallahassee-Leon County Commission on the Status of Women & Girls
(County Administrator/ County Administration)

This document distributed October 11, 2021.

**Leon County
Board of County Commissioners**

Notes for Agenda Item #26

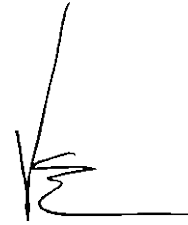
Leon County Board of County Commissioners

Agenda Item #26

October 12, 2021

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator



Title: Commissioner Appointment to the Tallahassee-Leon County Commission on the Status of Women & Girls

Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Alan Rosenzweig, Deputy County Administrator
Lead Staff/ Project Team:	Mary Smach, Agenda Coordinator

Statement of Issue:

This item seeks Board approval to ratify the Commissioner's appointment of a citizen to the Tallahassee-Leon County Commission on the Status of Women & Girls.

Fiscal Impact:

This item has no fiscal impact.

Staff Recommendation:

Option #1: Ratify Commissioner Minor's citizen appointment of Kimberly Galban-Countryman to the Tallahassee-Leon County Commission on the Status of Women and Girls for the remainder of the unexpired term ending September 30, 2022.

Should the Board choose to ratify the appointment of Ms. Galban-Countryman, it would be necessary for the Board to waive the conflicting employment relationship disclosed on Form 4A (Attachment #1) by a two-thirds affirmative vote.

Report and Discussion

Background:

Pursuant to Policy No. 03-15, “Board-Appointed Citizen Committees”, a Consent item is presented to fill vacancies for individual Commissioner appointment of citizens to Authorities, Boards, Committees, and Councils.

Analysis:

Tallahassee-Leon County Commission on the Status of Women & Girls (CSWG)

Purpose: CSWG provides input and recommendations on approaches with which to address issues affecting the women and girls in Tallahassee and Leon County. The Committee's goal is promoting awareness on issues that affect women and girls in the community, including but not limited to discrimination, disparate experiences of diverse women and girls, employment, education, services, health, economic security, access to justice, freedom from violence and more.

Composition: The CSWG has twenty-one (21) members:

- Seven (7) members appointed by the Board of County Commissioners with each County Commissioner having one appointment;
- seven (7) members appointed by the City Commission; and
- seven (7) members appointed by the CSWG and ratified by the County Board of Commissioners and the City Commission.

Members serve two-year terms, expiring September 30. Members can serve no more than three terms, including a partial initial term if applicable.

Diversity of Current Membership:

Total Seats	Vacant Seats	Gender	Race
21	2	Female - 19 Male - 0	Black - 10 White - 6 Hispanic – 2 Not Available - 1

Vacancies: There are 2 vacancies on the CSWG, 1 vacant County seat and 1 vacant City seat. County appointed member, Lashawn Gordon, has resigned. Her term was due to expire on September 30, 2022. The individual County Commissioner has selected an applicant to fill the vacant seat and the appointee is listed in Table #1.

Title: Commissioner Appointment to the Tallahassee-Leon County Commission on the Status of Women & Girls

October 12, 2021

Page 3

Table #1. Commission on the Status of Women & Girls – Individual Commissioner Appointment

Vacancies:	Term Expires:	Eligible Applicant (Application attachment #)	Gender - Race	Recommended Action
Lashawn Gordon <i>Resigned</i>	9/30/2022	1. Kimberly Galban-Countryman*	Female – Hispanic	Ratify Commissioner Minor’s appointment for the remainder of the unexpired term ending on 9/30/2022

* Applicant requests a waiver of the conflicting employment relationship as disclosed in Form 4A (Attachment #1). Should the Board choose to appoint Ms. Galban-Countryman, it would be necessary for the Board to waive the conflicting employment relationship disclosed on Form 4A by a two-thirds affirmative vote.

In addition, appointed advisory board members must abstain from voting on a measure which would inure to his or her special private gain or loss and must file Form 8B, Memorandum of Voting Conflict, with the person responsible for recording the minutes of the meeting.

Options:

1. Ratify Commissioner Minor’s citizen appointment of Kimberly Galban-Countryman to the Tallahassee-Leon County Commission on the Status of Women and Girls, for the remainder of the unexpired term ending September 30, 2022.

Should the Board choose to ratify the appointment of Ms. Galban-Countryman, it would be necessary for the Board to waive the conflicting employment relationship disclosed on Form 4A (Attachment #1) by a two-thirds affirmative vote.

2. Board direction.

Recommendation:

Option #1

Attachment:

1. Galban-Countryman application, resume and Form 4A



**LEON COUNTY BOARD OF COUNTY COMMISSIONERS
CITIZEN COMMITTEE APPLICATION
TALLAHASSEE-LEON COUNTY COMMISSION ON THE STATUS OF WOMEN
& GIRLS**

It is the applicant's responsibility to keep this information current. To advise the County of any changes please contact Mary Smach by telephone at 606-5300 or by e-mail at smachm@leoncountyfl.gov. Applications will be discarded if no appointment is made after two years.

Name: Ms. Kimberly J. Galban-Countryman		Date: 10/4/2021 1:41:35 PM	
Home Address:	3248 Storrington Drive Tallahassee, FL 32309	Do you live in Leon County?	Yes
		Do you live within the City limits?	Yes
		Do you own property in Leon County?	Yes
Home Phone:	(850) 339-6414	Do you own property in the Tallahassee City Limits?	Yes
Email:	kgalban70@gmail.com	How many years have you lived in Leon County?	33

(EMPLOYMENT INFORMATION)

Employer:	LBB - Lighthouse of the Big Bend	Work Address:	3071 Highland Oaks Terrace Tallahassee, FL 32309
Occupation:	Chief Executive Officer		
Work/Other Phone:	(850) 942-3658 Ext.201		

(OPTIONAL)

Leon County strives to meet its goals, and those contained in various federal and state laws, of maintaining a membership in its Advisory Committees that reflects the diversity of the community. Although strictly optional for Applicant, the following information is needed to meet reporting requirements and attain those goals.

Race:	Hispanic or Latino	Gender:	F	Age:	51
District:	District I	Disabled?	No		

(RESUME AND REFERENCES)

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

Name:	Kelly Otte	Name:	Melinda Pillar
Address:	1075 Alameda Drive Tallahassee, FL 32317	Address:	3907 Dunleer Court Tallahassee, FL 32309
Phone:	(850) 510-9748	Phone:	(850) 567-1553

Resume Uploaded? Yes

If no resume is available, in the space below briefly describe or list the following: any previous experience on other Committees; your educational background; your skills and experience you could contribute to a Committee; any of your professional licenses and/or designations and indicate how long you have held them and whether they are effective in Leon County; any charitable or community activities in which you participate; and reasons for your choice of the Committee indicated on this Application. Please attach your resume, if one is available.

(COMMITTEE QUESTIONNAIRE)

IMPORTANT LEGAL REQUIREMENTS FOR COMMITTEE/BOARD/AUTHORITY MEMBERSHIP

Citizen participation is important in developing Leon County's programs and policies, and in providing quality public services to the community. We appreciate your interest in serving on a committee and would like to bring a few items to your attention. As a member of a committee/board/authority, 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 for violating these applicable laws include criminal penalties, civil fines, and the voiding of any committee/board/authority 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, please take a few minutes to complete the mandatory orientation. Your application will not be deemed complete until you have completed the orientation.

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

Are you currently serving on a County Advisory Committee or other Committee/Authority/Board?* **No**

Have you served on any previous Leon County committees?* **Yes**

If Yes, on what Committee(s) have you served? **Time Capsule Committee**

Are you willing to complete a financial disclosure form if applicable?* **Yes**

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**

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

If yes, please explain **Lighthouse of the Big Bend, for which I am CEO, received COVID-related funding from the County.**

Are you or your employer, or your spouse or child or their employers, currently doing business with the Committee/Board/Authority to which you are applying for membership?* **No**

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**

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

Do you foresee participating in any competitive bid process involving business with the Committee/Board/Authority to which you are applying, during your time serving on that entity?* **No**

Is your personal information exempt from public records disclosure in accordance with FS 119.071(2)(j)1 or FS 119.071(4)? **No**

Members on this committee must be a resident of Leon County.

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

Signature: *Ms. Kimberly J. Galban-Countryman*

The application was electronically sent: 10/4/2021 1:41:35 PM

FORM 4A DISCLOSURE OF BUSINESS TRANSACTION, RELATIONSHIP OR INTEREST

LAST NAME - FIRST NAME - MIDDLE INITIAL <u>Galban-Countrymen, Kimberly</u>			OFFICE / POSITION HELD <u>Chief Executive Officer</u>
MAILING ADDRESS <u>3248 Storrington Dr</u>			AGENCY OR ADVISORY BOARD <u>Lighthouse of the Big Bend</u>
CITY <u>Tallahassee</u>	ZIP <u>32309</u>	COUNTY <u>Leon</u>	ADDRESS OF AGENCY <u>3071 Highland Oaks Terrace</u>

HOW TO COMPLETE AND FILE THIS FORM:

32301

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: COVID Human Services Grant Money
 - () 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:

Lighthouse of the Big Bend
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	DATE FILED
	10/6/21	

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.

Kimberly Galbán-Countryman

3248 Storrington Drive, Tallahassee, FL 32309
(850) 339-6414 • kgalban70@gmail.com

Skills & Abilities

- Policy development
- Grant writing
- Donor cultivation
- Management Coaching
- Business process analysis
- Special event coordination
- Contract management
- Strategic Planning
- Organizational Development
- Marketing and Communication

Certifications & Training

- Community leadership Institute -
The Center for Community
Leadership 2006
- Leadership Tallahassee Class 27
- Jim Moran Nonprofit Executive
Program
- Advancing Accountability -
FL Dept. of Financial Services
- Intro Incident Command System
FEMA

Consulting

- Nonprofit Curriculum
Development -FSU Certified
Public Manager Program
- Fundraising - PACE Ctr for Girls
- Event Development - World
Congress on Disabilities - H.A.
Bruno

Technology

- All Microsoft Office applications
- Joomla
- CiviCRM
- Adobe Design Suite
- QuickBooks
- Etapestry
- HMIS
- SPSS
- Drupal
- Mambo Open Source

EXPERIENCE

2015 to Present

**Chief Executive Officer • Lighthouse of the Big Bend
Tallahassee, FL**

Achievements:

Increased non-government grants and contributions from \$15,880 to \$170,987 in two years • Worked with board of directors to create an investment plan which created investment income • Created a new joint program with Leadership Tallahassee for youth with visual impairments • Created a new children's program • Created the Twenty20 Vision Aids retail store.

2014 to 2015

**Assistant Director • Big Bend Homeless Coalition
Tallahassee, FL**

Achievements:

Established relationship between BBHC and Boys and Girls Club of the Big Bend to create joint summer program • Developed procedures for weekly thank you letters and tax receipts to donors • Created a quarterly maintenance schedule to ensure preventative maintenance of homeless shelter dorms • Raised OSHA awareness and the use of MSDS binders at each work site • Opened the Family Emergency Shelter • Hosted the Pay it Forward Fish Fry • Established relationships with several local civic clubs.

2011 to 2014

**Director of Development • Southern Scholarship Foundation
Tallahassee, FL**

Achievements:

Developed three donor recognition programs and created protocols, marketing materials, and internal controls for each • Wrote, secured, and managed over 40 grants annually • Organized 8 successful fundraising events • Increased contributed support by 23.3% • Secured a \$25,000 gift to create a new endowment • Worked with Kiwanis Clubs statewide to fulfill a \$150,000 campaign for the Kiwanis Scholarship House

2009 to 2011

**Executive Director • United Partners for Human Services
Tallahassee, FL**

Achievements:

Mended problematic relationship between UPHS and the United Way of the Big Bend • Successfully advocated for increased CHSP funding • Successfully advocated for a designated seat for UPHS on the Joint Planning Board • Increased annual conference attendance by 30% and membership by 10%.

1998 to 2009

Chief Operations Officer • The Family C.A.F.E.

Tallahassee, FL

Achievements:

Launched statewide nonprofit that served people with disabilities • Created all personnel, fiscal, and development policies and procedures for the organization • Increased annual conference attendance from 1,200 to 10,000 individuals • Increased funding for the organization from \$200,000 to \$1.3 million • Successfully advocated for legislation creating the Florida Youth Council • Successfully wrote and received funding through a Line Budget Request through the Agency for Persons with Disabilities • Successfully advocated for annual funding for the organization through the Florida legislature.

Community Involvement

- Coach, Girls on the Run, 2015-Present
- Volunteer, Girls on the Run, 2014-2015
- Volunteer, Roberts Elementary 2005-2015
- Volunteer Grant Writer, Tallahassee United Futbol Club, 2013 - 2014
- Member, Business and Professional Women of Tallahassee 2011 - 2014
- Member, Leon County Time Capsule Committee, 2013
- Chair, Leadership Tallahassee Class 29 Human Services Day, 2011
- Planning Committee Member, Leadership Tallahassee Human Services Day 2010, 2011, 2015-17
- Volunteer, Youth Leadership Tallahassee Interview Day 2011
- Volunteer Soccer Coach, City of Tallahassee Parks and Recreation 2008-2012
- Volunteer, Oasis Center for Women and Girls, Girls Can Do Anything Camp 2009-2010
- Founding Member - Oasis Center for Women and Girls 2009

EDUCATION

Master's Degree • Florida State University
MPA, Master's in Public Administration

Bachelor of Science • Barry University
BS, Professional Administration

PRESENTATIONS

- *Panelist, The Executive Director/Director of Development Partnership, Association of Fundraising Professionals, 2014*
- *Guest Speaker: Nonprofit Growing Pains, FSU Askew School of Public Administration, 2011*
- *Presenter, Nonprofits as Businesses: The Required Paradigm Shift, Southeastern Conference on Public Administration (SECoPA) 2010*
- *Guest Speaker: Tri-Sector Collaborations, FSU Askew School of Public Administration, 2010*
- *Guest Speaker: Practical Applications in Nonprofit Administration, FSU Askew School of Public Administration, 2009*

BOARD SERVICE

Florida Association of Agencies Serving the Blind, 2016-Present • Kids Incorporated of the Big Bend, 2010—Present • Board Chair, Kids Incorporated of the Big Bend, 2014 - 2017 • Charter Member and Board Chair, Virtual Kiwanis of the Big Bend, 2012-2014 • Member, Tallahassee-Leon County Joint Planning Board 2009-2010 • Chair, Census 2010 Complete Count Subcommittee on Community Based Organizations 2009-2010 • Vice President, Board of Directors, Roberts Elementary Parent Teacher Organization, 2008-2009 • Florida Alliance for Assistive Services and Technology (FAAST) 2003-2009 • Florida Department of Education, Bureau of Exceptional Education and Student Services Statewide Long-Term Planning Board for Parent Services 2007 • Vice President/Treasurer, Board of Directors, Florida Institute for Family Involvement, 2000-2004 • Founding Board Member and Treasurer, The Family C.A.F.E, 1998-2002

REFERENCES

Available upon request.