

**SEMINOLE COUNTY GOVERNMENT
AGENDA MEMORANDUM**

SUBJECT: Confirm Appointment of Community Services Director

DEPARTMENT: County Manager **DIVISION:** _____

AUTHORIZED BY: Cynthia A. Coto **CONTACT:** Donald S. Fisher **EXT.** 7212

Agenda Date 10/10/06	Regular <input checked="" type="checkbox"/>	Consent <input type="checkbox"/>	Work Session <input type="checkbox"/>	Briefing <input type="checkbox"/>
	Public Hearing – 1:30 <input type="checkbox"/>		Public Hearing – 7:00 <input type="checkbox"/>	

MOTION/RECOMMENDATION:

Confirm appointment of David Medley as Community Services Director effective October 11, 2006

BACKGROUND:

In accordance with Section 2.3B(1) of the Seminole County Charter, this is to request the Board of County Commissioner's confirmation of the appointment of David Medley, as the Community Services Director, at an annual salary of \$86,000.

Mr. Medley's resume is attached for the Board's review.

Reviewed by:
Co Atty: _____
DFS: _____
Other: <u>[Signature]</u>
DCM: _____
CM: _____
File No. <u>CM34B</u>

David Medley

Employment

1990-Present --**COORDINATOR, OFFICE OF SUBSTANCE ABUSE, SEMINOLE COUNTY , FLORIDA** and promoted in 1995 to **MANAGER OF DIVISION OF COMMUNITY ASSISTANCE**. Responsibilities have included: monitoring federally funded Anti-Drug Abuse grant programs and preparing annual applications; assisting in review of annual community service grant applications; coordinating annual Red Ribbon Week activities; development and coordination of annual Violence Free Community emphasis. This office also provides leadership on several area boards, councils and committees (See attached). Additional responsibilities include supervision of a staff of 24 full time, 4 temp staff, and 2 interns plus 2 volunteers, monitoring all social assistance programs, planning and monitoring a division budget of approximately \$14.5 million, and coordinating the county's Social Service Agency Grant Program. In January 2006 accepted additional responsibility of oversight of Federal and State housing and development grants (SHIP, CDBG, HOME, ESG and Hurricane Housing Recovery, and Shelter Plus Care).

1988-1990 -- **CLINICAL DIRECTOR, CARE UNIT OF ORLANDO, LAKE MARY, FLORIDA**.

Responsible for planning, directing, and monitoring all non-medical clinical service in Adult, Adolescent, and Outpatient substance abuse programs; Successfully developed program and secured license for Adolescent Residential Treatment Program and establishment of Half-Way House program for adults; Served as chairman of the Executive Committee of the Professional Staff (1989-1990) which revised all policy and procedure manuals. (Facility Closed in 1990)

1984-1987 and 1974-1979 -- **PASTOR, CHURCHES IN ARKANSAS AND FLORIDA**

1979-1984 -- **PROFESSOR, PALM BEACH ATLANTIC COLLEGE, WEST PALM BEACH, FLORIDA**.

Responsibilities included: general teaching obligations, department supervision, program planning and supervision, student counseling and degree advising; Chaired several student governance committees including the Grievance and Disciplinary Committees; Developed first Internship Program for Department Majors; Served as Acting Department Head (1982) and faculty representative to President Search Committee (1982-83); Designated by President as official representative to State Convention and area churches; Frequent speaker at area churches, school chapel and local schools (graduation programs).

Education

1979 (Ph.D.), 1971 (Masters) -- Southwestern Seminary, Fort Worth, Texas

1967 (B.A.) -- Ouachita University, Arkadelphia, Arkansas

1963 (Diploma) -- Ole Main High School, N.L.R. Arkansas

Awards and Recognition

1980 -- Outstanding Faculty Member Award (Palm Beach Atlantic College)

1980 -- Outstanding Young Men of America

1984 -- Recipient of annual college year book dedication

1999 -- Outstanding Manager of the Quarter (Seminole County)

2000 -- Certified Public Manager (through Florida State University)

2006 -- Recipient of Altamonte Springs Police Dept. Community Service Award

Summary of Contributions to Seminole County

County Committees/Activities

- County Government Week;
- Selection Committee for 1st Employee Recognition Program (also 2001);
- Trainer for HR Training Program in mid 90's;
- County employee "Acts of Caring" clean up campaign (April 1997);
- Work Force Development Team – chaired the initial effort to respond to employee survey in 2003 in the area of communications and morale; successfully led development of the "Employee Feedback Team" and sub-committees for "Ask Management", "Employee Survey" and the "Suggestion Box";
- Employee Survey – Assisted contracted UCF professor following 2003 survey to develop summary and developed all Department/Division charts and data tables for presentation and development of Department/Division goals. Following the 2005 Employee Survey provided data review and analysis to Human Resources Director for development of survey summary and developed all charts and data tables for distribution to Departments/Divisions;
- J.D. Edwards training group and member of users group;
- Community Service Agency application review team;
- CDBG application review team;
- "Promises, Promises, Promises" Leadership Training sub-committee;
- Assisted in establishing the FEMA response center in Seminole County following Hurricanes in 2004;
- Charitable Giving Committee (Department Representative).

DIVISION:

- Facilitated the development of the Community Assistance service area following assumption of Division leadership in 1995 in area that had been shared with two other Health Department Sections;
- Led the expansion of Division Services to the Health Department site in Casselberry;
- Developed a Program Manager position to give direct oversight to the Community Service Agency Grant Program;
- Provided leadership in achieving the following accomplishments within the Partnership Grant Program:
 - Formal two step application process;
 - Formal review process for all applications;
 - "Application Review Team" comprised of 6-8 county staff with experience in grants and/or application review;
 - Revision of application to ensure collection of information directly relevant to the areas of concern (program implementation, budget, establishment of local needs information, serviced based reimbursement, diversification of funding, program evaluation, volunteer utilization);
 - Service based reimbursement system for approved applicants;
 - An agency monitoring process which includes both office and on-site audits of program operations and budget to be used in application review;
 - A training program for all interested agencies at initial stage of the annual application process;

- A monthly newsletter for all non-profits for information sharing;
- Approval to remove certain services from the CSA process because of mandated obligations (Mental Health and Substance Abuse, private physician, Child Protection Team, and Kids Care state insurance program);
- Conducted survey of non-profit funding level for 20 Florida counties and developed report for BCC comparing Seminole County's level of funding on a per capita and per poverty basis and presented to BCC during their 2005 priority setting work sessions;
- Accepted management responsibility for Veteran Services (2004) and Community Development (2006);
- Provided leadership in approval of contracting with Intervention Services for utilization of old Children's Village property on Dike and Dodd including presentation of variance request to Planning and Zoning Board (approved);
- Leadership in oversight of the Federal Byrne Grant program which has provided in excess of \$4.1 million in federal funds and \$1.4 million in local match funds to develop programs in Seminole County to address drug abuse and violence issues (24 projects have been facilitated under this program since 1990);
- Oversight of Community Service Block Grant since 1995 which provides approximately \$230,000 in federal funds and \$4,000 local match funds annually to implement a self-sufficiency program that provides some short term (6 months) assistance to low income residents;
- Assisted in developing program and contract for "TANF 2 for 1" grant in 2003/2004 which provided start up funds (approximately \$750,000) for Community Based Care of Seminole (non-profit agency providing service for children in dependency system and managed all contract reimbursements);
- Assisted local non-profit agency in securing Florida Department of Health designation as "Child Protection Team" for Seminole County;
- Currently working with Community Development staff to identify and amend practices in the housing and community development programs. This includes development of formal, written policies and procedures to guide all activities and give consistency to all programs;
- Obtained approval to change Senior Coordinator position to Fiscal Manager to provide more direct fiscal oversight and management to federal (CDBG, HOME) and state (SHIP, HHRP, CSBG) grants;
- Currently coordinating the anticipated move of all staff from two locations (Health Department and County Service Building) to new office location at the Reflections Center on Lake Mary Boulevard;
- Developed plan and worked with Admin Services to renovate the county's Indigent Cemetery (new gate and fencing, interior curbing to discourage traffic over grave sits) and re-plotting to available space to accommodate anticipated usage for next two decades;

Community Involvement

- *Red Ribbon Committee* -- chaired since 1997 and continue to serve as Master of Ceremony for the annual "Red Ribbon Week kick off celebration;
- *District 7 Alcohol, Drug and Mental Health Planning Council* -- appointed by BCC to serve on this State HRS initiative until it sunset in the mid 1990's
- *Leadership Seminole* -- Graduated with Class of 2000 and served as co-chair of Law and Justice Day for two years and Health and Human Services for three

years; recommended and had approved separating Human Services from Health for its own “day” and chaired or co-chaired the Human Services Day activities for three years (through 2005);

- Served as judge for annual Drug Awareness Calendar competition sponsored by Sheriff’s Office, State Attorney and Seminole County, and served as co-MC of annual award ceremony 1997-present;
- *Violence Free Community Task Force* – Served as Co-chair (appointed by School Superintendent with School Board Chairman Sandy Robinson) of inaugural initiative that continues to promote “Violence Free Community Month” annually;
- *District Juvenile Justice Council* – Served as one of three original Seminole County Representatives and vice chair to this council and its successor (the Circuit Juvenile Justice Board); served as chair on two occasions and helped facilitate the opening of the Juvenile Justice Center and served as chair of District grant application review team each year;
- Provided support in development of Central Florida Law Enforcement Explorer Academy sponsored by Sanford Police Department (2003);
- Provided presentations to numerous schools through the Dividends Program as well as local PTA and School Advisory Boards.

Other committees:

- Central Florida Prevention Coalition
- Emergency Food and Shelter Committee (FEMA)
- Full Service Schools Oversight Committee
- Homeless Services Network
- Police Athletic League (1993-1997 and 2001-2005) (Chair)
- Safe and Drug Free School Advisory Council (Chair)
- Sanford Youth Build Oversight Board (representative for County Manager’s Office)
- Seminole Chemical Awareness Network (Chair)—provided leadership and coordination in two county wide Substance Abuse Conferences (1991/1992);
- Seminole County Community Alliance (Delegate for two County Commissioners);
- Seminole County Healthy Start Coalition
- Seminole County Local Interagency Council on Early Childhood Services (Chair)
- Seminole County Weed and Seed
- Seminole H.E.A.R.T. (Disaster recovery committee) (Vice Chair)
- School Health Advisory Committee
- Seminole H.O.P.E. (In Partnership with Orlando Fights Back)
- Seminole County Youth Commission (Vice Chair)
- Social Services Executives (FAC) (State wide — currently serve as Secretary)
- Social Services Forum
- Tobacco Free Partnership for Seminole County
- United Arts Application Review Team
- Seminole County Drug Coalition