

Elections

**CITY CLERK MEMORANDUM
19-01**

DATE: January 4, 2019
TO: Honorable Mayor and Members of City Council
FROM: Mary Beth Hickman, City Clerk
SUBJECT: 2018 END-OF-YEAR ELECTIONS

Elections to City Boards and Commissions

During the recruitment process, approximately sixty applicants expressed an interest in serving as a member of the various boards. This year, sixteen city and non-city boards had end-of-year expiring terms or current vacancies.

The reports for the boards contained in the agenda packet contain information pertaining to special qualifications for specific boards and identifies incumbents. Resumes, cover letters, or other reference materials submitted by applicants have also been included in the agenda packet for Council's review.

At the beginning of each of the board applications, there is a list of the interested board applicants and their preference, terms of office, special qualifications, a current board roster, and a list of the terms of office. I have also included one sample ballot for City Council to familiarize themselves with the ballot process, which is similar to that of previous years. Ballot A will be used to elect the individuals to the board, and Ballot B will be used to designate which person will be chosen for a particular term of office if terms of office of different lengths are available. Official ballots will be distributed at the January 14, 2019 meeting that will be used to elect board members.

In some cases, the number of board vacancies matches the same number of applicants. In those cases, City Council may wish to elect those members by acclamation. I have also included an attendance record for the incumbent board members.

Election of City Council Representatives to the Oak Ridge Land Bank Corporation Board of Directors and the Anderson County Economic Development Association

During this election process, one City Council representative will be elected to serve on the Oak Ridge Land Bank Corporation Board of Directors. The City Council representative on this board serves for two (2) years or until his or her term on Council expires, whichever occurs first. The current City Council representative on the Land Bank Board is Councilmember Kelly Callison, who is interested in continuing to serve in this capacity.

By virtue of its membership in the Anderson County Economic Development Association and based upon its level of funding, the City of Oak Ridge is allocated four (4) of the twenty-five (25) seats on the Board of Directors of the Association, in addition to the City Manager. Resolution No. 6-113-01, adopted by City Council on June 25, 2001, designated one of those seats for the Mayor of the City of Oak Ridge and provided that the others may be filled by members of City Council or from the public-at-large. The term for the undesignated seats is four years. Currently, there is a vacancy in one of the undesignated seats due to a resignation. Mayor Pro Tem Rick Chinn has expressed interest in serving as a representative of City Council on this board.



Mary Beth Hickman

Voting Ballot A for Board of Building and Housing Code Appeals

Vacancies 4
Term Valid Through 3 three-year terms expiring on December 31, 2021; 1 balance of an unexpired term expiring on December 31, 2019

Full Name	Preference	
<input type="checkbox"/> Susan Frederick	1	<input type="checkbox"/> Abstain
<input type="checkbox"/> Brad Johnson	2	<input type="checkbox"/> Abstain
<input type="checkbox"/> Joseph E. Lee (Incumbent)	1	<input type="checkbox"/> Abstain
<input type="checkbox"/> Michael Marsh (Incumbent)	1	<input type="checkbox"/> Abstain
<input type="checkbox"/> Patrick McMillan	1	

*Currently holds a position on another board with a term that is not expiring.

Member, Oak Ridge City Council
1/14/2019

Round: 1

Sample

Voting Ballot B for Board of Building and Housing Code Appeals

Please write-in one of the elected member's name for each of the terms listed below:

Balance of an unexpired term ending on December 31, 2019

Three-year term expiring on December 31, 2021

Three-year term expiring on December 31, 2021

Three-year term expiring on December 31, 2021

Member, Oak Ridge City Council
1/14/2019

Round: 1

Sample

Anderson County Board of Equalization

NumVacancies 1 Total # of Members 1

Term of Office
December 31, 2020

Qualifications
An Oak Ridge resident, a freeholder and taxpayer

Anderson County Board of Equalization	Special Qualifications	Submitted	Preference	# of Previous Submissions
Ms. Kathy Edwards (Incumbent)		1/7/2019	1	1
Total Number of Applicants: 1				

Current Members

City of Oak Ridge Board Application 2018

BoardName: Anderson County Board of Equalization

Application Submitted

Applicant: Edwards, Kathy

1/7/2019 8:58 PM

Race (Optional):

Preference: 1

Number of Times Previously Applied: 1

Address	Contact Information
114 Vista Road	Home Phone: (865) 482-6299 Email: kedwards@cbior.com

Oak Ridge, TN 37830

Current Company/Organization

Credit Bureau, Inc.

Current Position / Title

President

Retired? Company / Organization Retired From

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

Anderson County Board of Equalization

Education, Professional and or Community Activity

Graduate, University of Tennessee, Marketing; Continuing Education, University of Georgia, Management; President, Credit Bureau, Inc.; Fmr. Automated Services and Mortgage Services Product Manager, Equifax, LLLC, Atlanta, GA; Professional Associations: Consumer Data Industry Association; National Credit Reporting Association; Mortgage Bankers Association; National Association of Professional Background Screeners; Agent Relationship with ACRAnet, SharperLending, Equifax, Experian, TranUnion, Ocenture, NXG Strategies; Authorizations or Certifications in Consumer Credit, Appraisal, Title and Closing Documentation, Tenant Screening, Employment Screening, Background Screening, and Identity Theft Services; Current or Prior Civic Activities and Board Service: Altrusa International of Oak Ridge, Oak Ridge Breakfast Rotary, League of Women Voters, Leadership Oak Ridge, Oak Ridge Chamber of Commerce, Anderson County Chamber of Commerce; Oak Ridge Memorial Park Board

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

I think fair application of taxes is critical in both practice and perception in order to maintain support and the ability to budget for our public services. I enjoy exercising skills for attention to detail and communication to achieve these goals.

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

Completed Seminar by Tennessee Comptroller of the Treasury for County Board of Equalization Members and Assessing Officials, satisfying TCA 67-1-403. Have Board experience in the appeals process, application of rules and working with citizens toward good understanding of appeal requirements and decision. Have a good understanding of governing regulation TCA 67-5 and processes applied in Anderson County.

Additional Information

Special Qualifications

End of Application for Edwards, Kathy

For Board: Anderson County Board of Equalization

Sexton, Sandy

From: Hickman, Beth
Sent: Wednesday, December 26, 2018 12:27 PM
To: Sexton, Sandy
Subject: FW: Request for Attendance Record

From: John Alley [mailto:John.Alley@cot.tn.gov]
Sent: Wednesday, December 26, 2018 12:05 PM
To: Hickman, Beth <BHickman@oakridgetn.gov>
Subject: Re: Request for Attendance Record

Beth,
Kathy Edwards attended all the scheduled Board of Equalization meetings in 2018 as well as attended the mandatory continuing education training as required by the DPA.
Thank you,

John K. Alley, Jr.
Assessor of Property
Anderson County
www.acassessor.com
865-457-6219

From: Hickman, Beth <BHickman@oakridgetn.gov>
Sent: Thursday, December 20, 2018 2:33 PM
To: John Alley
Subject: Request for Attendance Record

Good afternoon:

My office is preparing information for our Board and Commission elections in January. Would you mind to send me an attendance record for Kathy Edwards on the Board of Equalization that we can publish in our agenda packet with other election information?

Thanks!

Beth Hickman

City Clerk
City of Oak Ridge
200 S. Tulane Avenue
P.O. Box 1
Oak Ridge TN 37831
(865)425-3411 (o)

Anderson County Community Action Commission

NumVacancies 1 Total # of Members 1

Term of Office
December 31, 2019

Qualifications
Oak Ridge resident

Anderson County Community Action Commission	Special Qualifications	Submitted	Preference	# of Previous Submissions
Ms. Susan Asbury (Incumbent)		12/3/2018	1	1
Total Number of Applicants: 1				

Current Members

City of Oak Ridge Board Application 2018

BoardName: Anderson County Community Action Commission

Application Submitted

Applicant: Asbury, Susan

12/3/2018 1:00 PM

Race (Optional): caucasian

Preference: 1

Number of Times Previously Applied: 1

Address

Contact Information

118 East Magnolia Lane

Email: susanasbury@comcast.net

Mobile Phone: (865) 712-7501

Oak Ridge, TN 37830

Current Company/Organization

Current Position / Title

Retired? Company / Organization Retired From

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

Anderson County Community Action Commission, Senior Advisory Board

Education, Professional and or Community Activity

BS, Political Science; Employed, NHC Oak Ridge as Social Services Director; Member and Past President, Altrusa International of Oak Ridge; Senior Advisory Board member, City of Oak Ridge;

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

Enjoy community service and working toward improving services to our elderly and low income citizens

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

Career in social services working as a case manager in mental health, Housing Developer for Ridgeview, managed low income properties and current position as Social Services Director at NHC Oak Ridge has given me the experience and knowledge to work to improve lives of the elderly, low income, and others in our community.

Additional Information

Special Qualifications

End of Application for Asbury, Susan

For Board: Anderson County Community Action Commission

Monday, January 7, 2019

CITY OF OAK RIDGE, TENNESSEE
BOARDS AND COMMISSIONS

TIME IN OFFICE AND ATTENDANCE RECORD

NAME: Susan Asbury

BOARD OR COMMISSION: Anderson County Community Action Commission

TERM OF OFFICE: 1 Year

DATE APPOINTED: 1/8/18

ATTENDANCE RECORD (MOST RECENT TERM OF OFFICE):

Number of Meetings Held (See attached email)

Number of Absences

Attachment: Email from Susan Bowling, Executive Director, Anderson County
Community Action Commission

Hickman, Beth

From: Sexton, Sandy
Sent: Wednesday, January 2, 2019 3:24 PM
To: Hickman, Beth
Subject: FW: Board Participation Report

From: stbutk@juno.com [mailto:stbutk@juno.com]
Sent: Wednesday, January 02, 2019 2:52 PM
To: Sexton, Sandy <SBSexton@oakridgetn.gov>
Subject: Re: Board Participation Report

Susan Asbury has attended the scheduled meeting since we contacted each other. We appreciate the interest and expertise she brings to the board and her concern for the people we serve.

Susan Bowling

Executive Director
Anderson County CAC

Beer Permit Board

NumVacancies 3 Total # of Members 7

Term of Office
December 31, 2021

Qualifications
Twenty-two years of age, and Oak Ridge resident for at least two years prior to election

Beer Permit Board	Special Qualifications	Submitted	Preference	# of Previous Submissions
Ms. Wende Doolittle (Incumbent)		11/24/2018	1	1
Mr. James Martin		11/26/2018	2	0
Mr. David Vudragovich		12/24/2018	2	0
Mr. Danny Whitson (Incumbent)		12/4/2018	1	1
Total Number of Applicants: 4				

Current Members

Member Name	Special Qualifications	Term Expires
Mr. William Barton Bailey		12/31/2020
Mr. Mark Cantrell		12/31/2019
Mr. David Mosby		12/31/2020
Mr. Rodney Nelson		12/31/2019
		4 of 7 members

City of Oak Ridge Board Application 2018

BoardName: Beer Permit Board

Applicant: Doolittle, Wende

Race (Optional):

Number of Times Previously Applied: 1

Application Submitted

11/24/2018 2:43 PM

Preference: 1

Address

108 Locust Lane

Oak Ridge, TN 37830

Contact Information

Email: wendesarm@mindspring.com

Mobile Phone: (615) 574-5004

Office Phone: (865) 813-2131

Current Company/Organization

Spectra Tech, Inc.

Current Position / Title

Proposal Manager

Retired? Company / Organization Retired From

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

Oak Ridge Beer Permit Board; Environmental Quality Advisory Board

Education, Professional and or Community Activity

Secretary of Beer Permit Board; Member of EQAB

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

I have found my past three years on the Beer Permit Board to be interesting and enriching. I would like to continue to contribute to the sustainment and growth of Oak Ridge's restaurant and social appeal and financial strength.

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

I have working knowledge of the City's ordinance on the sale of beer and the issuing of permits as well as city recourse for violations.

Additional Information

Special Qualifications

End of Application for Doolittle, Wende

For Board: Beer Permit Board

Monday, January 7, 2019

CITY OF OAK RIDGE, TENNESSEE
BOARDS AND COMMISSIONS

TIME IN OFFICE AND ATTENDANCE RECORD

NAME: Wende Doolittle

BOARD OR COMMISSION: Beer Permit Board

TERM OF OFFICE: 3 Years

DATE APPOINTED: 12/14/15

ATTENDANCE RECORD (MOST RECENT TERM OF OFFICE):

Number of Meetings Held 27

Number of Absences 3

City of Oak Ridge Board Application 2018

BoardName: Beer Permit Board

Application Submitted

Applicant: Martin, James

11/26/2018 3:08 PM

Race (Optional):

Preference: 2

Number of Times Previously Applied: 0

Address

Contact Information

76 Outer Drive

Home Phone: (865) 556-7330

Email: emartin@a1cranehoist.com

Oak Ridge, TN 37830

Current Company/Organization

A1 Crane & Hoist

Current Position / Title

President

Retired?

N

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

No

Education, Professional and or Community Activity

33 year construction, industrial and material handling professional; Primary owner of A1 Crane & Hoist, Inc.; BSBA, Project Management, Colorado Technical University; MBA, Operations Management and Supply Chain Logistics, Colorado Technical University.

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

As a citizen of Oak Ridge, I have experienced the local nightlife and see both good and bad at our local establishments. I believe I have insight that would help determine if established sellers should keep licensing as well as what type of new sellers we want in our community. Underage drinking and establishments that attract a criminal element are a large concern of mine.

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

Additional Information

Special Qualifications

End of Application for Martin, James

For Board: Beer Permit Board

City of Oak Ridge Board Application 2018

BoardName: Beer Permit Board

Application Submitted

Applicant: Vudragovich, David

12/24/2018 10:45 AM

Race (Optional):

Preference: 2

Number of Times Previously Applied: 0

Address

Contact Information

142 Brandeis Lane

Email: david.a.vudragovich@gmail.com

Oak Ridge, TN 37830

Mobile Phone: (865) 806-5837

Current Company/Organization

Self

Current Position / Title

Insurance Agent

Retired? Company / Organization Retired From

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

No

Education, Professional and or Community Activity

Finance BSBA Robert Morris College

Licensed Insurance Agent since 2007, annually Medicare certified since 2008 with over 20 different agencies; ASAPofAnderson.org; Elder Watch of Anderson County; Junior Achievement of East TN

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

I am experienced as a business owner and understand when gov't over reaches or creates extra work for business owners. I am experienced with business owners or their staff being lackadaisical in their duties (serving, reporting, etc.). I believe I can help find a healthy balance without going to far in either direction. I believe alcohol can be a good source of revenue and bring people to businesses in our community but we have to be careful to not have it become an expense to the community either.

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

Personal and friends' experiences with the impact alcohol can have on employment, family, economic impact, loss of life, step programs, rehab programs, community resources (think law enforcement and courts).

Involved in Substance Abuse Prevention since 2012 (not villainizing, education and enforcing existing laws)

Understanding there are different permits based on the need.

Additional Information

Special Qualifications

End of Application for Vudragovich, David

For Board: Beer Permit Board

City of Oak Ridge Board Application 2018

BoardName: Beer Permit Board

Application Submitted

Applicant: Whitson, Danny

12/4/2018 6:44 PM

Race (Optional):

Preference: 1

Number of Times Previously Applied: 1

Address Contact Information

103 Daniel Lane

Home Phone: (865) 255-0618

Email: dwhit7299@gmail.com

Oak Ridge, TN 37830

Current Company/Organization

Y-12 Credit Union

Current Position / Title

Consumer Lending Consultant and Deposit Specialist

Retired?

N

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

Oak Ridge Beer Permit Board

Education, Professional and or Community Activity

I have a bachelor's degree in Business Finance from Tusculum University. I am currently a city of Oak Ridge Beer Board member. I am also a member of the Celebrate Oak Ridge committee.

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

I have learned a lot in the last three years as a member of the Oak Ridge beer board. I enjoy helping businesses succeed on a local level.

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

I have served on the Oak Ridge Beer Board for the past three years. I am familiar with the different types of licenses and what is required to obtain a license in the City of Oak Ridge.

Additional Information

Special Qualifications

End of Application for Whitson, Danny

For Board: Beer Permit Board

Monday, January 7, 2019

CITY OF OAK RIDGE, TENNESSEE
BOARDS AND COMMISSIONS

TIME IN OFFICE AND ATTENDANCE RECORD

NAME: Danny Whitson

BOARD OR COMMISSION: Beer Permit Board

TERM OF OFFICE: 3 Years

DATE APPOINTED: 12/14/15

ATTENDANCE RECORD (MOST RECENT TERM OF OFFICE):

Number of Meetings Held 27

Number of Absences 3

Board of Building and Housing Code Appeals

NumVacancies 4 Total # of Members 7

Term of Office

3 three-year terms expiring on December 31, 2021; 1 balance of an unexpired term expiring on December 31, 2019

Qualifications

Oak Ridge residency and one physician or person from a health-related field; one architect or engineer; one building-related contractor or building supply dealer; one realtor; and three members from the public at large; provided that, if no individuals meeting these criteria apply for appointment, city council may appoint persons who do not possess such qualifications.

Board of Building and Housing Code Appeals	Special Qualifications	Submitted	Preference	# of Previous Submissions
Ms. Susan Frederick		12/28/2018	1	0
Mr. Brad Johnson		12/28/2018	2	0
Mr. Joseph E. Lee (Incumbent)		12/25/2018	1	5
Mr. Michael Marsh (Incumbent)		12/2/2018	1	1
Mr. Patrick McMillan		12/16/2018	1	0
Total Number of Applicants: 5				

Current Members

Member Name	Special Qualifications	Term Expires
Dr. Bruce Ryan LeForce		12/31/2019
Mr. Philip W. Nipper		12/31/2020
Ms. Amy L. Seiber		12/31/2020
3 of 7 members		

City of Oak Ridge Board Application 2018

BoardName: Board of Building and Housing Code Appeals

Application Submitted

Applicant: Frederick, Susan

12/28/2018 9:35 AM

Race (Optional):

Preference: 1

Number of Times Previously Applied: 0

Address

Contact Information

19 Asbury Lane

Email: hbsuefred@yahoo.com

Mobile Phone: (714) 875-8457

Oak Ridge, TN 37830

Current Company/Organization

Current Position / Title

Retired? Company / Organization Retired From

Y

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

Convention and Visitors Bureau/Explore Oak Ridge

Education, Professional and or Community Activity

See attachments for details. In addition, I have committed to working towards the establishment of the City of Oak Ridge as a Certified Local Government by the end of this calendar year. I have also initiated an attempt to establish something like a consortium among the non-government supported history museums in Oak Ridge. Besides ORHPA, at this point this only includes the Children's Museum and the Middle Tennessee State University Public History Program where I have been working though and with Dr. Brenden Martin to recruit a student intern to assist in this effort possibly this summer. I hope and expect to add AMSE to this group, while possibly adding the National Park Service and the Y12 and K25 History Centers later this year.

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

During my tenure on the board of EOR, I have developed a particular interest in restoring as much as possible the existing stock of Oak Ridge's historic buildings, with particular emphasis on historic houses for attracting new residents and as tourist sites. I really want to save them before they are declared as blighted properties and I really really want to recruit an HGTV or similar DIY program to take one on as a means of demonstrating the method and value to restoring these homes.

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

In preparation for making a determination of which boards or commissions I wanted to apply for upon reaching the end of my EOR tenure, I attended the most recent meeting of this board as well as the ORHA/ORHDC and Land Bank in addition to previous Planning Commission Work Sessions and Meetings. As a layperson in the area of building codes and zones, I learned a lot about the City's and the State's methods and requirements in these areas. I feel that I could act as a liaison between the interested restoration/preservation amateur and working professional to mediate the actual process to a successful and satisfying conclusion for all parties.

Additional Information

Special Qualifications

SUSAN L. (Sue) FREDERICK
19 Asbury Lane, Oak Ridge, TN 37830
hbsuefred@yahoo.com, 714-875-8457

Date of Birth April 26, 1955

I affirm that I am a qualified voter and I have been an Oak Ridge resident since 2011. Professional Resume is included in this document. Biography including summary of my current local activities and organizational memberships and statement of interest provided in additional separate document.

PROFESSIONAL PROFILE

- Performed all contract phases from definition/solicitation through completion/close-out
- Managed major/critical research and development and production subcontracts

SKILLS SUMMARY

Contract Initiation

- Analyzed prime contract terms and conditions for acceptability and/or flow-down/up
- Established contract structure and performance requirements
- Coordinated proposal preparations and solicitations
- Created Statements of Work integrating performance requirements from all functions

Project Administration

- Evaluated supplier performance: cost and schedule tracking; milestone completion; data item approvals
- Analyzed and negotiated costs including change proposals and estimates-to/at-completion
- Managed design and other changes including evaluation/negotiation of cost/schedule impact proposals
- Drafted correspondence and presentations regarding technical, schedule, cost and contractual issues
- Arranged shipments, product acceptance or rejection, return/rework and payments
- Identified potential problems and supervised mitigation/resolution of same
- Coordinated design and production review/status meetings and issued/circulated reports

EMPLOYMENT EXPERIENCE

Senior Buyer, SAIC Shared Services Center (SSC) 2011-2014
• Purchased range of products and services for federal government agencies (EPA, DHS, DOD, NASA), state and local governments and internal/indirect customers including subcontractors

Senior Buyer, ShinMaywa (California), Ltd., (SCL) 1996-2006
SCL provides supply chain management and quality assurance services to support ShinMaywa Industries aircraft production and other special programs in Japan.
• Monitored and maintained item configurations and production/delivery schedules
• Coordinated orders, WIP and deliveries of approximately 700 items for use on 7 different assembly lines
• Coordinated receipt/acceptance and delivery of customer furnished materials
• Long term agreements with scheduled deliveries and same day emergency buys

Senior Negotiator, McDonnell Douglas. 1993-95
• Factfound, evaluated, negotiated and settled termination claims with multiple subcontractors and their subtier suppliers on partially terminated International Space Station Prime Contract

EDUCATION: MBA, UCLA, 1980; BA, International Relations, USC, 1972

SUSAN L. (Sue) FREDERICK
19 Asbury Lane, Oak Ridge, TN 37830
hbsuefred@yahoo.com, 714-875-8457

Current Local Activities and Organizational Memberships

Oak Ridge Institute for Continued Learning (ORICL) History Curriculum Committee chair and trip leader

ORICL Fiction and Nonfiction Book Clubs Coordinator

Explore Oak Ridge (Oak Ridge Convention and Visitors Bureau) Board Member

Community Mediation Services (CMS) Mediator

Oak Ridge Heritage & Preservation Association (ORHPA) Grants Chairperson

Aid to Distressed Families of Appalachian Counties (ADFAC) Affordable Housing Committee

Oak Ridge League of Women Voters (ORLWV) Recording Secretary

Contributor to Oak Ridger Historically Speaking Column with articles re women and historic preservation

Friends of ORNL, Friends of the (Oak Ridge Public) Library, East Tennessee History Center, AMSE

Biography – Prior Volunteer Experience

Tennessee Promise Mentor

Brentwood (TN) Library and High School Volunteer

Girl Scout Nuts and Cookie Mom

PTA Ways and Means Vice President

Los Angeles Summer Olympics Volunteer

My spouse and I moved our empty nest to Oak Ridge in 2011. At the time, he had recently retired from Nissan, which had moved its North American headquarters from Southern California to Middle Tennessee five years prior. When we'd moved our family, including two high school age daughters, I had fully retired (temporarily though I didn't know it then) from a long career in aerospace and defense contracts and purchasing management. In the five years before we made our big move across the country I had been fortunate to continue this career on a part-time basis which had made it possible for me to pursue some of the above-noted volunteer activities. These positions had also enabled me to spend time with my children and to support some of their activities.

We moved from Middle to East Tennessee when I received a job offer in Oak Ridge which ended my first full retirement period. Over the three-year period that I worked here, and as I came closer and closer to starting my second retirement, I was able to discover just the tip of the iceberg of the many opportunities available here that I could pursue that would make this much more fulfilling than my first retirement in Brentwood had been. Over the five years we'd spent there, I had been so desperate for personal contact outside the home that I'd taken an hourly job behind the deli counter at the local Fresh Market.

SUSAN L. (Sue) FREDERICK
19 Asbury Lane, Oak Ridge, TN 37830
hbsuefred@yahoo.com, 714-875-8457

What I've found here, as you might ascertain from the varied list of activities and organizations I've listed, is a really broad array of places where I've been able to apply my business skills and personal experiences. At the same time I have been able to pursue my own personal knowledge quest, learning from fellow Oak Ridgers and other citizens of the area who have even more advanced educations and broader experiences than I had before I came here.

Statement of Interest and Vision for Oak Ridge

Oak Ridge is a very special place. This statement is based on the personal experiences described above in combination with what I have learned about this area and especially about this city in all its many facets. There are many sources to which I can attribute the gain of this recent knowledge and appreciation for where we have been and where we are now. Ray Smith is my hero and personal role model in his dogged pursuit of all the correct facts, supplemented by Ed Westcott's fabulous photos as well as Ray's own, to describe and preserve as much as possible of Oak Ridge's unique history for the future appreciation by posterity of its place in the broad spectrum of local, state, American and world history.

I have also been fortunate to learn firsthand about the development of Oak Ridge from the time the gates were opened from some of the people who contributed to that progress. I have also had the good fortune to meet and learn from many people who live and work in Oak Ridge today. In the process, I have been struck by the realization that many of these people, of all ages, may have left the area at some time in the past, but they came back to Oak Ridge. Among the individuals I can name in this regard are Bob and Carol Smallridge, Pat and Chuck Hope, Jr., Marc DeRose, Owen Driskill, Darrell Akins, Jim Dodson, Teresa Fortney, Frank and Carol Plasil, Annie Cachiero, Murray and Faye Martin, Naomi Asher, and even Hans Vogel, whose position I hope to fill.

I have seen and can appreciate that there are many diverse constituencies in the city. As a newcomer, I noted mainly the disagreements across them as I read and heard about a great many issues that were ultimately decided by the City Council. Recently these have ranged from infrastructure maintenance, repair and replacement in nearly all districts, and all types of districts, within the city's 92 square mile area, to the types of enclosures in which citizens could raise chickens in residential subdivisions. Over time, though, and after studying Oak Ridge's development as a chartered municipality in the state of Tennessee, I can say that I've come to understand more about why and how these arguments have arisen and to appreciate more the subtleties encountered by city government in trying to reach an amicable solution that may or may not be acceptable to all parties. The bottom line in all this, I guess, is that that's just (Tennessee) politics, which are quite different than California (where I spent most of my life and first developed my political interests) politics.

I would like to see, once and for all, a true feasible master plan that would provide some direction for the future of Oak Ridge. I have learned that similar studies and plans have been undertaken in the past, by many various and sundry agencies and organizations. What I do not know is if any or all recommendations that may have resulted from these efforts have been undertaken and/or evaluated. Since I do not believe in "reinventing the wheel" I would be more than willing and able to pursue this information with the goal of summarizing and synthesizing the result to provide this direction for moving the city forward into the 21st century.

SUSAN L. (Sue) FREDERICK
19 Asbury Lane, Oak Ridge, TN 37830
hbsuefred@yahoo.com, 714-875-8457

My research efforts would not be undertaken in a vacuum, though, as I would hope and expect to talk to and work with any and all interested groups and citizens around the city. This effort, in fact, has already been initiated by both the ongoing Master Plan Update, which is still in progress, as well as the many individual efforts – past, present and future – that are planned, discussed and implemented by the plethora of civic, business and charitable organizations that are active, to various degrees and in various levels and locations, around Oak Ridge today. My additional goal in this endeavor would be to bring all of these groups, or at least all of their plans and thoughts, together, in one place or at least in one forum, with the expectation that, as a group, the City Council could and would establish a prioritized list of short term objectives towards which the majority of citizens would like to see the government of Oak Ridge move us all in unison to the greatest possible degree.

At minimum, then, I would like to improve the communications between and among Oak Ridge's government, businesses, organizations and citizens. I know there are Sunshine Laws that impact governments in Tennessee at all levels. I think the sunshine, or at least the light, could be spread out a little more, if not intensified, across all these interest groups. In this way, perhaps we might indeed be able to put a spotlight on at least a few of the historic elements that grew this place from an unusual, if possibly glorified, WWII military base to its current status as, well, perhaps TBD. In this regard, we might consider some of the previous slogans that have been applied to Oak Ridge e.g. "Opportunity's Hometown," "Energy Capital of the World," "The Vision Lives On" or some newer ones for which I am sure we could gather a whole lot of suggestions. Personally, I could suggest a thought from the past "I like Oak Ridge – it's the city, but it's the country, too" along with a new one – something like "Oak Ridge, where lessons from the past and present make the future better."

Since I started my second retirement in Oak Ridge four years ago, I have been slowly but surely venturing deeper and deeper into the figurative muck and mire of Oak Ridge. I don't really mean to denigrate the dysfunctional ways I have observed many things to work around here. I just want to emphasize how it looks to a relative newcomer who is practically by definition an outsider. On the positive side, though, I can say that everywhere I've applied myself around here I have always received some kind of response, which is very different than what I experienced when I was in a similar situation in Brentwood. That right there speaks volumes about how welcome I have felt here and is a major factor in why I am even considering this application for the temporary City Council position.

City of Oak Ridge Board Application 2018

BoardName: Board of Building and Housing Code Appeals

Application Submitted

Applicant: Johnson, Brad

12/28/2018 4:36 PM

Race (Optional):

Preference: 2

Number of Times Previously Applied: 0

Address

Contact Information

115 Mason Lane

Email: lma4x4er@gmail.com

Oak Ridge, TN 37830

Mobile Phone: (865) 356-4101

Current Company/Organization

Current Position / Title

Retired?

N

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

No

Education, Professional and or Community Activity

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

I want the opportunity to give input and help my community grow. I've watched our town struggle with growth for the last decade and even though we have had signs of progress, we still have a lot of work to do. I would like to be a part of the progress.

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

Very knowledgeable in most areas of construction.

Additional Information

Special Qualifications

End of Application for Johnson, Brad

For Board: Board of Building and Housing Code Appeals

Monday, January 7, 2019

City of Oak Ridge Board Application 2018

BoardName: Board of Building and Housing Code Appeals

Application Submitted

Applicant: Lee, Joseph

12/25/2018 6:56 PM

Race (Optional): Caucasian

Preference: 1

Number of Times Previously Applied: 5

Address

Contact Information

99 East Pasadena Road

Email: josephelee3@comcast.net

Oak Ridge, TN 37830

Mobile Phone: (865) 389-6812

Current Company/Organization

Christman

Current Position / Title

Project Superintendent

Retired?

N

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

Board of Building and Housing Code of Appeals

Education, Professional and or Community Activity

Oak Ridge High School Class of 1970; Warren Wilson College, 1970-73

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

To work on code enforcement and housing issues in the city.

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

50 years experience in the building industry; construction of University of Tennessee University Center; I have been a board member since September 26, 2006 and would be honored to continue to serve.

Additional Information

Special Qualifications

End of Application for Lee, Joseph

For Board: Board of Building and Housing Code Appeals

Monday, January 7, 2019

CITY OF OAK RIDGE, TENNESSEE
BOARDS AND COMMISSIONS

TIME IN OFFICE AND ATTENDANCE RECORD

NAME: Joe Lee

BOARD OR COMMISSION: Board of Building and Housing Code Appeals

TERM OF OFFICE: 3 Years

DATE APPOINTED: 9/25/06

ATTENDANCE RECORD (MOST RECENT TERM OF OFFICE):

Number of Meetings Held 23

Number of Absences 4

City of Oak Ridge Board Application 2018

BoardName: Board of Building and Housing Code Appeals

Application Submitted

Applicant: Marsh, Michael

12/2/2018 9:05 PM

Race (Optional):

Preference: 1

Number of Times Previously Applied: 1

Address

132 TIMBERCREST DRIVE

Contact Information

Home Phone: (865) 482-5508

Email: ELZAMANDW@AOL.COM

Oak Ridge, TN 37830

Current Company/Organization

Current Position / Title

Retired?

N

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

Board of Building and Housing Code Appeals

Education, Professional and or Community Activity

Mechanical Engineering Degree; Tennessee Institute of Electronics; 3-Term Exalted Ruler of Oak Ridge ELKS Lodge; Master Mason; Shriner; Owner M and W Auto Repair, INC.; Owner, Marsh and Marsh Rentals; Owner, M and W Auto Sales, INC.; Owner, Mike and Wanda Rentals; Member, Hardin Valley Church of Christ; Actively help with several local charities

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

I want to continue to help Oak Ridge be the best place to live.

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

Additional Information

Special Qualifications

End of Application for Marsh, Michael

For Board: Board of Building and Housing Code Appeals

Monday, January 7, 2019

CITY OF OAK RIDGE, TENNESSEE
BOARDS AND COMMISSIONS

TIME IN OFFICE AND ATTENDANCE RECORD

NAME: Michael Marsh

BOARD OR COMMISSION: Board of Building and Housing Code Appeals

TERM OF OFFICE: 3 Years

DATE APPOINTED: 12/14/15

ATTENDANCE RECORD (MOST RECENT TERM OF OFFICE):

Number of Meetings Held 23

Number of Absences 7

City of Oak Ridge Board Application 2018

BoardName: Board of Building and Housing Code Appeals

Application Submitted

Applicant: McMillan, Patrick

12/16/2018 10:45 AM

Race (Optional):

Preference: 1

Number of Times Previously Applied: 0

Address

Contact Information

125 Cooper Circle

Home Phone: (865) 481-0233

Email: patrickmc0233@gmail.com

Oak Ridge, TN 37830

Office Phone: (865) 560-2924

Current Company/Organization

Current Position / Title

Retired? Company / Organization Retired From

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

Oak Ridge Municipal Planning Commission

Education, Professional and or Community Activity

Graduate of UT; Licensed Architect; Lead Architect, UPF Project for Bechtel Corp.; Planning Commission for 12 years; former Boy Scout Leader- 20 years; various city boards/studies, etc.; active church membership; volunteer with various projects - local churches, children's museum, etc.

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

I appeared before the board a few times and really like the way they conduct their business.

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

Background in building codes, design and construction

Additional Information

Special Qualifications

Patrick McMillan, AIA
Senior Lead Architect

Contact Information: 125 Cooper Circle, Oak Ridge, TN
patrickmc0233@gmail.com
(865) 696-0986

Education

B.A., Liberal Arts, University of Tennessee, 1976
B.A., Architecture, University of Tennessee, 1983

Professional Registrations

- Architectural Registration: State of Tennessee
- American Institute of Architects
- U.S. Green Building Council, LEED GA

Employment

Bechtel International, NS&E Uranium Processing Facility Project
2015- Present: Lead Architect: Architectural Group Supervisor

CH2M Hill, Uranium Processing Facility Project
2008- 2015: Architectural Production Lead

Bechtel Jacobs Company LLC, Oak Ridge, TN
2006-2008: Site wide Architect

Barge Waggoner Sumner and Cannon, Inc. Oak Ridge, TN
1993-2006: Architect/Visualization/Mapping Specialist

Stone & Webster Engineering Corporation, Oak Ridge, TN
1992-1993: CAD Manager/Architect

Gobbell Hays Partners, Nashville, TN
1984-1992: CAD Manager/Architect

Distinguishing Qualifications

- Over 40 years professional experience as a Registered Architect
- DOE "Q" Security Clearance
- Award of Excellence for Significant Contributions to the Stockpile Stewardship Program, Gen. Harencak
- Vice Chairman, Steering Committee, Intergraph Special Interest Group on Design Visualization.
- Served as expert witness for Intergraph Corp. to testify in a court case involving implementation and utilization of CAD products in an architectural/engineering/construction firm.
- Modeled historic architectural structures for various organizations, Received several formal commendations for efforts.
- Won numerous (9) Computer Visualization Art Competitions for Architectural Renderings.
- Presented GIS technical papers at National Intergraph Graphic Users Group (IGUG) Conference.

Relevant Experience

DEPARTMENT OF ENERGY, B&W Y-12, LLC, Y-12 NATIONAL SECURITY COMPLEX; Uranium Processing Facility (UPF); Oak Ridge, Tennessee. As an integral part of Y-12's transformation as NNSA's Uranium Center of Excellence, UPF is one of two projects whose joint mission will be to accomplish the storage and processing of all enriched uranium in one smaller, centralized area. The 6.5 billion dollar project will modernize the aging uranium processes and facilities providing enhanced worker and public safety. Design will be complete in 2013 with project completion in 2018. The project consists of a ten building complex and consists of over 425,000 square feet. It includes a 388,000 square foot processing building, a 26,000 square foot administration building and several smaller support facilities. Bechtel provided architectural and structural design and was part of a co-located integrated team to deliver the project. Architectural services included programming, code analysis, building design and value engineering studies. Structural design services included seismic design, structural analysis and design and value engineering studies. The design was executed using 3D design software and BIM. The administration building will be LEED certified silver and the processing building will integrate sustainable features such as reduced energy and water usage. Responsibilities included Lead Architect as well as Project Manager Duties such as scope definition, project scheduling, resource planning and scheduling, resource development and training, earned value management and reporting.

DEPARTMENT OF ENERGY, K-25 DECOMMISSIONING AND DEMOLITION (D&D) Project; Oak Ridge, Tennessee: Served as Site Architect for the project from 2006 to 2008. Produced drawings and specifications for the Segmentation and Non-Destructive Assay Facilities. Oversaw various maintenance and construction projects on the site. Provided 3D models for studies pertaining to various structural demolition scenarios and containment and disposal of radioactive materials. Provided preliminary plans, drawings and renderings for the Historical Preservation efforts for the K-25 site.

DEPARTMENT OF ENERGY, B&W Y-12, LLC, Y-12 NATIONAL SECURITY COMPLEX: Various Projects; Oak Ridge, Tennessee.

GIS System, Y-12 Plant:

Established a GIS system based on Intergraph MGE software for the Y-12 Site Planning Office. Utilizing existing electronic maps and databases from various sources within the plant was able to establish and populate a GIS database quickly and economically. Raster images (photographs) and floor plans of various buildings were also incorporated in the system. The plant consists of approximately 800 acres with 400 buildings.

Facilities Modeling, Y-12 Plant:

Undertook the computer 3-D modeling of numerous facilities within the Y-12 plant. Utilizing Intergraph's Project Architect software, each floor of the facilities was modeled. Modeling was based on existing floor plans as well as actual walk downs of the facility.

Miscellaneous Computer Drafting, Modeling and Mapping Services:

Working through the Y-12 Site Planning Office have provided hundreds of CAD drafting, modeling and mapping services for a variety of clients within the Oak Ridge Reservation system. While working in an Unclassified Controlled Nuclear Information (UCNI) office was able to assist various organizations within Y-12 with the drafting, design and documentation of various storage and depleted uranium projects.

GENERAL COMMERCIAL ARCHITECTURAL EXPERIENCE, Served as staff or project architect/manager on the following projects:

- University of Tennessee Business Incubator, Knoxville TN
- NNSA Transportation Center, Oak Ridge, TN
- St. Stephens Episcopal Church, Oak Ridge, TN
- Oak Ridge Rowing Tower, Oak Ridge, TN
- Alumni Hall, Middle Tennessee State University, Murfreesboro, TN

- Alvin C. York Veterans Administration Hospital, Murfreesboro, TN
- Hauk Building, Middle Tennessee Mental Health Hospital, Nashville, TN
- North Gate High School, Mt. Diablo School District, CA
- Metropolitan Arts Commission, Nashville TN
- American Airlines Interim Terminal Modifications, Nashville TN
- FIS Customs Facility, Metropolitan Airport, Nashville TN

VISUALIZATION PROJECTS, Produced hundreds of renderings and animations for the following representative projects: (rendering samples are attached)

- K-25 Historic Preservation Project
- Middle Tennessee State University
- University of Tennessee
- University of Alabama
- Roane State University
- Fisk Chapel, Fisk University
- The City of Chattanooga
- The City of Pigeon Forge
- The City of Gatlinburg, TN
- The City of Nashville, TN
- Dickerson County Court House
- Centennial Golf Course, Oak Ridge
- Governor's Crossing, Pigeon Forge
- Riverfront Landing, Nashville, TN
- Biltmore Estates Recreation Center
- Cherokee Nation, Cherokee, NC
- Y-12 Credit Union
- Honda Warehouse Facility
- AM South Bank
- TN Air National Guard
- TVA Towers
- Wright Patterson Air Force Base
- Bell South
- US Army
- US Airforce
- Franklin, KY Historic Renovations
- Eden Landing, Grand Cayman Is
- Grand Cayman Condos and Hotels

Mapping GIS/Facility Management Projects, Designed and supervised the database and CAD graphic entry of thousands of facilities totaling over 45 million square feet, including:

- Ft. Campbell, KY: 480 facilities, totaling 5,000,000 SF
- City of San Diego, CA: 280 facilities, totaling 4,000,000 SF
- San Diego County, CA: Various judicial facilities, totaling 2,000,000 SF
- Archdiocese of St. Louis, MO: Over 800 facilities, totaling 15,000,000 SF
- Southeast Banking Corporation; Miami, FL: 253 facilities, totaling 3,000,000 SF
- Ft. Chaffee, AR: Over 1,000 facilities, totaling 8,000,000 SF

As an Intergraph Registered Consultant, was responsible for the design and implementation of a Geographic Information System (GIS) for the New York City Department of Environmental Protection. The system was Intergraph-based hardware and software and was initiated after the Gramercy Park incident in downtown Manhattan. The system utilized vector and raster images with corresponding databases to track and analyze hazardous materials for the City of New York. On-site training also conducted for department staff who maintain the GIS system.

Publications:

The following book, magazine and newspaper articles have been published concerning achievements:

- Picture This, Oak Ridger Newspaper, May 1999
- Architectural Computer Renderings, MicroStation Manager, October 1998
- Christ Church, Cover Art, MicroStation Manager, December 1996
- Emergency Screen, Cover Art, MicroStation Manager, April 1996
- The Old and the New, MicroStation Magazine, Spring 1996.
- How Architects and Engineers Use Computers, How Computers Work, Charles Parker, 1995.
- Ryman Home, Cover Art, MicroStation Manager, December 1995.

The Sprit of Competition, MicroStation World, Fall 1995.
The Winners Circle, Computer Graphics World, June 1995.
Captain Ryman's Home, FBC Newsletter, May 1995.
Computer Products, Progressive Architecture, April 1995.
The Envelope, Please, Computer Graphics World, June 1994.
Fisk Memorial Chapel, FBC Newsletter, June 1994.
Visiting Lost Cities, Computer Graphics World, Novitski, January 1993.
Creating a Winner, FBC Newsletter, June 1993.
Historic Structures, MicroStation Manager, Bluestone, Summer 1993.
The Vine Street Temple, InterView Magazine, Kazek, Summer 1991.
Architect Drawn to Computer Work, Nashville Banner, Hance, October 8, 1991.

Board of Zoning Appeals

NumVacancies 1 Total # of Members 5

Term of Office
December 31, 2023

Qualifications
Oak Ridge residency

Board of Zoning Appeals	Special Qualifications	Submitted	Preference	# of Previous Submissions
Mr. Keith Craft (Incumbent)		12/11/2018	1	3
Mr. Roger Petrie		1/26/2019	2	0
Total Number of Applicants: 2				

Current Members

Member Name	Special Qualifications	Term Expires
Mr. Syd Ball		12/31/2022
Ms. Susan Donnelly		12/31/2020
Mr. David R. Gengozian		12/31/2021
Mrs. Judith L. Mason		12/31/2019
4 of 5 members		

City of Oak Ridge Board Application 2018

BoardName: Board of Zoning Appeals

Application Submitted

Applicant: Craft, Keith

12/11/2018

Race (Optional):

Preference: 1

Number of Times Previously Applied: 3

Address

404 Robertsville Rd

Contact Information

Home Phone: (865) 483-3725

Email: keith.craft@bargedesign.com

Oak Ridge, TN 37830

Office Phone: (865) 481-0496

Current Company/Organization

Barge Design

Current Position / Title

Project Manager

Retired? Company / Organization Retired From

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

Board of Zoning Appeals

Education, Professional and or Community Activity

Project Manager of federal project in the land resource group at Barge. Registered Land Surveyor License # 509. Charter member of the Oak Ridge Breakfast Club

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

I am a longtime Oak Ridger and want to see our community grow in a way that will attract new residents.

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

As a consultant, I have submitted requests to the Board of Zoning Appeals since 1968. I have served on the board for two terms.

Additional Information

Special Qualifications

CITY OF OAK RIDGE, TENNESSEE
BOARDS AND COMMISSIONS

TIME IN OFFICE AND ATTENDANCE RECORD

NAME: Keith Craft

BOARD OR COMMISSION: Board of Zoning Appeals

TERM OF OFFICE: 3 Years

DATE APPOINTED: 6/17/03

ATTENDANCE RECORD (MOST RECENT TERM OF OFFICE):

Number of Meetings Held 32

Number of Absences 2

Attachment: Resume



DATE: December 11, 2018
TO: Oak Ridge City Council
FROM: Keith E. Craft
RE: Election for Board of Zoning Appeals

I am interested in serving on the Board of Zoning Appeals for a fourth term. I have 55 years of experience in consulting, architecture, engineering services, and planning with firms in Oak Ridge and Knoxville. I worked for Adams, Craft, Herz and Walker, Martin Marietta, and presently for Barge Design Solutions, Inc.

I have presented many projects before the Oak Ridge Planning Commission and Board of Zoning Appeals addressing subdivisions and zoning regulations. I feel that I am well qualified and am willing to serve on this board if selected by the City Council.

Thank you in advance for your consideration.

Very truly yours,

Keith E. Craft
404 Robertsville Road
Oak Ridge, Tennessee 37830

City of Oak Ridge Board Application 2018

BoardName: Board of Zoning Appeals

Application Submitted

Applicant: Petrie, Roger

1/26/2019 10:13 AM

Race (Optional): White

Preference: 2

Number of Times Previously Applied: 0

Address

Contact Information

141 Claremont Road

Email: rpetrie7@comcast.net

Oak Ridge, TN 37830

Mobile Phone: (865) 567-6678

Current Company/Organization

UCOR

Current Position / Title

FFA and Regulatory Support Lead

Retired?

N

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

No

Education, Professional and or Community Activity

Masters and Bachelors in Wildlife and Fisheries Science; Chair of the Center for Leadership and Community Development; Leadership Oak Ridge Advisory Committee; Board and Executive Committee of Oak Ridge Chamber of Commerce; Board of United Way of Anderson County; Past President of Sunset Rotary; Past Treasurer of Sunset Rotary; Adjunct Instructor at PSTCC.

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

I am interested in seeing Oak Ridge continue to grow and the correct application and enforcement of zoning requirements is necessary for that to occur.

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

My experience in regulatory support and enforcement gives me an understanding of how regulations are interpreted and applied.

Additional Information

Special Qualifications

ROGER PETRIE

141 Claremont Rd
Oak Ridge, Tennessee 37830
865-567-6678
rpetrie7@comcast.net

CAREER SUMMARY

2015–Present RSI Entech, Inc. Oak Ridge, TN

Staff Engineer/Scientist II Regulatory Support

- Provide staff augmentation to URS | CH2M Oak Ridge in Environmental Stakeholder Relations
- Implement Integrated Regulatory Team
- Serve as FFA and Regulatory Support Lead
- Provide focused support to the Department of Energy in the area of reindustrialization, regulatory affairs, and FFA program management

1997–2015 Tennessee Department of Environment and Conservation Oak Ridge, TN

Environmental Program Manager (2007-Present)

Environmental Restoration program manager, Department of Energy (DOE) Oversight Office
Federal Facility Agreement projects manager, State of Tennessee

Federal Facility Agreement Projects Manager

- Coordinate State participation in the Federal Facility Agreement (FFA) for the Oak Ridge Reservation. Includes negotiations with U.S. Environmental Protection Agency and DOE to schedule 18+ billion dollars of projects through completion of CERCLA activities ensuring adherence to state policy, procedures, rules and regulations.
- Analyze DOE Environmental Management annual 5+ billion dollars budget to evaluate spending trends and funding allocations at project baseline summary (PBS) level and work breakdown structure (WBS) level
- Crosswalk budget analysis to ensure DOE compliance with FFA milestones
- Evaluate DOE compliance with state and federal regulations within policy guidelines
- Coordinate State involvement in transfer of land released under the CERCLA process

Environmental Specialist (1997-2007)

Environmental Monitoring and Compliance Supervisor

- Supervised staff responsible for
 - oversight of DOE environmental compliance
 - monitoring exit pathways, including surface water, sediment and biota
 - Reviewed CERCLA project documentation to ensure applicable relevant and appropriate requirements (ARAR) compliance at state and federal levels
 - Evaluated results of environmental sampling to assess risk to human health and environment
 - Oversight of DOE compliance with NPDES permits
 - Developed environmental monitoring plans evaluating multiple exit pathways for surface water, sediment and biota; reported results to federal, state and public stakeholders
-

ROGER PETRIE

141 Claremont Rd
Oak Ridge, Tennessee 37830
865-567-6678
rpetrie7@comcast.net

2002–Present	Pellissippi State Community College	Oak Ridge, TN
<i>Adjunct Instructor of Biology</i>		
◦ BIOL 1010 Biology I & Lab and BIOL 1110 General Biology I Lab		
1996–1997	American Aquatics, Inc.	Oak Ridge, TN
<i>Environmental Specialist</i>		
◦ Biological field support Aquatic Biology Division of the Tennessee Valley Authority		
1993-1996	JAYCOR Environmental, Inc.	Oak Ridge, TN
<i>Environmental Specialist</i>		
◦ Biological monitoring of biota; including collection, submission and interpretation of results as part of NPDES permit requirements for DOE		
◦ Research at Oak Ridge National Laboratory of fate and transport of mercury and PCBs in biological systems		
◦ Sample fish population surveys, benthic macroinvertebrates and fish bioindicators		
1990-1993	Fish and Wildlife Associates, Inc.	Norris, TN
<i>Environmental Specialist</i>		
◦ Biological field support Aquatic Biology Division of the Tennessee Valley Authority		
◦ Extensive biological sampling for fish tissue analysis in Tennessee River watershed		
◦ Supervised field teams conducting surveys of biological integrity		

ASSOCIATIONS / MEMBERSHIPS / PROFESSIONAL AFFILIATIONS

- State association representative, Interstate Technology and Regulatory Council Board of Advisors
- State representative, Environmental Council of States Federal Facilities Forum
- Chairman, Lower Watts Bar Interagency Working Group
- Past President and Treasurer, Rotary Club of Oak Ridge Sunset
- Leadership Oak Ridge graduate
- Chairman of Center for Leadership and Community Development
- Current DOE Q clearance

PUBLICATIONS

Strange, R. J., R. B. Petrie and J. J. Cech, Jr. 1993. *Slight stress does not lower critical thermal maximums in hatchery-reared rainbow trout*. *Folia Zoologica* 42: 251-256.

EDUCATION

1990	The University of Tennessee	Knoxville, TN
◦ M.S. Wildlife and Fisheries Science		
1988	The University of Tennessee	Knoxville, TN
◦ B.S. Wildlife and Fisheries Science		

Convention and Visitors Bureau/Explore Oak Ridge

NumVacancies 7 Total # of Members 10

Term of Office

Four three-year terms expiring December 31, 2021; three one-year terms for hotel representatives expiring December 31, 2019

Qualifications

Oak Ridge residency, with the exception of the hotel representatives - Hotel representatives shall be the General Managers of the two top-grossing hotels through hotel-motel tax collections and the General Manager of a third hotel located within the city.

Convention and Visitors Bureau/Explore Oak Ridge	Special Qualifications	Submitted	Preference	# of Previous Submissions
Ms. Lisa Benker		12/21/2018	1	N/A
Ms. Heather Brown (Incumbent)		12/5/2018	1	3
Mr. William Cruze		12/26/2018	1	0
Mr. Owen Driskill (Incumbent)		12/20/2018	1	1
Ms. Susan Frederick (Incumbent)		12/28/2018	2	1
Ms. Connie Hunley (Incumbent)		12/11/2018	1	1
Mr. Peter Joyal		12/16/2018	1	0
Mr. James McDonald		12/27/2018	1	0
Ms. Melissa McMahan		11/24/2017	2	0
Ms. Rebecca Williams (Incumbent)		12/5/2018	1	1
Total Number of Applicants: 10				

Current Members

Member Name	Special Qualifications	Term Expires
Ms. Naomi Asher		12/31/2020
Ms. Barbara Ferrell		12/31/2020
Ms. Carol Smallridge		12/31/2020
3 of 10 members		

City of Oak Ridge Board Application 2018

BoardName: Convention and Visitors Bureau/Explore Oak Ridge

Application Submitted

Applicant: Benker, Lisa

12/21/2018 2:52 PM

Race (Optional):

Preference: 1

Number of Times Previously Applied: N/A

Address

Contact Information

1340 Shaws Ferry Lane

Email: lisa.benker@marriott.com

Mobile Phone: (865) 755-0099

Lenoir City, TN 37772

Current Company/Organization

Towne Place Suites Marriott

Current Position / Title

General Manager

Retired? Company / Organization Retired From

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

No

Education, Professional and or Community Activity

I currently serve as a Board Member on the Greater Knoxville Hotel Motel Association.

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

I would love to be active in the Oak Ridge Convention and Visitors Bureau. I enjoy working in the hospitality industry, and I look forward to my new career in Oak Ridge.

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

I currently serve as a Board Member on the Greater Knoxville Hotel Motel Association. 1986-2001: I worked at the Holiday Inn Cedar Bluff in Knoxville, Tennessee, as Executive Secretary, Quality Assurance, and Assistant General Manager. 2001-2018: I was the General Manager at the Hampton Inn Cedar Bluff in Knoxville, Tennessee. 2018: The Hampton Inn sold, and I chose to stay with my hotel management company (M. Gibson Hotels, Inc.). I am currently the General Manager at the new TownePlace Suites in Oak Ridge.

Additional Information

Special Qualifications

Resume

Elizabeth A. Benker
1340 Shaw Ferry Lane
Lenoir City, TN 37772
(865)755-0099
ibenker@usit.net

Objective: I would like to continue my career with a hospitality company that will allow me to oversee all aspects of hotel operations, including guest relations, revenue management, finances, team building, staff development, and daily operations.

WORK EXPERIENCE:

2013-Present: M. Gibson Hotels, Inc. (hotel management company) – Knoxville, TN

- **2018-Present General Manager - TownePlace Suites:** Job duties include daily operations of 8 room hotel, which has large meeting room space and food service. Responsibilities include managing and staffing 20-25 employees, budgets, financial statements, guest services, revenue management, sales, accounting, training, and daily operations.
- **2013-2018 General Manager – Hampton Inn – Knoxville, Tn:** Job duties include daily operations of 175 room hotel, which has meeting rooms and food service. Responsibilities include managing and staffing 35-45 employees, budgets, financial statements, guest services, revenue management, sales, accounting, training, and daily operations.

May1, 1986-2013: RHS Hotels – Knoxville, TN

- **General Manager – Hampton Inn:** Job duties include daily operations of 175 room hotel, which has meeting rooms and food service. Responsibilities include managing and staffing 35-45 employees, budgets, financial statements, guest services, revenue management, sales, accounting, training, and daily operations.
- **Assistant General Manager – Holiday Inn:** Assisted General Manager in all aspects of managing a 225 room hotel.
- **Administrative Assistant:** Duties included Quality Assistance, Safety/Security, and employee training at various hotels.
- **Executive Secretary:** Assisted hotel department managers in all areas.

September 1982-May 1986: Ira A. Watson Company – Knoxville, TN

- **Secretary – Menswear Division:** Processed orders and transferred merchandise in the men and boy's departments, for numerous Watson stores.
- **Accounts Receivable:** Job duties included coding and processing invoices for payment.

AWARDS:

- 1997: Outstanding Lodging Employee of the Year. Awarded by the Tennessee Hotel & Motel Association.
- 2007: Pauly Award – Lodging General Manager of the Year: Awarded by the Knoxville Tourism Alliance.
- 2007: Outstanding General Manager of the Year: Awarded by the Tennessee Hotel & Lodging Association (Stars of the Industry Awards).

Education:

- Lenoir City High School: Graduated.
- Loudon County Vocational School: Business Certificate.

References: Available upon request

City of Oak Ridge Board Application 2018

BoardName: Convention and Visitors Bureau/Explore Oak Ridge

Application Submitted

Applicant: Brown, Heather

12/5/2018 2:46 PM

Race (Optional):

Preference: 1

Number of Times Previously Applied: 3

Address

242 Outer Drive

Oak Ridge, TN 37830

Contact Information

Home Phone: (865) 456-6568

Email: sales@kisnahospitality.com

Current Company/Organization

Current Position / Title

Retired?

N

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

Convention and Visitors Bureau/Explore Oak Ridge

Education, Professional and or Community Activity

Present - Director of Sales for Staybridge Suites and Holiday Inn Express in Oak Ridge

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

I am so excited to have the opportunity to continue to serve on the board for the CVB/Explore Oak Ridge. I believe I can bring a passion for hospitality and that I can be a positive contributor to the organization. In addition, It is a great opportunity to serve the Oak Ridge community utilizing my professional skills and knowledge.

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

I have more than 15 years of hospitality experience including hotel operations and sales. Over the years I have gone through extensive hotel training and have acquired multiple sales, marketing, and operations management certifications with 3 different hotel brands.

Additional Information

Special Qualifications

CITY OF OAK RIDGE, TENNESSEE
BOARDS AND COMMISSIONS

TIME IN OFFICE AND ATTENDANCE RECORD

NAME: Heather Brown

BOARD OR COMMISSION: Convention and Visitors Bureau/Explore Oak Ridge
(Hotel Representative)

TERM OF OFFICE: 1 Year

DATE APPOINTED: 1/19/16

ATTENDANCE RECORD (MOST RECENT TERM OF OFFICE):

Number of Meetings Held 10

Number of Absences 0

Attachment: Resume

HEATHER BROWN

420 South Illinois Ave. ♦ Oak Ridge, TN 37830 ♦ (865) 456-6568 ♦ sales@kisnahospitality.com

PROFESSIONAL EXPERIENCE

HOLIDAY INN EXPRESS & SUITES STAYBRIDGE SUITES

Director of Sales, July 2015 to Present

Area Director of Sales for Kisna Hospitality's Oak Ridge properties. Responsible to grow revenue and market share through direct sales and marketing.

FAIRFIELD INN & SUITES - KNOXVILLE WEST

Director of Sales, February 2013 to June 2015

Area Director of Sales for Vision Hospitality Group's three greater Knoxville area properties. Holiday Inn Express & Suites, Lenoir City, Holiday Inn Express & Suites, Caryville, TN and the Fairfield Inn & Suites Knoxville West. February 2013 – March 2014. Responsible for hiring and training Sales Associates for existing properties while participating in the opening of the new Fairfield Inn & Suites. Resumed current responsibility of the Director of Sales Fairfield Inn & Suites as of property opening September 2013.

Key Results:

- ♦ Successfully established a core base of Corporate Account Business.
- ♦ Built strong relationships with the Farragut / West Knoxville Chamber of Commerce and Visit Knoxville
- ♦ Received Marriott Platinum Award and Took Top Honors in six major categories within Marriott's Customer Service 2014.
- ♦ Promoted, Developed and Mentored a Sales and Service Coordinator.

FAIRFIELD INN BY MARRIOTT - KNOXVILLE / ALCOA AIRPORT, TN

Assistant General Manager, June 2012 to February 2013

Interim General Manager, November 2012 – February 2013

Responsible for Hotel operations including: accounts receivable, accounts payable, management of front desk, Personal and labor relations, customer service management, budget revenue, expenditures, forecasting, entering in daily weekly and monthly operations reports, enforce brand standard, safety and quality assurance program. I also worked with General Manager on Daily tasks to make sure that all goals for the company were met.

Key Results:

- ♦ Marriott Spirit to serve award - a very prestigious award that recognizes associates for outstanding service and going above and beyond.

HALL LAW GROUP, P.C. — Wartburg, TN

Paralegal/Office Assistant, Dec. 2011 to June 2012

During my current internship I have assisted with scheduling meetings with clients, answering multiline calls, filing pleadings, legal memoranda and client correspondence, drafting complaints, document production and trial preparation, prepared billings for clients, interviewed clients for case intake.

Key Results:

- ♦ This position has allowed me to explore my interest in the law field with exciting challenges; fostering new career opportunities and enhancing my skills

HOLIDAY INN EXPRESS & SUITES — Lenoir City, TN

Assistant GM/Sales Manager, January 2007 to December 2011

Responsible for hotel operations including: sales, revenue, operations management functions, marketing plans, sales blitzes, security and safety programs, customer service management, personnel and labor relations, preparation of business plans, repairs, maintenance, budget revenue, and expenditures forecasting, quality assurance programs, hospitality assertion, review and enforce brand standard requirements of InterContinental Hotels Group, work with the General Manager to ensure daily, weekly, monthly goals and expectations are met. Active in the community and tourism organizations to identify, generate, and capture all business opportunities to increase revenue.

Key Results:

- ◆ Significantly improved guest satisfaction and helped play a large roll in achieving Torchbearer status, the most prestigious award in the IHG brand

HOLIDAY INN EXPRESS & SUITES — Harriman, TN

Assistant General Manager, 2006 to 2007

Accountable for all aspects of daily hotel operations including: scheduling, front desk management, hiring, banking, accounts payable and receivable, staffing, training, direct bills, inventories, filling systems, establishing major company contracts and maintaining business relationships.

Key Results:

- ◆ Held primary responsibility for maintaining the high standards that IHG set for new property regulations.

EDUCATION & CERTIFICATIONS

ROANE COUNTY HIGH SCHOOL — Kingston, TN Diploma, 1997

ROANE STATE COMMUNITY COLLEGE – BUSINESS MANAGEMENT, 2008

Certifications and Training:

- ◆ IHG Brand SMART Selling Certification, 2008
- ◆ Holidex Plus Rate Code & Rate Category Management, Opera Integrated Rate & Inventory Management, Social Marketing Cert., RESPro Effective Reservations & Sales, Maximizing Channel Contribution, Opera Group Management. Proficient skills in Windows; Microsoft Word, Excel, Outlook
- ◆ SAP Accounting Software – Working knowledge of SAP (Systems Applications and Products) Financial accounting and reporting system.
- ◆ May 2013 CPR Certified
- ◆ June 2013 Serve Safe Certified
- ◆ Marriott Confident Service Coach Certified
- ◆ Marriott Access Edge Sales Certification – (CFRST Marriott Branded Properties) 130 Hours of Sales Training
- ◆ Marriott Brand Reward Training Certification
- ◆ Proficient in Fosse Marriott PMS System & Sales Pro Tracking System

COMMUNITY SERVICE

Second Harvest Food Bank

Farragut 5K – Smoky Mountain Dogs Wounded Warrior Project

Wreaths Across America

Love Kitchen

Farragut West / Knoxville Chamber Charity Auction Committee

Professional Development:

Additionally, I set forth into the management field starting in 1998, and have had extensive on the job training and experience in the hotel industry; as well as a past work history with Department of Energy sub-contractors as Administrative Assistant and Records Management Specialist.

City of Oak Ridge Board Application 2018

BoardName: Convention and Visitors Bureau/Explore Oak Ridge

Application Submitted

Applicant: Cruze, William

12/26/2018 9:17 AM

Race (Optional):

Preference: 1

Number of Times Previously Applied: 0

Address

Contact Information

409 Dogwood Drive

Email: alex.cruze@hilton.com

Maryville, TN 37804

Mobile Phone: (865) 321-3551

Current Company/Organization

Hampton Inn Oak Ridge

Current Position / Title

General Manager

Retired? Company / Organization Retired From

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

No

Education, Professional and or Community Activity

BS in Science and Minor in HRT from UT-Knoxville; 12 plus years experience in Hospitality within the Knox and Anderson County areas; completed Leadership Oak Ridge; Part of the Ambassador Board OR; Part of the Afternoon Rotary in OR.

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

I have been working in Oak Ridge for a year now and grown fond of the area. The community is well-versed and they love Oak Ridge. This city brings a lot of history to our country, and I think everyone should know more about Oak Ridge. We need more people telling our story to help maintain and grow our city.

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

I have worked for the same hotel company for 12 years and worked at various hotels in our group. I have knowledge of the Clinton, Knox and Oak Ridge areas. I know multiple hotel chains and how they operate plus what makes a hotel successful in their city. I love helping communities/organizations because they help grow their cities.

Additional Information

Special Qualifications

End of Application for Cruze, William

For Board: Convention and Visitors Bureau/Explore Oak Ridge

Monday, January 7, 2019

City of Oak Ridge Board Application 2018

BoardName: Convention and Visitors Bureau/Explore Oak Ridge

Application Submitted

Applicant: Driskill, Owen

12/20/2018 11:40 AM

Race (Optional):

Preference: 1

Number of Times Previously Applied: 1

Address

Contact Information

109 Carson Lane

Home Phone: (423) 552-1971

Email: owendriskill@gmail.com

Oak Ridge, TN 37830

Current Company/Organization

Roane State Community College

Current Position / Title

Executive Director, OR Campus

Retired? Company / Organization Retired From

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

Convention and Visitors Bureau/Explore Oak Ridge Board

Education, Professional and or Community Activity

EDUCATION: East Tennessee State University, Johnson City, TN - Doctor of Education, Educational Leadership (August 2012-August 2016); Dissertation: Cultural Influences of Resource Dependence: Community College Administrator Perceptions of Implementing Initiatives Related to Tennessee's Performance Funding Model; Austin Peay State University, Clarksville, TN - Master of Arts, Communication Arts (August 2008 - December 2010); Clemson University, Clemson, SC - Bachelor of Arts, English and History (August 1993 - May 1997); EXPERIENCE: Roane State Community College, Harriman, TN - Executive Director, Oak Ridge Campus and Community Relations (February 2017 - Present) - Oversee campus operations for 2,300-student facility, Engage with the Oak Ridge and Anderson County Communities through civic involvement, Provide strategic planning and leadership for college satellite locations; Roane State Community College, Harriman, TN - Director, Marketing and Public Relations (July 2011-Present) - Coordinate with college departments to develop communications solutions that meet their needs, Oversee college advertising campaigns, Develop and edit college publications, Produce content for social media, website, and media distribution, Assist in crisis management, Led team that redesigned student portal to create customized user experience, resulting in reduced call center volume, Led team that conceptualized and designed degree maps, considered a best practice for completion (Columbia University cited the college degree maps as a national model.), Led media relations and coordination for Classroom Under the Sea, a college project that received worldwide coverage. Roane State Community College, Harriman, TN - Adjunct Instructor (August 2011 - Present)- Teach evening and online classes in media writing and speech; Roane State Community College, Harriman, TN - News Coordinator (August 2007-July 2011) - Wrote news releases, Managed newspaper advertising, Coordinated publications, Photographed events; The Greeneville Sun, Greeneville, TN - Assistant Managing Editor and Online Content Editor (February 2004-August 2007) - Supervised newsroom staff, Managed and produced online content, Coordinated special sections, including a 150-page community guide, Trained and coached summer interns; Spartanburg Herald-Journal, Spartanburg, SC - Assistant Sports Editor (December 2000-February 2004)- Supervised copy editors, assistants and reporters, Organized special projects, Recruited and coached freelance writers; Spartanburg Herald-Journal, Spartanburg, SC - Copy Editor (September 1999-December 2000)- Designed pages, edited stories; The Beaufort Gazette, Beaufort, SC - Copy Editor (November 1998-September 1999)- Designed sports section, covered local sports; The Jackson Sun, Jackson, TN - Police Beat Reporter (August 1997-November 1998)- Covered breaking news, wrote features; INVOLVEMENT: Tennessee Achieves (January 2008-Present)- I serve as a mentor for students who receive the Tennessee Promise scholarship. Mentorship involves helping students navigate the college admissions process. I have also served as a team leader responsible for leading meetings with parents and students; Oak Ridge Convention and Visitors Bureau (December 2015-Present) - I serve as a board member and assist with strategic

Monday, January 7, 2019

City of Oak Ridge Board Application 2018

BoardName: Convention and Visitors Bureau/Explore Oak Ridge

Application Submitted

Applicant: Driskill, Owen

12/20/2018 11:40 AM

Race (Optional):

Preference: 1

Number of Times Previously Applied: 1

planning to attract visitors to Oak Ridge; Oak Ridge Convention and Visitors Bureau (February 2018-Present) - Chair- As chair, I provide strategic leadership for the organization and assist the president with planning; Oak Ridge Center for Leadership and Community Development (February 2016-Present)- The center oversees community leadership programs. As a board member, I advise the center on topics such as branding and promotion. First Steps of Oak Ridge (March 2016-Present) - First Steps is a preschool affiliated with First United Methodist Church of Oak Ridge. As a board member, I assist with strategic planning and management; Oak Ridge Chamber of Commerce Advocacy Committee (December 2014-Present) - The committee drafts the chamber's legislative agenda. As a committee member, I assist in the development of the agenda and promote issues of importance to the chamber. Oak Ridge Chamber of Commerce Advocacy Chair (January 2018-Present) - The committee drafts the chamber's legislative agenda. As chair, I guide the committee on advocacy issues and work with the committee on projects to raise awareness of chamber priorities; Y-12 Community Relations Council Member (January 2017-Present) - Through the council, I work with Y-12 staff and management and build connections between Roane State and Y-12; Anderson County Chamber of Commerce Leadership Board (April 2018-Present)- As a board member, I assist with planning and management of the chamber's leadership program; Leadership Oak Ridge (January 2011-October 2011) - As a member of the leadership class, I participated in monthly sessions that addressed community issues. I also assisted with the class service project; Leadership Anderson County (April 2017-April 2018) - As a member of the leadership class, I participated in monthly sessions that addressed community issues. I also assisted with the class service project.

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

I have been honored to serve on the board of Explore Oak Ridge and see the potential for tourism to blossom as an economic development force for Oak Ridge. I have lived in the community for 11 years, and I know that Oak Ridge is a unique place to live and work and that the Oak Ridge story is powerful and needs to be shared. I have thoroughly enjoyed playing a part in telling the Oak Ridge story and helping more people, whether through marketing or events, understand that Oak Ridge is a special place. I also would like to remain on the board during the current leadership transition to provide guidance and support to Explore Oak Ridge's new president.

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

I have a varied background that translates well to Explore Oak Ridge. I have worked in media and public relations, and through my role at Roane States, have connections to education, workforce development, and economic development stakeholders.

Additional Information

Special Qualifications

CITY OF OAK RIDGE, TENNESSEE
BOARDS AND COMMISSIONS

TIME IN OFFICE AND ATTENDANCE RECORD

NAME: Owen Driskill

BOARD OR COMMISSION: Convention and Visitors Bureau/Explore Oak Ridge

TERM OF OFFICE: 1 Year

DATE APPOINTED: 1/19/16

ATTENDANCE RECORD (MOST RECENT TERM OF OFFICE):

Number of Meetings Held 30

Number of Absences 3

Attachment: Resume

Owen Driskill, Ed.D.

109 Carson Lane
Oak Ridge, TN
(423) 552-1971
owendriskill@gmail.com

SKILLS

Project management, public relations, writing, content-creation, advertising, teaching, photography, software (Adobe Creative Suite, content management systems), social media, strategic planning, research, crisis management

EXPERIENCE

Roane State Community College, Harriman, TN

Executive director, Oak Ridge Campus and Community Relations

FEBRUARY 2017 - PRESENT

- Oversee campus operations for 2,300-student facility
- Engage with the Oak Ridge and Anderson County communities through civic involvement
- Provide strategic planning and leadership for college satellite locations

Roane State Community College, Harriman, TN

Director, Marketing and Public Relations

JULY 2011 - PRESENT

- Coordinate with college departments to develop communications solutions that meet their needs
- Oversee college advertising campaigns
- Develop and edit college publications
- Produce content for social media, website, and media distribution
- Assist in crisis management
- Led team that redesigned student portal to create customized user experience, resulting in reduced call center volume
- Led team that conceptualized and designed degree maps, considered a best practice for completion. Columbia University cited the college degree maps as a national model.
- Led media relations and coordination for Classroom Under the Sea, a college project that received worldwide coverage

Roane State Community College, Harriman, TN

Adjunct Instructor

AUGUST 2011- PRESENT

- Teach evening and online classes in media writing and speech

Roane State Community College, Harriman, TN

News Coordinator

AUGUST 2007-JULY 2011

- Wrote news releases
- Managed newspaper advertising
- Coordinated publications
- Photographed events

The Greeneville Sun, Greeneville, TN

Assistant Managing Editor and Online Content Editor

FEBRUARY 2004-AUGUST 2007

- Supervised newsroom staff
- Managed and produced online content
- Coordinated special sections, including 150-page community guide
- Trained and coached summer interns

Spartanburg Herald-Journal, Spartanburg, SC

Assistant Sports Editor

DECEMBER 2000-FEBRUARY 2004

- Supervised copy editors, assistants, and reporters
- Organized special projects
- Recruited and coached freelance writers

Spartanburg Herald-Journal, Spartanburg, SC

Copy Editor

SEPTEMBER 1999-DECEMBER 2000

- Designed pages, edited stories

The Beaufort Gazette, Beaufort, SC

Copy Editor

NOVEMBER 1998-SEPTEMBER 1999

- Designed sports section, covered local sports

The Jackson Sun, Jackson, TN

Police Beat Reporter

AUGUST 1997-NOVEMBER 1998

- Covered breaking news, wrote features

INVOLVEMENT

Tennessee Achieves

JANUARY 2008-PRESENT

I serve as a mentor for students who receive the Tennessee Promise scholarship. Mentorship involves helping students navigate the college admissions process. I have also served as a team leader responsible for leading meetings with parents and students.

Oak Ridge Convention and Visitors Bureau

DECEMBER 2015-PRESENT

I serve as a board member and assist with strategic planning to attract visitors to Oak Ridge.

Oak Ridge Convention and Visitors Bureau Chair

FEBRUARY 2018-PRESENT

As chair, I provide strategic leadership for the organization and assist the president with planning.

Oak Ridge Center for Leadership and Community Development

FEBRUARY 2016-PRESENT

The center oversees community leadership programs. As a board member, I advise the center on topics such as branding and promotion.

First Steps of Oak Ridge

MARCH 2016-PRESENT

First Steps is a preschool affiliated with First United Methodist Church of Oak Ridge. As a board member, I assist with strategic planning and management.

Oak Ridge Chamber of Commerce Advocacy Committee

DECEMBER 2014-PRESENT

The committee drafts the chamber's legislative agenda. As a committee member, I assist in the development of the agenda and promote issues of importance to the chamber.

Oak Ridge Chamber of Commerce Advocacy Chair

JANUARY 2018-PRESENT

The committee drafts the chamber's legislative agenda. As chair, I guide the committee on advocacy issues and work with the committee on projects to raise awareness of chamber priorities.

Y-12 Community Relations Council, Member

JANUARY 2017-PRESENT

Through the council, I network with Y-12 staff and management and build connections between Roane State and Y-12.

Anderson County Chamber of Commerce Leadership Board

APRIL 2018-PRESENT

As a board member, I assist with planning and management of the chamber's leadership program.

Leadership Oak Ridge

JANUARY 2011-OCTOBER 2011

As a member of the leadership class, I participated in monthly sessions that addressed community issues. I also assisted with the class service project.

Leadership Anderson County

APRIL 2017-APRIL 2018

As a member of the leadership class, I participated in monthly sessions that addressed community issues. I also assisted with the class service project.

PRESENTATIONS

Achieving the Dream Annual Conference

MARCH 2018

Degree Maps: More than just a PDF

Tennessee Board of Regents Marketing and Public Relations Retreat

NOVEMBER 2016

Degree Maps: Process and Implementation

East Tennessee State University Center for Community College Leadership

OCTOBER 2016

Cultural Influences of Resource Dependence: Community College Administrator Perceptions of Implementing Initiatives Related to Tennessee's Performance Funding Model

American Association of University Women (Oak Ridge)

MAY 2016

Changing Role of Community Colleges

Tennessee Higher Education IT Symposium

APRIL 2013

RaiderNet Redesign for Students: Enhancing the Purpose of the Student Portal

EDUCATION

East Tennessee State University, Johnson City, TN

Doctor of Education, Educational Leadership

AUGUST 2012-AUGUST 2016

Dissertation: Cultural Influences of Resource Dependence: Community College Administrator Perceptions of Implementing Initiatives Related to Tennessee's Performance Funding Model

Austin Peay State University, Clarksville, TN

Master of Arts, Communication Arts

AUGUST 2008-DECEMBER 2010

Clemson University, Clemson, SC

Bachelor of Arts, English and History

AUGUST 1993-MAY 1997

HONORS

- 2012 National Institute for Staff and Organizational Development Excellence Award
- 2011 Roane State Administrator of the Year
- Awards from the National Council for Marketing and Public Relations, Associated Press Sports Editors Association, South Carolina Press Association
- Cited in Columbia University Community College Research Center report for development of guided pathways

City of Oak Ridge Board Application 2018

BoardName: Convention and Visitors Bureau/Explore Oak Ridge

Application Submitted

Applicant: Frederick, Susan

12/28/2018 9:35 AM

Race (Optional):

Preference: 2

Number of Times Previously Applied: 1

Address

Contact Information

19 Asbury Lane

Email: hbsuefred@yahoo.com

Mobile Phone: (714) 875-8457

Oak Ridge, TN 37830

Current Company/Organization

Current Position / Title

Retired? Company / Organization Retired From

Y

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

Convention and Visitors Bureau/Explore Oak Ridge

Education, Professional and or Community Activity

See attachments for details. In addition, I have committed to working towards the establishment of the City of Oak Ridge as a Certified Local Government by the end of this calendar year. I have also initiated an attempt to establish something like a consortium among the non-government supported history museums in Oak Ridge Besides ORHPA, at this point this only includes the Children's Museum and the Middle Tennessee State University Public History Program where I have been working through and with Dr. Brenden Martin to recruit a student intern to assist in this effort possibly this summer. I hope and expect to add AMSE to this group, while possibly adding the National Park Service and the Y12 and K25 History Centers later this year.

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

During my tenure on the board of EOR, I have developed a particular interest in restoring as much as possible the existing stock of Oak Ridge's historic buildings, with particular emphasis on historic houses for attracting new residents and as tourist sites. I would like to continue acting as an advocate for the development and upgrade of Oak Ridge's heritage tourism sites and other assets. I also told my fellow board members and the new EOR President that I would reapply for this position as my second choice.

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

In the last year I worked with the prior EOR president to submit a grant request to the East Tennessee Foundation to revive the Oak Ridge Driving Tour. I also initiated a grant proposal to try to define and design an exhibit around the peaceful integration of Oak Ridge beginning with schools. I have also participated in several meetings arranged by Ray Smith in his capacity as city historian and Tennessee Historical Commission Board Member. These meetings included city and state level planning and preservation personnel that I have been able to call upon in my past efforts. I have also made it a point to educate myself through my own research efforts in conversation with knowledgeable and experienced Oak Ridgers as well as by utilizing the documents and other resources available at the Oak Ridge Public Library and even some local shopkeepers.

Additional Information

Special Qualifications

CITY OF OAK RIDGE, TENNESSEE
BOARDS AND COMMISSIONS

TIME IN OFFICE AND ATTENDANCE RECORD

NAME: Susan Frederick

BOARD OR COMMISSION: Convention and Visitors Bureau/Explore Oak Ridge

TERM OF OFFICE: Balance of an Unexpired 3 Year Term

DATE APPOINTED: 1/19/16

ATTENDANCE RECORD (MOST RECENT TERM OF OFFICE):

Number of Meetings Held 30

Number of Absences 2

Attachment: Resume

SUSAN L. (Sue) FREDERICK
19 Asbury Lane, Oak Ridge, TN 37830
hbsuefred@yahoo.com, 714-875-8457

Date of Birth April 26, 1955

I affirm that I am a qualified voter and I have been an Oak Ridge resident since 2011. Professional Resume is included in this document. Biography including summary of my current local activities and organizational memberships and statement of interest provided in additional separate document.

PROFESSIONAL PROFILE

- Performed all contract phases from definition/solicitation through completion/close-out
- Managed major/critical research and development and production subcontracts

SKILLS SUMMARY

Contract Initiation

- Analyzed prime contract terms and conditions for acceptability and/or flow-down/up
- Established contract structure and performance requirements
- Coordinated proposal preparations and solicitations
- Created Statements of Work integrating performance requirements from all functions

Project Administration

- Evaluated supplier performance: cost and schedule tracking; milestone completion; data item approvals
- Analyzed and negotiated costs including change proposals and estimates-to/at-completion
- Managed design and other changes including evaluation/negotiation of cost/schedule impact proposals
- Drafted correspondence and presentations regarding technical, schedule, cost and contractual issues
- Arranged shipments, product acceptance or rejection, return/rework and payments
- Identified potential problems and supervised mitigation/resolution of same
- Coordinated design and production review/status meetings and issued/circulated reports

EMPLOYMENT EXPERIENCE

Senior Buyer, SAIC Shared Services Center (SSC) 2011-2014
• Purchased range of products and services for federal government agencies (EPA, DHS, DOD, NASA), state and local governments and internal/indirect customers including subcontractors

Senior Buyer, ShinMaywa (California), Ltd., (SCL) 1996-2006
SCL provides supply chain management and quality assurance services to support ShinMaywa Industries aircraft production and other special programs in Japan.
• Monitored and maintained item configurations and production/delivery schedules
• Coordinated orders, WIP and deliveries of approximately 700 items for use on 7 different assembly lines
• Coordinated receipt/acceptance and delivery of customer furnished materials
• Long term agreements with scheduled deliveries and same day emergency buys

Senior Negotiator, McDonnell Douglas. 1993-95
• Factfound, evaluated, negotiated and settled termination claims with multiple subcontractors and their subtier suppliers on partially terminated International Space Station Prime Contract

EDUCATION: MBA, UCLA, 1980; BA, International Relations, USC, 1972

SUSAN L. (Sue) FREDERICK
19 Asbury Lane, Oak Ridge, TN 37830
hbsuefred@yahoo.com, 714-875-8457

Current Local Activities and Organizational Memberships

Oak Ridge Institute for Continued Learning (ORICL) History Curriculum Committee chair and trip leader

ORICL Fiction and Nonfiction Book Clubs Coordinator

Explore Oak Ridge (Oak Ridge Convention and Visitors Bureau) Board Member

Community Mediation Services (CMS) Mediator

Oak Ridge Heritage & Preservation Association (ORHPA) Grants Chairperson

Aid to Distressed Families of Appalachian Counties (ADFAC) Affordable Housing Committee

Oak Ridge League of Women Voters (ORLWV) Recording Secretary

Contributor to Oak Ridger Historically Speaking Column with articles re women and historic preservation

Friends of ORNL, Friends of the (Oak Ridge Public) Library, East Tennessee History Center, AMSE

Biography – Prior Volunteer Experience

Tennessee Promise Mentor

Brentwood (TN) Library and High School Volunteer

Girl Scout Nuts and Cookie Mom

PTA Ways and Means Vice President

Los Angeles Summer Olympics Volunteer

My spouse and I moved our empty nest to Oak Ridge in 2011. At the time, he had recently retired from Nissan, which had moved its North American headquarters from Southern California to Middle Tennessee five years prior. When we'd moved our family, including two high school age daughters, I had fully retired (temporarily though I didn't know it then) from a long career in aerospace and defense contracts and purchasing management. In the five years before we made our big move across the country I had been fortunate to continue this career on a part-time basis which had made it possible for me to pursue some of the above-noted volunteer activities. These positions had also enabled me to spend time with my children and to support some of their activities.

We moved from Middle to East Tennessee when I received a job offer in Oak Ridge which ended my first full retirement period. Over the three-year period that I worked here, and as I came closer and closer to starting my second retirement, I was able to discover just the tip of the iceberg of the many opportunities available here that I could pursue that would make this much more fulfilling than my first retirement in Brentwood had been. Over the five years we'd spent there, I had been so desperate for personal contact outside the home that I'd taken an hourly job behind the deli counter at the local Fresh Market.

SUSAN L. (Sue) FREDERICK
19 Asbury Lane, Oak Ridge, TN 37830
hbsuefred@yahoo.com, 714-875-8457

What I've found here, as you might ascertain from the varied list of activities and organizations I've listed, is a really broad array of places where I've been able to apply my business skills and personal experiences. At the same time I have been able to pursue my own personal knowledge quest, learning from fellow Oak Ridgers and other citizens of the area who have even more advanced educations and broader experiences than I had before I came here.

Statement of Interest and Vision for Oak Ridge

Oak Ridge is a very special place. This statement is based on the personal experiences described above in combination with what I have learned about this area and especially about this city in all its many facets. There are many sources to which I can attribute the gain of this recent knowledge and appreciation for where we have been and where we are now. Ray Smith is my hero and personal role model in his dogged pursuit of all the correct facts, supplemented by Ed Westcott's fabulous photos as well as Ray's own, to describe and preserve as much as possible of Oak Ridge's unique history for the future appreciation by posterity of its place in the broad spectrum of local, state, American and world history.

I have also been fortunate to learn firsthand about the development of Oak Ridge from the time the gates were opened from some of the people who contributed to that progress. I have also had the good fortune to meet and learn from many people who live and work in Oak Ridge today. In the process, I have been struck by the realization that many of these people, of all ages, may have left the area at some time in the past, but they came back to Oak Ridge. Among the individuals I can name in this regard are Bob and Carol Smallridge, Pat and Chuck Hope, Jr., Marc DeRose, Owen Driskill, Darrell Akins, Jim Dodson, Teresa Fortney, Frank and Carol Plasil, Annie Cachiero, Murray and Faye Martin, Naomi Asher, and even Hans Vogel, whose position I hope to fill.

I have seen and can appreciate that there are many diverse constituencies in the city. As a newcomer, I noted mainly the disagreements across them as I read and heard about a great many issues that were ultimately decided by the City Council. Recently these have ranged from infrastructure maintenance, repair and replacement in nearly all districts, and all types of districts, within the city's 92 square mile area, to the types of enclosures in which citizens could raise chickens in residential subdivisions. Over time, though, and after studying Oak Ridge's development as a chartered municipality in the state of Tennessee, I can say that I've come to understand more about why and how these arguments have arisen and to appreciate more the subtleties encountered by city government in trying to reach an amicable solution that may or may not be acceptable to all parties. The bottom line in all this, I guess, is that that's just (Tennessee) politics, which are quite different than California (where I spent most of my life and first developed my political interests) politics.

I would like to see, once and for all, a true feasible master plan that would provide some direction for the future of Oak Ridge. I have learned that similar studies and plans have been undertaken in the past, by many various and sundry agencies and organizations. What I do not know is if any or all recommendations that may have resulted from these efforts have been undertaken and/or evaluated. Since I do not believe in "reinventing the wheel" I would be more than willing and able to pursue this information with the goal of summarizing and synthesizing the result to provide this direction for moving the city forward into the 21st century.

SUSAN L. (Sue) FREDERICK
19 Asbury Lane, Oak Ridge, TN 37830
hbsuefred@yahoo.com, 714-875-8457

My research efforts would not be undertaken in a vacuum, though, as I would hope and expect to talk to and work with any and all interested groups and citizens around the city. This effort, in fact, has already been initiated by both the ongoing Master Plan Update, which is still in progress, as well as the many individual efforts – past, present and future – that are planned, discussed and implemented by the plethora of civic, business and charitable organizations that are active, to various degrees and in various levels and locations, around Oak Ridge today. My additional goal in this endeavor would be to bring all of these groups, or at least all of their plans and thoughts, together, in one place or at least in one forum, with the expectation that, as a group, the City Council could and would establish a prioritized list of short term objectives towards which the majority of citizens would like to see the government of Oak Ridge move us all in unison to the greatest possible degree.

At minimum, then, I would like to improve the communications between and among Oak Ridge's government, businesses, organizations and citizens. I know there are Sunshine Laws that impact governments in Tennessee at all levels. I think the sunshine, or at least the light, could be spread out a little more, if not intensified, across all these interest groups. In this way, perhaps we might indeed be able to put a spotlight on at least a few of the historic elements that grew this place from an unusual, if possibly glorified, WWII military base to its current status as, well, perhaps TBD. In this regard, we might consider some of the previous slogans that have been applied to Oak Ridge e.g. "Opportunity's Hometown," "Energy Capital of the World," "The Vision Lives On" or some newer ones for which I am sure we could gather a whole lot of suggestions. Personally, I could suggest a thought from the past "I like Oak Ridge – it's the city, but it's the country, too" along with a new one – something like "Oak Ridge, where lessons from the past and present make the future better."

Since I started my second retirement in Oak Ridge four years ago, I have been slowly but surely venturing deeper and deeper into the figurative muck and mire of Oak Ridge. I don't really mean to denigrate the dysfunctional ways I have observed many things to work around here. I just want to emphasize how it looks to a relative newcomer who is practically by definition an outsider. On the positive side, though, I can say that everywhere I've applied myself around here I have always received some kind of response, which is very different than what I experienced when I was in a similar situation in Brentwood. That right there speaks volumes about how welcome I have felt here and is a major factor in why I am even considering this application for the temporary City Council position.

City of Oak Ridge Board Application 2018

BoardName: Convention and Visitors Bureau/Explore Oak Ridge

Application Submitted

Applicant: Hunley, Connie

12/11/2018 11:29 AM

Race (Optional):

Preference: 1

Number of Times Previously Applied: 1

Address	Contact Information
1143 Oak Ridge Turnpike, Suite 107-A PMB 212 Oak Ridge, TN 37830	Email: a2znannies@gmail.com Mobile Phone: (615) 681-3380

Current Company/Organization

Current Position / Title

Retired?

N

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

Convention and Visitors Bureau/Explore Oak Ridge

Education, Professional and or Community Activity

High School diploma, two years college; Publisher of Hardin Valley Living, a division of Best Version Media; Convention and Visitors Bureau/Explore Oak Ridge board member; Secretary, Secret City Civitan Club; President/Founder of Altrusa International of Anderson County, TN; Secret City Festival Committee; Atomic Masters Rowing; Oak Ridge Chamber of Commerce; Ambassador with Anderson County Chamber of Commerce.

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

I am currently on the CVB Board and on the committee for choosing our new President for Explore Oak Ridge, Katy Jett. Also, I started, organized and got chartered the new Altrusa International of Anderson County, TN, a first for Anderson County and has not been done in Altrusa District Four, which includes the states of Louisiana, Mississippi, Alabama and Tennessee in more than 15 years.

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

Additional Information

Special Qualifications

End of Application for Hunley, Connie

For Board: Convention and Visitors Bureau/Explore Oak Ridge

Monday, January 7, 2019

CITY OF OAK RIDGE, TENNESSEE
BOARDS AND COMMISSIONS

TIME IN OFFICE AND ATTENDANCE RECORD

NAME: Connie Hunley

BOARD OR COMMISSION: Convention and Visitors Bureau/Explore Oak Ridge

TERM OF OFFICE: Balance of an Unexpired 3 Year Term

DATE APPOINTED: 7/9/18

ATTENDANCE RECORD (MOST RECENT TERM OF OFFICE):

Number of Meetings Held 3

Number of Absences 1

City of Oak Ridge Board Application 2018

BoardName: Convention and Visitors Bureau/Explore Oak Ridge

Application Submitted

Applicant: Joyal, Peter

12/16/2018 8:10 PM

Race (Optional):

Preference: 1

Number of Times Previously Applied: 0

Address	Contact Information
106 East Newkirk Lane	Home Phone: (864) 359-9382 Email: peterj616@gmail.com

Oak Ridge, TN 37830

Current Company/Organization

Current Position / Title

Retired? Company / Organization Retired From

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

No

Education, Professional and or Community Activity

Live and work in the city of Oak Ridge and very familiar with the city

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

I'd like to get involved with city government and I'm interested in tourism.

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

Additional Information

Special Qualifications

End of Application for Joyal, Peter

For Board: Convention and Visitors Bureau/Explore Oak Ridge

Monday, January 7, 2019

City of Oak Ridge Board Application 2018

BoardName: Convention and Visitors Bureau/Explore Oak Ridge

Application Submitted

Applicant: McDonald, James

12/27/2018 7:38 PM

Race (Optional):

Preference: 1

Number of Times Previously Applied: 0

Address

105 Valetta Lane

Contact Information

Home Phone: (573) 690-1425

Email: jnmcdonaldc26@gmail.com

Oak Ridge, TN 37830

Current Company/Organization

Current Position / Title

Retired?

N

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

No

Education, Professional and or Community Activity

Bachelor of Arts Degree - History (University of Missouri-Rolla, 2006); Bachelor of Arts Degree- Psychology (University of Missouri-Rolla, 2007); Master of Science Degree - Applied Social & Health Psychology (Colorado State University, 2012); PhD - Applied Social & Health Psychology (Colorado State University, 2019) [It's done, but paperwork won't be processed until January.] Professional Experience: Graduate research assistant, teaching assistant, and lecturer at Colorado State University, from August 2008-January 2015.

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

Although I'm a lifelong geek that's been fascinated by science since I was a small child, my first degree was in history and I have acquired a preference for American history especially. Oak Ridge appeals to both passions, and I would enjoy working on projects that realize the potential inherent in the city's duality. Oak Ridge was born from a war, contributing to the development of a terrifyingly powerful weapon, but alongside that gritty, dramatic history, some people see the charming innocence of small town America. I would like to think that Oak Ridge has the potential to embody the best of what our country has to offer. If a community is partly defined by how it chooses to portray itself, the Convention and Visitors Bureau plays an important part in guiding Oak Ridge's development into an inclusive and welcoming city. (Also, a Secret City 'Comic Con' could be really cool."

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

A lot of marketing principles are derived from or described by theories in social psychology. I have no experience working in marketing, but the concepts are not alien to me. More specifically useful, I have a lot of experience with developing and administering surveys (and analyzing the data) which may be useful for getting visitor and residents' feedback.

Additional Information

Special Qualifications

Greetings,

My wife and I moved to Oak Ridge this summer after buying our first house (a 1943 Cemesto), and while it's a lovely house, I'd like to get out of it more. I'm currently searching for local employment and working towards joining the Eastern Tennessee branch of the Mandalorian Mercs Costume Club so that I can participate in their charity fund-raising work, but would like to do more. Like many people my age, I care a great deal about the welfare of our country, but have been uncertain how I – individually – can contribute to its betterment. I'm hoping that by becoming involved in Oak Ridge's government, I can not only help improve the lives of my neighbors, but also learn and develop skills that will allow me to better serve my community.

As to the skills I already possess, I'm a capable writer, editor, and researcher. In November, I completed my PhD in Colorado State University's Applied Social and Health Psychology program. In the course of earning that degree, I taught undergraduate students, took classes and reviewed scientific literature in a wide range of subjects, managed research assistants in an IARPA funded lab, designed surveys, collected data online and offline, analyzed said data with descriptive and inferential statistics, and wrote *a lot*. I've contributed to a number of coauthored publications (a *curriculum vitae* is attached to my resume), self-published a fantasy novel I wrote while working on my doctorate, and maintained a blog for a time.

Despite my education, I am not planning to relocate in pursuit of a tenure-track position at a university anytime soon as my wife is already prosperously employed with ORAU and will soon be moving to a better position with ORNL. I do not wish to be idle, however; I'm continuing to work on research projects I began in graduate school, continuing to write fiction, and searching for opportunities to expand and deepen my skillset locally.

Thank you for your consideration.

Best,

James N. McDonald, PhD

105 Valetta Ln
Oak Ridge, TN 37830
573-690-1425

JAMES NEY MCDONALD

(573) 690-1425

jnmcdonaldc26@gmail.com

105 Valetta Lane
Oak Ridge, Tennessee 37830

OBJECTIVE SUMMARY

Social psychologist with research experience in computer-mediated communication, educational game development, romantic relationships, and environmental issues, seeking work experience in an applied or academic setting.

EXPERIENCE

Colorado State University

Graduate Instructor (Psychology Department)

- Instructor of Psychology 317 – Social Psychology Laboratory
 - August 2014 - December 2014
 - January 2012 – May 2013
- Co-Instructor of Psychology 250 – Research Methods in Psychology
 - August 2011 – December 2011
- Developed and gave lectures, guided students through research process, graded papers and homework assignments, managed grades.

Colorado State University

July 2013 – December 2014

Graduate Research Assistant (Communication and Technology Lab)

- Carried out various research duties as part of the CYCLES Project: Oversaw scheduling of data collection, ran data collection sessions, play-tested educational computer game, and more.
- Contributed to development of game based on data collected from surveys and interviews, as well as expertise in psychology.
- Collaborated on development of research on user engagement with games.

Colorado State University

August 2008 – August 2013

Graduate Teaching Assistant (Psychology Department)

- Teaching Assistant for many courses including Environmental Psychology, Research Methods in Psychology, Social Psychology, and Human Sexuality.
- Graded papers, provided feedback and assistance with student writing, proctored/administered and processed tests, gave guest lectures.

Colorado State University

August 2008 – August 2013

Graduate Research Assistant (Psychology Department – Dr. Kimberly Henry)

- Carried out various research duties: compiling resources, writing literature reviews, editing material, and assisting in the writing and editing of an issue of *The Challenge*, a quarterly newsletter published by the Office of Safe and Drug Free Schools.

EDUCATION

Colorado State University- Fort Collins

May 2019

Doctor of Philosophy (Psychology – Applied Social & Health Psychology)
Defended 09/14/2018, Final revisions approved by committee 11/02/2018

Colorado State University- Fort Collins

May 2012

Master of Science (Psychology)

University of Missouri- Rolla

May 2007

Bachelor of Arts (Psychology), Summa Cum Laude

University of Missouri- Rolla

December 2006

Bachelor of Arts (History), Summa Cum Laude

RELEVANT PROJECTS

Compersion, Jealousy, and Emotional Ambivalence

Spring 2018 – Present

- Using previously collected data, investigated the experience of positive and negative emotions in response to potentially jealousy-inducing situations. Reviewed literature, developed research questions and hypotheses, planned statistical analyses, and registered project on Open Science Framework. Cleaned, scored, and merged existing data sets from two large surveys. Performed analyses and wrote up initial draft of complete paper.

Definitions of Commitment in Polyamorous Relationships

Summer 2013 – Present

- Under Dr. Jennifer Jill Harman, performed qualitative coding of open-ended text responses to one item on a large internet survey of over 6,000 people in consensually non-monogamous relationships. Contributed to and edited a paper reporting the results of the project, and presented results as part of a symposium at the 2016 conference for the Society for the Scientific Study of Sexuality (“Quad-S”).

Communication in Mixed-Modality Romantic Relationships

Fall 2014 – Fall 2018

- Dissertation completed under Dr. Jennifer Jill Harman. Reviewed relevant literature within the field of relationship psychology, developed research question and hypotheses, compiled measures, collected data using MTurk and Qualtrics, tested hypotheses with linear regression, reported conclusions at Doctoral Defense (9/14/2018). Following feedback from my defense, reran analyses and expanded literature review to cover communication theories outside of my field. Revisions approved by committee (11/2/2018).

CYCLES Project

Fall 2013 – Winter 2015

- IARPA funded project to test the feasibility of using educational computer game to train adults to make less biased decisions.
- Under Dr. Rosa Mikael-Martey, oversaw scheduling of data collection, ran data collection sessions, play-tested educational computer game, coordinated with psychology department for participant recruitment. Trouble-shot SPSS syntax for analysis of collected data, performed interviews, and performed qualitative coding of video recordings.

Predicting Attitudes towards Smart Meter Use

Winter 2013 – Summer 2013

- Under Dr. Patricia Aloise-Young, compiled a survey to assess local attitudes towards smart meter technology, using validated scales and original questions. Worked with undergraduate research assistants to administer surveys in public spaces. Performed initial analyses of the data.

Bystander Responses to Cyberbullying

Fall 2010 – Spring 2012

- Master’s Thesis completed under Dr. Patricia Aloise-Young. Reviewed relevant literature within the field of social psychology, developed research question and hypotheses, compiled measures (surveys administered on Survey Monkey), planned a single blind data collection with extensive use of deception, recruited and trained undergraduate research assistants to serve as confederates for data collection, supervised data collection sessions, performed qualitative coding of session transcripts, tested hypotheses with analysis of Odds Ratios. Defended Thesis (October 2011).

Alcohol Use among American Indian Adolescents

Summer 2009 – Summer 2010

- Under Dr. Kim Henry, performed literature review; wrote Introduction and Discussion sections of paper.

Undergraduate Research Projects (History Department)

Spring 2005 – Spring 2006

- Used primary source data collected by Dr. Larry Gragg to profile the Quaker population of Barbados in the 1600s. Presented results as a poster at UMR’s Undergraduate Research Conference and coauthored a paper published by the Barbados Museum and Historical Society.

Undergraduate Research Projects (Psychology Department)

Spring 2006 – Spring 2007

- Under Dr. Will Canu, collected data using video recordings and complex research protocols for a study on Attention Deficit and Hyperactivity Disorder and risky behavior.
- Under Dr. Julie Patock-Peckham, transcribed data from hardcopy surveys into electronic spreadsheets for a study on perceived sexual risk.

AWARDS RECEIVED

- Third Place in Humanities and Social Sciences poster section at Spring 2006 OURE conference
- Winner UMR Writing Center Contest
 - 2006 – First Place, Autobiographical Essay; Second Place, Research Paper (Individual Author)
 - 2005 – Honorable Mention, Research Paper (Individual Author)
 - 2004 – Second Place, Humor/Satire
 - 2003 – Honorable Mention, Short Story Sci-Fi/Fantasy
- Phi Alpha Theta – Inducted Spring of 2005
- Phi Kappa Phi – Inducted Spring of 2005

TECHNICAL SKILLS

- Highly skilled writer/communicator
 - As a researcher, I have written many APA-style documents appropriate for academic journals, as well as consent documents, surveys, and debriefings appropriate for lower levels of English language reading proficiency.
 - As an instructor I have written educational materials for and corresponded with undergraduate students.
 - For personal fulfillment, I have written four novels and maintained a blog.
- Extensive research experience (beyond Psychology Research)
 - Designing and executing experimental research
 - Quantitative and qualitative data analysis
 - Survey Monkey online data collection system
 - Survey Design
 - Qualtrics online data collection system
 - SPSS
- Proficient with Microsoft Word and Excel
- Extremely proficient with Power Point

Curriculum Vitae

- Aloise-Young, P., **McDonald, J.**, Anthenien, A. (2013). Fort Collins citizens' attitudes toward smart meters, the environment, and technology. Poster presented at 2013 Energy Frontiers Conference, Boulder, CO.
- Aloise-Young, P., **McDonald, J.**, Anthenien, A. (2013). Predicting attitudes toward smart meters from connectness to Nature, comfort with technology, and political affiliation. Paper presented at 2013 Behavior, Energy and Climate Change Conference, Sacramento, CA.
- Canu, W. H., Schatz, N. K., Haslag, J. L., McBroom, E. K., **McDonald, J. N.**, & Payne, H. R. (2007, November). ADHD Impulsivity, Gender, and Other Predictors of Undergraduate Pathological Gambling. To be presented at the 41st Annual Convention of the Association for Behavioral and Cognitive Therapies, Philadelphia.
- Gragg, L., & **McDonald, J.** (2006) The Quaker community on Barbados in 1680, *The Journal of the Barbados Museum and Historical Society*, 52, 83-108.
- Harman, J. J., **McDonald, J. N.**, Lehmilller, J., B. M., & Domke, L. (2016, November). Polyamorous individuals' lay definitions of commitment. Paper presented as part of a symposium at the annual meeting of the Society for the Scientific Study of Sexuality, Phoenix, AZ.
- Henry, K., Cavanagh, T., **McDonald, J.** (2010). Parental Involvement in School as a Mediator of the Relationship between Community Disadvantage and High School Graduation Rates: An Application of Multilevel Mediation. Poster presented at the annual meeting of the Society for Prevention Research. Denver, CO.
- Henry, K. L., **McDonald, J. N.**, Oetting, E. R., Silk Walker, P., Walker, R., & Beauvais, F. (2011). Age of onset of first alcohol intoxication and subsequent alcohol use among urban American Indian adolescents. *Psychology of Addictive Behaviors*, 25(1), 48-56. doi:10.1037/a0021710
- McDonald, J. N.**, Balzarini, R., Harman, J. J. (in progress). Compersion, jealousy, and emotional ambivalence in monogamous and consensually non-monogamous relationships.
- McDonald, J. N.**, Balzarini, R., Harman, J. J., Lehmilller, J. J., & Holms, B. M. (In progress). This I promise you, and you and you: How polyamorous individuals Define commitment.
- McDonald, J. N.** (2019). Relational maintenance in mixed-modality romantic relationships. Doctoral Dissertation.
- McDonald, J. N.** (2017). *The Rise of Azraea, Book I*. Amazon Kindle Direct Publishing.
- McDonald, J. N.** (2012). Bystander helping in response to a staged incident of cyberaggression. Master's Thesis.
- McDonald, J. N.** (uncredited) (2009), Research Findings. *The Challenge: Special Issue on Cyberbullying*, 16(1), 7.
- McDonald, J. N.**, & Harman, J. J. (2018 July). Relational maintenance in mixed modality romantic relationships. Poster presented at the 2018 conference of the International Association for Relationship Research (IARR), Fort Collins, CO.

City of Oak Ridge Board Application 2018

BoardName: Convention and Visitors Bureau/Explore Oak Ridge

Application Submitted

Applicant: McMahan, Melissa

11/24/2017 9:57 AM

Race (Optional): Caucasian

Preference: 2

Number of Times Previously Applied: 0

Address

Contact Information

102 Newell Lane

Home Phone: (865) 483-1727

Email: mhmcman@gmail.com

Oak Ridge, TN 37830

Current Company/Organization

Current Position / Title

Retired? Company / Organization Retired From

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

Traffic Safety Advisory Board

Education, Professional and or Community Activity

Masters, Business Administration, University of Tennessee-Knoxville, TN (2008); Bachelors of Science in Organizational Management, Tusculum College, Knoxville, TN (2006); Girls Inc. of Tennessee Valley, Corporate Board Member (2011-Present); City of Oak Ridge Traffic and Safety Advisory Board Secretary (2014-Present); City of Oak Ridge Recreation and Parks Advisory Board Member (2017-Present)

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

I have a strong desire to see Oak Ridge grow; making others aware of our community, with the eclectic shops and events that we offer, is something I already do informally. Spreading the word in an "official" capacity makes sense!

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

Additional Information

Special Qualifications

End of Application for McMahan, Melissa

For Board: Convention and Visitors Bureau/Explore Oak Ridge

City of Oak Ridge Board Application 2018

BoardName: Convention and Visitors Bureau/Explore Oak Ridge

Application Submitted

Applicant: Williams, Rebecca

12/5/2018 3:34 PM

Race (Optional):

Preference: 1

Number of Times Previously Applied: 1

Address

102 Deerfield Lane

Contact Information

Home Phone: (865) 483-9124

Email: rebeccadwilliams@icloud.com

Oak Ridge, TN 37830

Current Company/Organization

Rebecca Williams Marketing

Current Position / Title

Owner

Retired?

N

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

Convention and Visitors Bureau/Explore Oak Ridge

Education, Professional and or Community Activity

President of Grow Oak Ridge, a nonprofit that promotes health in Anderson County by connecting farmers to the public. Produces the Winter Farmers Market. Coordinator of the Nine Lakes Wine Festival, produced by Appalachian Region Wine Producers. Marketing consultant for a number of small businesses in Oak Ridge. Master's degree in journalism, University of Maryland, College Park.

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

I have served on the board of Explore Oak Ridge for three years, and we have recently selected a new president. I feel like she will need some consistency and experience on the board as she takes on her new role.

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

Tourism is my special interest, and I know what it takes to produce a successful event that brings people into Oak Ridge to stay the night, eat in our restaurants and shop in our store.

Additional Information

Special Qualifications

CITY OF OAK RIDGE, TENNESSEE
BOARDS AND COMMISSIONS

TIME IN OFFICE AND ATTENDANCE RECORD

NAME: Rebecca Williams

BOARD OR COMMISSION: Convention and Visitors Bureau/Explore Oak Ridge

TERM OF OFFICE: 3 Years

DATE APPOINTED: 1/19/16

ATTENDANCE RECORD (MOST RECENT TERM OF OFFICE):

Number of Meetings Held 30

Number of Absences 5

Attachment: Resume

Rebecca D. Williams
102 Deerfield Lane, Oak Ridge, TN 37830
Office: 865-483-9124 / Cell: 865-621-1385
RebeccaDWilliams@icloud.com

Dec. 5, 2018

To the members of Oak Ridge City Council:

Please consider my application to serve another term on the board of Explore Oak Ridge. I have served on this board since 2016, and during my tenure have worked hard to improve the city's legitimacy as a tourist destination. I have been instrumental in bringing two major events to Oak Ridge: The Nine Lakes Wine Festival for two summers, and the Winter Farmers' Market by Grow Oak Ridge, now in its third season.

Both of these events improve livability in our city, and contribute to Oak Ridge's efforts to become a destination for visitors. The Nine Lakes Wine Festival attracted nearly 1500 participants from around East Tennessee last summer, and 87 festival goers from outside the state of Tennessee. The Winter Farmers' Market has quickly become the largest farmers' market in Anderson County, drawing more than 30 vendors each week, and more than 500 visitors on Saturdays in the winter, many of them from Knoxville.

As a current member of the CVB Board, and I feel like this is an important time for consistency. Our new president, Katy Jett, is extremely capable, but would benefit from experienced board members during this transition time. Therefore, I urge you to re-elect our Owen Driskill as well. He has proven to be extraordinarily capable in leading the board during the selection of a new president.

I appreciate all that you do for the City of Oak Ridge, and appreciate your vote to re-elect me to the board of Explore Oak Ridge.

Sincerely,

Rebecca Williams

Rebecca D. Williams

102 Deerfield Lane, Oak Ridge, TN 37830
Office: 865-483-9124 / Cell: 865-621-1385
RebeccaDWilliams@icloud.com

Summary

Rebecca D. Williams is an experienced freelance writer and marketing consultant based in Oak Ridge, Tennessee. She helps small businesses and non-profit organizations plan, execute and succeed in their marketing efforts and special events.

Work Experience

Media Consultant and Independent Writer 2007 – present.

- **Media Consultant & Event Planning Services** - Provide marketing strategy and event planning, press releases, social media content, brochures and more to a number of small business clients including Estate Sale Professionals, The Winery at Seven Springs Farm, Great Valley Wine Trail, Nine Lakes Wine Country & Festival, the Lavender Festival of Oak Ridge, Oak Ridge Graduation Celebration, The Ferrell Shop, and others.
- **Festival Coordinator** - Nine Lakes Wine Festival, May 2017. Coordinated all marketing, vendors, sponsorship recruitment and festival logistics.
- **Founder of Grow Oak Ridge**, a nonprofit organization dedicated to promoting good health in Anderson County by connecting farmers to the public. Produces the Winter Farmers' Market in Oak Ridge, named among the Top 10 Farmers' Markets by www.BestThingsTN.com.
- **Freelance PR Writer**, Covenant Health Systems hospitals, 2009 to present. Research health topics, interview physicians and patients, and communicate positive health experiences to a lay audience in local newspapers.
- **Regular Contributor** to the Knoxville News Sentinel, one of the top 100 newspapers in the United States. Features, Education and Metro sections, 2007-2017.
- **Contributing Writer**, *The Oak Ridge Observer*, Oak Ridge, TN, 2005-2006.
- **Contributing Writer**, *FDA Consumer*, the magazine of the US Food & Drug Administration. Each article provided an in-depth look at a health topic involving foods, drugs and medical devices regulated by FDA, 1993 - 1998.
- **Books**: Chapter text of *Children's Prescription Drugs: A Parent's Guide to the Most Commonly Recommended Drugs for Children* (Publications International, Ltd., 1995), *Prescription Drugs for People Over 50* (Publications International, Ltd., 1997). *The Healing Power of Tea*, (Publications International, 2007).

Staff Writer, *FDA Consumer*, Rockville, MD, 1991-1993. Wrote monthly in-depth articles on health topics for the magazine.

Staff Writer, *The Leaf-Chronicle*, Clarksville, TN, circulation 25,000, 1986-1989. Wrote several features each week covering a wide range of topics, from food and health to medical issues and profiles of interesting local citizens.

Volunteer Projects and Professional Memberships

- Convention & Visitor's Bureau Board of Directors, volunteer board member, Oak Ridge, TN, 2016 to present.
- Volunteer Mentor, TN Achieves Program. Mentor Tennessee high school graduates planning to attend a 2-year college program, 2015-present.

Education

M.S. Journalism, University of Maryland at College Park, 1991, Philip Merrill College of Journalism.

Graduate Fellowship, Fall 1989 & Spring 1990. Wordsmith Award for Semester's Best Writing, Spring 1990.

B.A. Emory & Henry College, Emory, VA, 1986, magna cum laude, religion and English.

Environmental Quality Advisory Board

NumVacancies 3 Total # of Members 12

Term of Office

December 31, 2021

Qualifications

Oak Ridge residency

Environmental Quality Advisory Board	Special Qualifications	Submitted	Preference	# of Previous Submissions
Mr. Atilio Anzellotti		12/3/2018	1	0
Mr. Joel Hewett		12/8/2018	1	0
Mr. James McDonald		12/27/2018	3	0
Ms. Kayla Wyatt		12/1/2018	1	1
Total Number of Applicants: 4				

Current Members

Member Name	Special Qualifications	Term Expires
Ms. Rebecca Bowman		12/31/2020
Dr. William Dean		12/31/2020
Ms. Wende Doolittle		12/31/2020
Ms. Darcie Holcomb		12/31/2019
Mr. Robert G Kennedy III, PE		12/31/2020
Ms. Sophia Krusen	Student	7/31/2020
Mr. Donald Miller		12/31/2019
Mr. Kelley Smith		12/31/2020
Ms. Erin Van Berkel		7/31/2019
9 of 12 members		

City of Oak Ridge Board Application 2018

BoardName: Environmental Quality Advisory Board

Application Submitted

Applicant: Anzellotti, Atilio

12/3/2018

Race (Optional):

Preference: 1

Number of Times Previously Applied: 0

Address

Contact Information

790 Emory Valley Road, Apt. 407

Email: anzellott@hotmail.com

Oak Ridge, TN 37830

Mobile Phone: (865) 237-6068

Current Company/Organization

Petnet/Siemens

Current Position / Title

Sr. Scientist

Retired? Company / Organization Retired From

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

No

Education, Professional and or Community Activity

PhD Chemistry, Virginia Commonwealth University; 10+years radiochemistry experience in medicinal applications; current Chemistry Ambassador for American Chemical Society

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

Water is one of the most important resources for Oak Ridge. I would like to offer my expertise and scientific background to the commission in order to maximize protection to this resource.

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

Experience in water chemistry and analytical methods related to test water quality.

Additional Information

Special Qualifications

Atilio I. Anzellotti PhD, MSc

+1 865 237 6068

anzellott@hotmail.com

Experienced Chemist/Radiochemist with 10+ years in academic and industrial applications looking for part-time opportunities in the Pharmaceutical sector as a freelancer/consultant. 15+ Research articles published in peer-reviewed journals, three patents plus an Organic Chemistry app for educational purposes (US Citizen).

Technology oriented, meticulous attention to detail with capability of multitasking, self-directed ability to successfully perform remotely and/or in collaboration with a team.

• Relevant Work Experience.

Siemens HealthCare (2015 – Present) **Sr. Scientist**
Manufacturing and Quality Control for small molecules labelled with F-18 and Ga-68 with applications in Alzheimer, Cancer and Cardiology.

Daxor Corporation (2012 – Present) **Independent Consultant**
FDA responses, CMC package support and QC Method Development/validation.

ABT Molecular Imaging Inc (2010 – 2015) **Sr. Radiochemist
/ Lab Manager**
Development of integrated system for the automatic production of radiopharmaceuticals.

IBA Molecular Inc (2005 – 2010) **Transfer Project Manager
Sr. Radiochemist
Radiochemist**
Development and CMC support for different small molecules and macromolecules labelled with PET isotopes.

Procter and Gamble Venezuela (1998 – 2001) **Research Assistant**
Paper Product Division, technical support and Patent Infringement.

• Education.

PhD in Chemistry (2007) Virginia Commonwealth University.

MSc in Chemistry (2004) Venezuelan Institute for Scientific Research.

Bs in Chemistry (1997) Los Andes University (Venezuela)

• Languages

Spanish, English, Italian Fluent
French, German Basic

City of Oak Ridge Board Application 2018

BoardName: Environmental Quality Advisory Board

Application Submitted

Applicant: Hewett, Joel

12/8/2018 4:44 PM

Race (Optional):

Preference: 1

Number of Times Previously Applied: 0

Address Contact Information

301 Virginia Road

Email: johewett@gmail.com

Oak Ridge, TN 37830

Mobile Phone: (704) 962-0758

Current Company/Organization

Current Position / Title

Retired? Company / Organization Retired From

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

No

Education, Professional and or Community Activity

Education: B.A., Literature, Davidson College, 2007; M.S. History and Sociology of Technology, Georgia Tech, 2011;

Community Activities: Outreach volunteer with the Alvin Weinberg Papers Archive Project, non-profit managed out of the Children's Museum of Oak Ridge to process and digitize Dr. Weinberg's personal papers.

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

I consider myself an honorary Oak Ridge native - although I'm in just my fourth year living year, this city and community is near and dear to me. I am eager to become involved in public service to the city, as I deepen my roots and commitment to the community.

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

Beyond my day job, I am a historian of energy, environment, and technology, and I have a natural interest in Oak Ridge's historic and ongoing struggles and successes with environmental quality. Professionally, I've witnessed how communities can ably respond to environmental harm, and worked alongside leaders in the field from DOE, the Interior Department, NOAA, and a former EPA Administrator.

Additional Information

Special Qualifications

BIOGRAPHY

JOEL HEWETT

JOEL HEWETT is an energy technology and policy analyst, an accomplished author and public speaker, and a leading expert on the offshore oil and gas industry. He has over a decade of experience working for private consultancy firms, non-profits, government entities, and as an independent consultant.

EXPERIENCE

Oak Ridge, TN 
[linkedin.com/in/johewett](https://www.linkedin.com/in/johewett) 
704.962.0758 
johewett@gmail.com 

OAK RIDGE, TN
2017–PRESENT

HOMELAND DEFENSE & SECURITY INFORMATION ANALYSIS CENTER (DoD)

Subject Matter Expert, Energy & Critical Infrastructure Protection

OAK RIDGE, TN
2015–2016

OAK RIDGE NATIONAL LABORATORY

Biofuels Research Associate

MULTIPLE LOCATIONS
2013–2015

BUREAU OF OCEAN ENERGY MANAGEMENT

Consultant

HOUSTON, TX
2012–2013

WOOD MACKENZIE

Upstream Research Analyst

WASHINGTON, DC
2010–2011

NATIONAL COMMISSION ON THE BP DEEPWATER HORIZON OIL SPILL AND OFFSHORE DRILLING

Energy Policy Analyst

ATLANTA, GA
2010

THE CARTER CENTER

Graduate Fellow, Democracy & Technology

WASHINGTON, DC
2007–2009

IMMIXGROUP, INC.

Compliance Analyst

EDUCATION

ATLANTA, GA
2011

GEORGIA INSTITUTE OF TECHNOLOGY

M.S., History and Sociology of Technology and Science; Public Policy

DAVIDSON, NC
2007

DAVIDSON COLLEGE

A.B., English

SELECTED PUBLICATIONS

IN PROGRESS
2020

Deepwater Horizons: The Epic Struggle Over Offshore Oil in the United States, monograph with Tyler Priest, under contract with the University Press of Kansas, 140k pp.

ELSEVIER
2018

Emergency Management Considerations of Engineered Nanomaterials, in *Nanotechnology Env. Health and Safety: Risks, Regulation, and Management* (3rd edition), 1st auth., 26 pp.

APPLIED BIOSAFETY
2016

Human Health and Env. Risks Posed by Synthetic Biology R&D for Energy Applications: A Literature Analysis, 1st auth., 8 pp.

City of Oak Ridge Board Application 2018

BoardName: Environmental Quality Advisory Board

Application Submitted

Applicant: McDonald, James

12/27/2018 7:38 PM

Race (Optional):

Preference: 3

Number of Times Previously Applied: 0

Address

105 Valetta Lane

Contact Information

Home Phone: (573) 690-1425

Email: jnmcdonaldc26@gmail.com

Oak Ridge, TN 37830

Current Company/Organization

Current Position / Title

Retired?

N

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

No

Education, Professional and or Community Activity

Bachelor of Arts Degree - History (University of Missouri-Rolla, 2006); Bachelor of Arts Degree- Psychology (University of Missouri-Rolla, 2007); Master of Science Degree - Applied Social & Health Psychology (Colorado State University, 2012); PhD - Applied Social & Health Psychology (Colorado State University, 2019) [It's done, but paperwork won't be processed until January.] Professional Experience: Graduate research assistant, teaching assistant, and lecturer at Colorado State University, from August 2008-January 2015.

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

The Environmental Quality Advisory Board has a crucial role in defining Oak Ridge's future. As we cannot count on strong leadership from the upper reaches of our government to promote sustainability and responsible stewardship of the environment, it falls to local leaders to decide how their community will approach the future. When I first moved to Tennessee from Colorado, I was disappointed by the lack of concern paid in that regard. Oak Ridge's recycling program has really impressed me, however.

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

During my graduate education, I took a class examining the intersection between human behavior and sustainability. Concurrent with that class, I developed a survey assessing attitudes towards smart grid technology (specifically, wireless 'smart meters') and managed its administration locally. That sort of experience seems like it might be useful.

Additional Information

Special Qualifications

Greetings,

My wife and I moved to Oak Ridge this summer after buying our first house (a 1943 Cimesto), and while it's a lovely house, I'd like to get out of it more. I'm currently searching for local employment and working towards joining the Eastern Tennessee branch of the Mandalorian Merce Costume Club so that I can participate in their charity fund-raising work, but would like to do more. Like many people my age, I care a great deal about the welfare of our country, but have been uncertain how I – individually – can contribute to its betterment. I'm hoping that by becoming involved in Oak Ridge's government, I can not only help improve the lives of my neighbors, but also learn and develop skills that will allow me to better serve my community.

As to the skills I already possess, I'm a capable writer, editor, and researcher. In November, I completed my PhD in Colorado State University's Applied Social and Health Psychology program. In the course of earning that degree, I taught undergraduate students, took classes and reviewed scientific literature in a wide range of subjects, managed research assistants in an IARPA funded lab, designed surveys, collected data online and offline, analyzed said data with descriptive and inferential statistics, and wrote *a lot*. I've contributed to a number of coauthored publications (a *curriculum vitae* is attached to my resume), self-published a fantasy novel I wrote while working on my doctorate, and maintained a blog for a time.

Despite my education, I am not planning to relocate in pursuit of a tenure-track position at a university anytime soon as my wife is already prosperously employed with ORAU and will soon be moving to a better position with ORNL. I do not wish to be idle, however; I'm continuing to work on research projects I began in graduate school, continuing to write fiction, and searching for opportunities to expand and deepen my skillset locally.

Thank you for your consideration.

Best,

James N. McDonald, PhD

105 Valetta Ln
Oak Ridge, TN 37830
573-690-1425

JAMES NEY MCDONALD

(573) 690-1425
jnmcdonaldc26@gmail.com

105 Valetta Lane
Oak Ridge, Tennessee 37830

OBJECTIVE SUMMARY

Social psychologist with research experience in computer-mediated communication, educational game development, romantic relationships, and environmental issues, seeking work experience in an applied or academic setting.

EXPERIENCE

Colorado State University

Graduate Instructor (Psychology Department)

- Instructor of Psychology 317 – Social Psychology Laboratory
 - August 2014 - December 2014
 - January 2012 – May 2013
- Co-Instructor of Psychology 250 – Research Methods in Psychology
 - August 2011 – December 2011
- Developed and gave lectures, guided students through research process, graded papers and homework assignments, managed grades.

Colorado State University

July 2013 – December 2014

Graduate Research Assistant (Communication and Technology Lab)

- Carried out various research duties as part of the CYCLES Project: Oversaw scheduling of data collection, ran data collection sessions, play-tested educational computer game, and more.
- Contributed to development of game based on data collected from surveys and interviews, as well as expertise in psychology.
- Collaborated on development of research on user engagement with games.

Colorado State University

August 2008 – August 2013

Graduate Teaching Assistant (Psychology Department)

- Teaching Assistant for many courses including Environmental Psychology, Research Methods in Psychology, Social Psychology, and Human Sexuality.
- Graded papers, provided feedback and assistance with student writing, proctored/administered and processed tests, gave guest lectures.

Colorado State University

August 2008 – August 2013

Graduate Research Assistant (Psychology Department – Dr. Kimberly Henry)

- Carried out various research duties: compiling resources, writing literature reviews, editing material, and assisting in the writing and editing of an issue of *The Challenge*, a quarterly newsletter published by the Office of Safe and Drug Free Schools.

EDUCATION

Colorado State University- Fort Collins

May 2019

Doctor of Philosophy (Psychology – Applied Social & Health Psychology)
Defended 09/14/2018, Final revisions approved by committee 11/02/2018

Colorado State University- Fort Collins

May 2012

Master of Science (Psychology)

University of Missouri- Rolla

May 2007

Bachelor of Arts (Psychology), Summa Cum Laude

University of Missouri- Rolla

December 2006

Bachelor of Arts (History), Summa Cum Laude

RELEVANT PROJECTS

Compersion, Jealousy, and Emotional Ambivalence

Spring 2018 – Present

- Using previously collected data, investigated the experience of positive and negative emotions in response to potentially jealousy-inducing situations. Reviewed literature, developed research questions and hypotheses, planned statistical analyses, and registered project on Open Science Framework. Cleaned, scored, and merged existing data sets from two large surveys. Performed analyses and wrote up initial draft of complete paper.

Definitions of Commitment in Polyamorous Relationships

Summer 2013 – Present

- Under Dr. Jennifer Jill Harman, performed qualitative coding of open-ended text responses to one item on a large internet survey of over 6,000 people in consensually non-monogamous relationships. Contributed to and edited a paper reporting the results of the project, and presented results as part of a symposium at the 2016 conference for the Society for the Scientific Study of Sexuality (“Quad-S”).

Communication in Mixed-Modality Romantic Relationships

Fall 2014 – Fall 2018

- Dissertation completed under Dr. Jennifer Jill Harman. Reviewed relevant literature within the field of relationship psychology, developed research question and hypotheses, compiled measures, collected data using MTurk and Qualtrics, tested hypotheses with linear regression, reported conclusions at Doctoral Defense (9/14/2018). Following feedback from my defense, reran analyses and expanded literature review to cover communication theories outside of my field. Revisions approved by committee (11/2/2018).

CYCLES Project

Fall 2013 – Winter 2015

- IARPA funded project to test the feasibility of using educational computer game to train adults to make less biased decisions.
- Under Dr. Rosa Mikael-Martey, oversaw scheduling of data collection, ran data collection sessions, play-tested educational computer game, coordinated with psychology department for participant recruitment. Trouble-shot SPSS syntax for analysis of collected data, performed interviews, and performed qualitative coding of video recordings.

Predicting Attitudes towards Smart Meter Use

Winter 2013 – Summer 2013

- Under Dr. Patricia Aloise-Young, compiled a survey to assess local attitudes towards smart meter technology, using validated scales and original questions. Worked with undergraduate research assistants to administer surveys in public spaces. Performed initial analyses of the data.

Bystander Responses to Cyberbullying

Fall 2010 – Spring 2012

- Master’s Thesis completed under Dr. Patricia Aloise-Young. Reviewed relevant literature within the field of social psychology, developed research question and hypotheses, compiled measures (surveys administered on Survey Monkey), planned a single blind data collection with extensive use of deception, recruited and trained undergraduate research assistants to serve as confederates for data collection, supervised data collection sessions, performed qualitative coding of session transcripts, tested hypotheses with analysis of Odds Ratios. Defended Thesis (October 2011).

Alcohol Use among American Indian Adolescents

Summer 2009 – Summer 2010

- Under Dr. Kim Henry, performed literature review; wrote Introduction and Discussion sections of paper.

Undergraduate Research Projects (History Department)

Spring 2005 – Spring 2006

- Used primary source data collected by Dr. Larry Gragg to profile the Quaker population of Barbados in the 1600s. Presented results as a poster at UMR’s Undergraduate Research Conference and coauthored a paper published by the Barbados Museum and Historical Society.

Undergraduate Research Projects (Psychology Department)

Spring 2006 – Spring 2007

- Under Dr. Will Canu, collected data using video recordings and complex research protocols for a study on Attention Deficit and Hyperactivity Disorder and risky behavior.
- Under Dr. Julie Patock-Peckham, transcribed data from hardcopy surveys into electronic spreadsheets for a study on perceived sexual risk.

AWARDS RECEIVED

- Third Place in Humanities and Social Sciences poster section at Spring 2006 OURE conference
- Winner UMR Writing Center Contest
 - 2006 – First Place, Autobiographical Essay; Second Place, Research Paper (Individual Author)
 - 2005 – Honorable Mention, Research Paper (Individual Author)
 - 2004 – Second Place, Humor/Satire
 - 2003 – Honorable Mention, Short Story Sci-Fi/Fantasy
- Phi Alpha Theta – Inducted Spring of 2005
- Phi Kappa Phi – Inducted Spring of 2005

TECHNICAL SKILLS

- Highly skilled writer/communicator
 - As a researcher, I have written many APA-style documents appropriate for academic journals, as well as consent documents, surveys, and debriefings appropriate for lower levels of English language reading proficiency.
 - As an instructor I have written educational materials for and corresponded with undergraduate students.
 - For personal fulfillment, I have written four novels and maintained a blog.
- Extensive research experience (beyond Psychology Research)
 - Designing and executing experimental research
 - Quantitative and qualitative data analysis
 - Survey Monkey online data collection system
 - Survey Design
 - Qualtrics online data collection system
 - SPSS
- Proficient with Microsoft Word and Excel
- Extremely proficient with Power Point

Curriculum Vitae

- Aloise-Young, P., **McDonald, J.**, Anthenien, A., (2013). Fort Collins citizens' attitudes toward smart meters, the environment, and technology. Poster presented at 2013 Energy Frontiers Conference, Boulder, CO.
- Aloise-Young, P., **McDonald, J.**, Anthenien, A., (2013). Predicting attitudes toward smart meters from connectness to Nature, comfort with technology, and political affiliation. Paper presented at 2013 Behavior, Energy and Climate Change Conference, Sacramento, CA.
- Canu, W. H., Schatz, N. K., Haslag, J. L., McBroom, E. K., **McDonald, J. N.**, & Payne, H. R. (2007, November). ADHD Impulsivity, Gender, and Other Predictors of Undergraduate Pathological Gambling. To be presented at the 41st Annual Convention of the Association for Behavioral and Cognitive Therapies, Philadelphia.
- Gragg, L., & **McDonald, J.** (2006) The Quaker community on Barbados in 1680, *The Journal of the Barbados Museum and Historical Society*, 52, 83-108.
- Harman, J. J., **McDonald, J. N.**, Lehmilller, J., B. M., & Domke, L. (2016, November). Polyamorous individuals' lay definitions of commitment. Paper presented as part of a symposium at the annual meeting of the Society for the Scientific Study of Sexuality, Phoenix, AZ.
- Henry, K., Cavanagh, T., **McDonald, J.** (2010). Parental Involvement in School as a Mediator of the Relationship between Community Disadvantage and High School Graduation Rates: An Application of Multilevel Mediation. Poster presented at the annual meeting of the Society for Prevention Research. Denver, CO.
- Henry, K. L., **McDonald, J. N.**, Oetting, E. R., Silk Walker, P., Walker, R., & Beauvais, F. (2011). Age of onset of first alcohol intoxication and subsequent alcohol use among urban American Indian adolescents. *Psychology of Addictive Behaviors*, 25(1), 48-56. doi:10.1037/a0021710
- McDonald, J. N.**, Balzarini, R., Harman, J. J. (in progress). Compersion, jealousy, and emotional ambivalence in monogamous and consensually non-monogamous relationships.
- McDonald, J. N.**, Balzarini, R., Harman, J. J., Lehmilller, J. J., & Holms, B. M. (In progress). This I promise you, and you and you: How polyamorous individuals Define commitment.
- McDonald, J. N.** (2019). Relational maintenance in mixed-modality romantic relationships. Doctoral Dissertation.
- McDonald, J. N.** (2017). *The Rise of Azraea, Book I*. Amazon Kindle Direct Publishing.
- McDonald, J. N.** (2012). Bystander helping in response to a staged incident of cyberaggression. Master's Thesis.
- McDonald, J. N.** (uncredited) (2009), Research Findings. *The Challenge: Special Issue on Cyberbullying*, 16(1), 7.
- McDonald, J. N.**, & Harman, J. J. (2018 July). Relational maintenance in mixed modality romantic relationships. Poster presented at the 2018 conference of the International Association for Relationship Research (IARR), Fort Collins, CO.

City of Oak Ridge Board Application 2018

BoardName: Environmental Quality Advisory Board

Application Submitted

Applicant: Wyatt, Kayla

12/1/2018 12:52 PM

Race (Optional): Black/White

Preference: 1

Number of Times Previously Applied: 1

Address Contact Information

121 Revere Circle

Email: kmcain90@gmail.com

Mobile Phone: (865) 406-0122

Oak Ridge, TN 37830

Current Company/Organization

Current Position / Title

Retired?

N

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

No

Education, Professional and or Community Activity

Currently a Sophomore in college with a major in Wildlife Forestry and Fisheries Management. Head of Oak Ridge Backyard Chickens. Seeing to bring the program Outdoor Afro into our area. It is a program that promotes the use of outdoor spaces by black members of the community. Acting participant in several hiking groups.

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

I want to help protect and better the outdoor spaces that are so unique to Oak Ridge and promote the use of those spaces to our community.

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

I am experienced with the outdoors, environmental studies and am dedicated to working with others to reach goals.

Additional Information

Special Qualifications

End of Application for Wyatt, Kayla

For Board: Environmental Quality Advisory Board

Monday, January 7, 2019

Industrial Development Board

NumVacancies 3 Total # of Members 9

Term of Office

Six-year terms expiring December 31, 2024

Qualifications

Oak Ridge residency and taxpayer

Industrial Development Board	Special Qualifications	Submitted	Preference	# of Previous Submissions
Mr. James Martin		11/26/2018	1	0
Mr. David L. Mason (Incumbent)		11/21/2018	1	2
Mr. Roger Petrie		1/26/2019	1	1
Mr. Timothy Stallings		12/12/2018	1	0
Total Number of Applicants: 4				

Current Members

Member Name	Special Qualifications	Term Expires
Ms. Sasha Benjamin		12/31/2022
Mr. Richard G Chinn Sr.		12/31/2022
Mr. Buzz Patrick		12/31/2022
Mr. Harold Trapp		12/31/2020
Mr. David E. Wilson		12/31/2020
Mr. Phillip Yager		12/31/2020
		6 of 9 members

City of Oak Ridge Board Application 2018

BoardName: Industrial Development Board

Application Submitted

Applicant: Martin, James

11/26/2018 3:08 PM

Race (Optional):

Preference: 1

Number of Times Previously Applied: 0

Address

76 Outer Drive

Contact Information

Home Phone: (865) 556-7330

Email: emartin@a1cranehoist.com

Oak Ridge, TN 37830

Current Company/Organization

A1 Crane & Hoist

Current Position / Title

President

Retired?

N

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

No

Education, Professional and or Community Activity

33 year construction, industrial and material handling professional; Primary owner of A1 Crane & Hoist, Inc.; BSBA, Project Management, Colorado Technical University; MBA, Operations Management and Supply Chain Logistics, Colorado Technical University.

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

I believe with my experience in industry, combined with my education I can help formulate and implement a plan to bring more industrial and manufacturing companies and subsequently more good high paying private sector jobs.

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

Business development and infrastructure experience over the last 30 years. I have experience assisting with the attraction and establishment of several businesses in the Atlanta area via my contacts in my industry across the country.

Additional Information

Special Qualifications

End of Application for Martin, James

For Board: Industrial Development Board

Monday, January 7, 2019

City of Oak Ridge Board Application 2018

BoardName: Industrial Development Board

Application Submitted

Applicant: Mason, David

11/21/2018 3:18 PM

Race (Optional):

Preference: 1

Number of Times Previously Applied: 2

Address Contact Information

160 Whippoorwill Drive

Home Phone: (865) 483-7312

Email: dmason555@hotmail.com

Oak Ridge, TN 37830

Current Company/Organization

Current Position / Title

Retired? Company / Organization Retired From

Y

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

Industrial Development Board

Education, Professional and or Community Activity

PhD Physics, Retired; Board Member, Coalition of Oak Ridge Retired Employees; Rotarian; Assisting CASA with development of strategic plan

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

I want to see more Oak Ridge jobs and people living in Oak Ridge. Also, as a member of the IDB, I've been given several special assignments and I've enjoyed them.

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

Additional Information

Special Qualifications

End of Application for Mason, David

For Board: Industrial Development Board

CITY OF OAK RIDGE, TENNESSEE
BOARDS AND COMMISSIONS

TIME IN OFFICE AND ATTENDANCE RECORD

NAME: David Mason

BOARD OR COMMISSION: Industrial Development Board

TERM OF OFFICE: 6 Years

DATE APPOINTED: 5/04/09

ATTENDANCE RECORD (MOST RECENT TERM OF OFFICE):

Number of Meetings Held 70

Number of Absences 5

City of Oak Ridge Board Application 2018

BoardName: Industrial Development Board

Application Submitted

Applicant: Petrie, Roger

1/26/2019 10:13 AM

Race (Optional): White

Preference: 1

Number of Times Previously Applied: 1

Address Contact Information

141 Claremont Road

Email: rpetrie7@comcast.net

Oak Ridge, TN 37830

Mobile Phone: (865) 567-6678

Current Company/Organization

UCOR

Current Position / Title

FFA and Regulatory Support Lead

Retired?

N

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

No

Education, Professional and or Community Activity

Masters and Bachelors in Wildlife and Fisheries Science; Chair of the Center for Leadership and Community Development; Leadership Oak Ridge Advisory Committee; Board and Executive Committee of Oak Ridge Chamber of Commerce; Board of United Way of Anderson County; Past President of Sunset Rotary; Past Treasurer of Sunset Rotary; Adjunct Instructor at PSTCC.

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

I am interested in being involved in the continuing growth of Oak Ridge. This involves both development of a strong retail base but also growth in the industrial sector.

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

My participation with the Chamber of Commerce and my work with clean-up and reindustrialization of the ETPP site provide a sound background to address the issues coming before the IDB.

Additional Information

Special Qualifications

ROGER PETRIE

141 Claremont Rd
Oak Ridge, Tennessee 37830
865-567-6678
rpetrie7@comcast.net

CAREER SUMMARY

2015–Present RSI Entech, Inc. Oak Ridge, TN

Staff Engineer/Scientist II Regulatory Support

- Provide staff augmentation to URS | CH2M Oak Ridge in Environmental Stakeholder Relations
- Implement Integrated Regulatory Team
- Serve as FFA and Regulatory Support Lead
- Provide focused support to the Department of Energy in the area of reindustrialization, regulatory affairs, and FFA program management

1997–2015 Tennessee Department of Environment and Conservation Oak Ridge, TN

Environmental Program Manager (2007-Present)

Environmental Restoration program manager, Department of Energy (DOE) Oversight Office
Federal Facility Agreement projects manager, State of Tennessee

Federal Facility Agreement Projects Manager

- Coordinate State participation in the Federal Facility Agreement (FFA) for the Oak Ridge Reservation. Includes negotiations with U.S. Environmental Protection Agency and DOE to schedule 18+ billion dollars of projects through completion of CERCLA activities ensuring adherence to state policy, procedures, rules and regulations.
- Analyze DOE Environmental Management annual 5+ billion dollars budget to evaluate spending trends and funding allocations at project baseline summary (PBS) level and work breakdown structure (WBS) level
- Crosswalk budget analysis to ensure DOE compliance with FFA milestones
- Evaluate DOE compliance with state and federal regulations within policy guidelines
- Coordinate State involvement in transfer of land released under the CERCLA process

Environmental Specialist (1997-2007)

Environmental Monitoring and Compliance Supervisor

- Supervised staff responsible for
 - oversight of DOE environmental compliance
 - monitoring exit pathways, including surface water, sediment and biota
 - Reviewed CERCLA project documentation to ensure applicable relevant and appropriate requirements (ARAR) compliance at state and federal levels
 - Evaluated results of environmental sampling to assess risk to human health and environment
 - Oversight of DOE compliance with NPDES permits
 - Developed environmental monitoring plans evaluating multiple exit pathways for surface water, sediment and biota; reported results to federal, state and public stakeholders
-

City of Oak Ridge Board Application 2018

BoardName: Industrial Development Board

Application Submitted

Applicant: Stallings, Timothy

12/12/2018 1:07 PM

Race (Optional):

Preference: 1

Number of Times Previously Applied: 0

Address

Contact Information

17 Newcastle Lane

Email: timstallings@rocketmail.com

Oak Ridge, TN 37830

Mobile Phone: (865) 755-5669

Current Company/Organization

Current Position / Title

Retired? Company / Organization Retired From

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

No

Education, Professional and or Community Activity

MBA in Business Management; BS in Accounting; M. Div in Counseling; 30+ years in management and leadership positions; Served on City Council 1991-1995; 28+ years resident of Oak Ridge

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

I believe the financial future of Oak Ridge is tied to bringing in new industry and jobs to this community. I have lived here for over 28 years and am committed to promoting this City and will do my best to promote and help recruit new businesses and industry to this city. I have a flexible work schedule and am available to assist all involved in this recruitment process. I have an extensive background in business and financial management.

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

Served on the City Council and am very familiar with this city and the opportunities for new industrial development sites and am well connected to those involved in these endeavors as representatives of the City of Oak Ridge.

Additional Information

Special Qualifications

Timothy L. Stallings

17 Newcastle Lane

Oak Ridge, TN 37830

December 12, 2018

The Honorable Mayor and Members of the Oak Ridge City Council

PO Box 1

Oak Ridge, TN 37831

Attn: Mary Beth Hickman, City Clerk

RE: Vacancy Industrial Development Board

Dear Mayor and City Council Members,

Attached is my resume for your review as consideration to fill the vacancy on the Oak Ridge Industrial Development Board. Below is a list of a few of reasons that I feel that I am a capable and qualified applicant. Please review this list and my resume as you consider this appointment.

1. A long-time resident of Oak Ridge having lived here for over 28 years
2. Well connected in the business, education, civic, and faith-based community in Oak Ridge
3. Proven Leadership, track record, and accomplishments in all my positions of employment
4. Well-connected across the city, county, and state including Nashville having grown up in West Tennessee and my father served in the Legislature for 16 years
5. Past-experience as a City Council Member
6. Familiar with the challenges facing our City and committed to work with the Council and our citizens to address those challenges

Thanks for your time and I look forward to hearing from you.

Sincerely,

Tim Stallings, 865-755-5669, timstallings@rocketmail.com

TIMOTHY L STALLINGS

Professional Summary

35 years experience in business and financial management as well as counseling and life coaching. Proven Leader and highly analytical, deadline-driven manager. Innovative accounting professional proficient in extracting financial data from various reporting systems and suggesting key operational changes. Also skilled in Team Building, Life-Coaching, Counseling, Negotiations, and Reconciliation. A certified Coach, Teacher, Trainer, Speaker of the John Maxwell Team,

Skills

Budget development
Financial reporting
Tax accounting

Team Building & Life Coaching
Leadership Development
Great communicator

Work History

Executive Director

Choices Resource Center – Oak Ridge, TN 07/2015 to Current

Maintain full responsibility for the overall operation of CRC and oversees the fulfillment of CRC's mission and goals.

Conduct regular staff meeting which includes a time of prayer and helps monitor client and staff needs, progress, problems, goal setting and implementation. Provide managerial support, direction and supervision to all paid staff. Conduct yearly written and oral evaluations of personnel. Work with Board budget sub-committee to create annual budget, which is presented to the Board for approval. Oversee and ensure that accurate and current financial records are kept and reported to the Board of Directors. Oversee expenditures for budgeted expenses of CRC. Oversee the compilation of statistical reports, accurate record keeping, and reporting to the Board monthly. Ensure that CRC policies are carried out as well as create, present to the Board for approval, and implement new policies as needed. Coordinate a yearly ministry calendar, which includes special events. Attend all Board meetings and present a monthly director's report. Review written materials sent out from the Center. Work with Client Services Director to coordinate and conduct volunteer training. Oversee paid staff and/or committees to execute major fundraising events, direct- mailings, newsletters and pledge programs. Communicate with donors with timely acknowledgment of all financial donations as well as personal notes, phone calls and visits as appropriate. Work with and maintain oversight of the Donor Development Director in developing and executing a program to appeal to churches for financial support. Work with Board of Directors on a strategic plan. Implement and oversee the ministry goals and strategies already in place. Obtain feedback and continually assess goals for establishment of

effective ministry programs. Act as the primary ambassador and representative of CRC to our community, area churches and the media. Educate the community, including churches, pastors, community groups, and the professional community about CRC's ministry with the goal of obtaining support and involvement in the ministry. Develop and maintain ongoing relationships with pastors and churches in the community. Develop and maintain relationships with other ministries and organizations that meet client needs. Oversee development of promotional materials and media used in presenting CRC to our clients, the community, churches and donors. Work closely with the Board of Directors to promote public awareness of the ministry through advertisement and church presentations.

Executive Pastor

Ridgepoint Church – Oak Ridge, TN 01/2009 to Current

Currently, manage all financial services including payroll, accounts payable, contribution record keeping and tax reporting. Provide organizational direction and leadership at Ridgepoint Church including the purchase and remodeling of our current facility. Set up all corporate documentation. Prepared all required documentation and obtained the 501(c)3 status for the church.

During the past 9 years have also provided leadership and performed services in the areas of fund raising, counseling, benevolence, missions, pastoral care and other care ministries as well as managed all the financial operations at Ridgepoint Church. During this time the church has grown from about 70 to over 500.

Managed the negotiations for the purchase of a 8000 sq. feet facility including applying for and obtaining financing of the purchase. Managed the negotiations for the purchase of a second 15000sq.feet facility in Morgan County including applying for and obtaining financing of the purchase.

Coordinated the fundraising effort to obtain additional funds needed for the renovation both of these facilities.

Hired a contractor, architect, and coordinated the renovations of the facility including obtaining all needed supplies and materials for the project.

Set up the financial structure for 2 additional campuses - one in Kentucky and another in Morgan County Tennessee. Currently managing the financial operations of 2 campuses one in Solway and another in Morgan County.

Business Manager/Counselor

Focus Group Prison Ministries – Knoxville, TN 01/2009 to 07/2015

For 6 years provided financial management at Focus Group Prison Ministries including accounts payable, payroll, as well as donor financial management and tax reporting.

Provided leadership and performed services in the areas of fund raising, counseling and teaching at Focus Group Prison Ministries. Also, prepared IRS Form 990 annually.

Coordinated the fund raising and purchase of a \$400K transition apartment facility.

Focus purchased a \$400K apartment building for housing students are a part of our Transition ministry.

Administrated a team for the purpose of raising funds in order to purchase the building as well as obtain additional financing to secure the property. Coordinated the financial planning for the renovation of the property in preparation for the students to be able to live in the facility.

During this time also started a Seminary Extension Campus at Morgan County Correction

Complex in Wartburg, TN. The Seminary started with 3 students and now has 19 students. Also, performed counseling and group support meetings at Knox County Detention as part of the Exodus Project for Knox County Sheriff Dept.

Counseling Pastor/Finance Director

Faith Promise Church – Knoxville, TN 01/2000 to 12/2008

For 8 years gave organizational direction and leadership to the Finance and Counseling office at Faith Promise Church

At Faith Promise Church managed and financial operations starting with a budget of \$700K in 2000 to \$3.5M in 2007, with employee growth from 12 to 40 while only adding 1 person to my staff.

At Faith Promise Church managed financial operations including budgeting, project management, payroll and personnel benefit management, accounts payable, federal and state tax reporting, banking relations including obtaining loans, financial reconciliation, contributions records management, annual audit management, leadership team and annual financial reporting to congregation

At Faith Promise Church managed the financial portion of construction of over \$8M of new buildings. Hired architects, engineers, and contractors and managed the financial components of the construction projects.

For 8 years at Faith Promise Church provided leadership and performed services in the areas of counseling, benevolence, missions, pastoral care, marriage mentors, pre-marital mentors, support groups, recovery programs, and other care ministries as well as managed all the financial operations of a growing church.

During this time the church grew from about 500 attending to over 2700.

During the years counseled over 4000 hours with both individuals and couples.

While at Faith Promise Church facilitated and provided leadership for Celebrate Recovery - a Christian-based 12-step program.

Conducted over 50 marriages and over 40 funerals.

Made over 200 visits to hospitals and jails/prisons.

Mentored over 50 men teaching them to be the leaders of their home as husband and father.

Tax Accountant

Pilot Corporation – Knoxville, TN 01/1999 to 01/2000

Obtained operating licenses and permits for new Pilot locations across the United States.

Processed tax documentation and payments for all locations.

Student 08/1996 to 12/1998

Southeastern Baptist Theological Seminary, M. Divinity – Wake Forest, NC

Commuted to Wake Forest, NC from Knoxville, TN each week for 3 years.

Completed Master of Divinity in Counseling degree.

Mortgage Loan Officer 01/1994 to 01/1997

Mortgage Investors Group – Oak Ridge, TN

Mortgage Loan Officer First Investment Company – Knoxville, TN	01/1993 to 01/1994
Business Manager Ferguson Harbour – Oak Ridge, TN	01/1992 to 01/1993
Business Manager Ecology & Environment – Oak Ridge, TN	01/1989 to 01/1992
Environmental Supervisor Tennessee Gas Pipeline Co – Middleton, TN	01/1987 to 01/1989
Right of Way Agent Tennessee Gas Pipeline Co – Hopkinton, MA	01/1984 to 01/1987
Field Accountant Tennessee Gas Pipeline Co – Hopkinton, MA	01/1982 to 01/1984
Corporate Accountant Tennessee Gas Pipeline Co – Houston, TX	01/1981 to 01/1982
Accountant Stallings Tractor Company – Bolivar, TN	01/1972 to 01/1981

Education

Southern New Hampshire University, Manchester, NH - MBA, 1987

Union University, Jackson, TN - B.S. in Accounting, 1981

Southeastern Baptist Theological Seminary, M. Divinity in Counseling, Dec. 1998

Additional Related Experience and Information

- Currently serve on the Supervisory Committee at Enrichment Federal Credit Union.
- Served on Oak Ridge City Council from 1991-1995.
- Have continued to be involved in community organizations and activities in Oak Ridge and the Greater Knoxville area for the past 28 years
- Played college football for Tennessee Technological University.
- Have run 29th Half Marathons – also ran a full marathon at Disney World for my 50th birthday in January 2008 and another full marathon in Phoenix for my 60th birthday
- Lettered in Football, Basketball, Baseball, and Golf while in High School - Graduated 2nd in my class with 200+ graduating class.
- Raised 2 children to adulthood – My son, Scott, is now a professional golfer on the PGA Tour and my daughter, Shelby graduated from Tennessee Tech with a B.S. and a M.S. in Education with a 4.0 GPA. They have blessed me with 5 grand-children.
- My wife, Cher, is a RN as a Nurse Educator and Lactation Consultant at Methodist Medical Center and is very active in community activities and has served on the Board of Directors for United Way of Anderson County currently serving on Board of Directors of the Oak Ridge Children's Museum.

Oak Ridge Housing Authority

NumVacancies 1 Total # of Members 5

Term of Office

Five-year term expiring December 31, 2023

Qualifications

Oak Ridge residency

Oak Ridge Housing Authority	Special Qualifications	Submitted	Preference	# of Previous Submissions
Mr. Robert Baber		11/27/2018	1	0
Sharon Crane (Incumbent)		12/26/2018	1	1
Ms. Leigha Humphries		12/27/2018	3	0
Total Number of Applicants: 3				

Current Members

Member Name	Special Qualifications	Term Expires
Mr. Tom Beehan		12/31/2022
Ms. Anne Dunthorn		12/31/2021
Mrs. Jean Lantrip		12/31/2019
Mr. James Palmer		12/31/2020
4 of 5 members		

City of Oak Ridge Board Application 2018

BoardName: Oak Ridge Housing Authority

Application Submitted

Applicant: Baber, Robert

11/27/2018 11:53 AM

Race (Optional):

Preference: 1

Number of Times Previously Applied: 0

Address

Contact Information

943 W. Outer Drive

Email: max.baber@gmail.com

Oak Ridge, TN 37830

Mobile Phone: (703) 314-3240

Current Company/Organization

Tennessee Valley Coalition for the Homeless

Current Position / Title

HMIS Data Analyst

Retired?

N

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

No

Education, Professional and or Community Activity

Currently work as HMIS Data Analyst for the Tennessee Valley Coalition for the Homeless, a nonprofit that serves as lead agency for the Tennessee Valley Continuum of Care region of 12 East Tennessee counties. I previously worked for the United States Geospatial Intelligence Foundation, a nonprofit supporting workforce development in the Washington, DC area.

<https://www.linkedin.com/in/maxbaber/>

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

I'm eager to support housing programs that help families improve their lives, and as an Oak Ridge resident, I'm keen to serve those in my home community.

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

Current professional activities with the Tennessee Valley Coalition for the Homeless are increasing my knowledge and awareness of the complex challenges facing those living on lower economic thresholds.

Additional Information

Special Qualifications

End of Application for Baber, Robert

For Board: Oak Ridge Housing Authority

City of Oak Ridge Board Application 2018

BoardName: Oak Ridge Housing Authority

Application Submitted

Applicant: Crane, Sharon

12/26/2018 6:14 PM

Race (Optional):

Preference: 1

Number of Times Previously Applied: 1

Address Contact Information

587 W Outer Drive

Email: scrane52@hotmail.com

Oak Ridge, TN 37830

Mobile Phone: (865) 309-6453

Current Company/Organization

Current Position / Title

Retired? Company / Organization Retired From

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

Oak Ridge Housing Authority

Education, Professional and or Community Activity

Graduated Oak Ridge High School in 1970; Attended University of Tennessee-Knoxville, Pellissippi Community College, State Area Vocational School in Harriman (now known as Tennessee College of Applied Technology and received Practical Nursing Diploma, Roane State Community College first at Harriman then in Knoxville and received EMT (Emergency Medical Technician) Certification; Currently enrolled at Oak Ridge Campus under audit program for adults; Serving on ORHA Board of Commissioners as Secretary; Serving on ORHA Development Board; Serving on Holiday Bureau of Anderson County Board of Directors and an active volunteer with the organization; District Leader for Highland View Neighborhood Watch Program under authority of Oak Ridge Police Department; Disaster Volunteer with American Red Cross, East Tennessee Chapter; Election Commission of Anderson County poll worker for local elections

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

I have a lifetime of vested interest in Oak Ridge. I was born here, went to school here, graduating from Oak Ridge High School. I worked here, and my children were born here. I shop here, and I use the medical professionals in Oak Ridge. I live in Oak Ridge Housing Authority's Housing Choice Voucher supported housing (known as HCV or Section 8 housing). I am the first resident to complete a full term of office on the board of commissioners. I know the practices of ORHA from a unique point of view. I wish to continue advising, planning, and supporting both the staff and over three hundred households in the housing endeavors of ORHA. I wish to see ORHA become one of the best for its size in the nation. Also, as a director of the sister organization ORHA Development Corporation Board, I am enthusiastic to begin building our first house on property obtained from the Oak Ridge Land Bank. I really want to be a part of the redevelopment of my Historic Highland View Neighborhood and hope to be a part of the building of many more affordable houses.

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

I have served on the Oak Ridge Housing Board for five years. During that time, I have attended several conferences pertaining to governing housing authorities and participated in strategic planning for the ORHA. In the five years, ORHA has increased the number of residents often because of policy changes the board has made. ORHA has become a high performing housing authority by HUD standards up from a troubled housing authority just three years ago. I have been a resident of HCV for over 10 years and believe I bring a unique perspective to the Board. Thank you for your consideration.

Additional Information

Special Qualifications

CITY OF OAK RIDGE, TENNESSEE
BOARDS AND COMMISSIONS

TIME IN OFFICE AND ATTENDANCE RECORD

NAME: Sharon Crane

BOARD OR COMMISSION: Oak Ridge Housing Authority

TERM OF OFFICE: 5 Years

DATE APPOINTED: 12/16/13

ATTENDANCE RECORD (MOST RECENT TERM OF OFFICE):

Number of Meetings Held 46

Number of Absences 2

City of Oak Ridge Board Application 2018

BoardName: Oak Ridge Housing Authority

Applicant: Humphries, Leigha

Race (Optional):

Number of Times Previously Applied: 0

Application Submitted

12/27/2018 11:29 AM

Preference: 3

Address Contact Information

44 Palisades Parkway

Email: leigha.humphries@att.net

Oak Ridge, TN 37830

Mobile Phone: (865) 696-7739

Current Company/Organization

UT-Battelle

Current Position / Title

Protocol and Community Relations Manager

Retired?

N

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

No

Education, Professional and or Community Activity

B.A. University of Tennessee, ORNL FCU Board of Directors; MMC Foundation Board; Oak Ridge Public Schools Foundation Board; Past Chairman, Oak Ridge Chamber of Commerce; Roane Alliance Board; Roane State Foundation Board; Oak Ridge Fund for Achieving Community Excellence Advisory Board (Secretary).

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

Having served on other housing related boards and committees around the community, I am deeply invested and committed to improving the quality and quantity of housing options to make the City appealing to more of the local workforce, particularly those of the large federal contractors.

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

Additional Information

Special Qualifications



Contact Information
Office: 865-241-9309
Cell 865-696-7739
email humphrieslm@ornl.gov

Clifton Strengths Finder
Top Five

Positivity
Woo
Communication
Arranger
Harmony

Leigha Humphries

Protocol and Community Relations Manager
Communications Division
Oak Ridge National Laboratory

Career Aspirations: To identify growth and leadership opportunities in the areas of communications, human resources and workforce development to which I can apply my experience and skills most effectively.

Significant Work Experiences:

I am the manager of the Protocol and Community Relations office at the Oak Ridge National Laboratory (ORNL). I manage the staff responsible for the coordination and execution of high-level events, visits, and tours for elected officials, guests of the Laboratory Director, Department of Energy (DOE) leadership and other dignitaries; development and implementation of ORNL's community relations strategy; development and coordination of K-12 education outreach initiatives; corporate philanthropy; leadership of Team UT-Battelle, the lab's staff volunteerism organization; serving as UT-Battelle's liaison to civic and education stakeholders; supervision of ORNL public education and outreach programs including group and public tours, speaker requests, and community programs.

In all of my roles at ORNL, I have worked closely with our federal site office leadership, contractor lab management and local, state and federal officials to build a network of support to ensure effective messaging and positive outcomes from each opportunity.

I was hired at ORNL in 2005 as an Economic Development Associate in the former Technology Transfer and Economic Development organization. My duties included event planning, logistics, relationship management with various stakeholder groups in the region, marketing, and various communications projects from web content to trade show exhibitions. Prior to joining ORNL, I worked for ORNL Federal Credit Union, serving in several capacities during my tenure, leaving the organization as a branch manager in multiple locations, including the branch located on site at ORNL.

I am fortunate to have been the recipient of a number of honors, including the East Tennessee Economic Council Postma Young Professional Medal; Knoxville Business Journal 40 Under 40 Award; and the YWCA Tribute to Women, which salutes women who are role models in their fields and serve the community in a volunteer capacity. I serve on the Boards of Directors of ORNL Federal Credit Union; Oak Ridge Public Schools Education Foundation; Methodist Medical Center Foundation; the Roane State Foundation; the Oak Ridge Fund for Achieving Community Excellence; the Roane Alliance; and am the immediate past chairman of the Oak Ridge Chamber of Commerce.

My husband, Kevin, and I live in Oak Ridge along with my two children, Ella (16), and Hudson (9). I enjoy running, reading, sports, live music, and good food.

Strengths: Achieving results through a combination of hands-on management experience, effective team building, and providing innovative leadership to conceptualize ideas and to organize and motivate team members for peak performance. Excels at building strong relationships with business and community partners.

LEIGHA MARIE HUMPHRIES
44 Palisades Parkway • Oak Ridge, TN 37830
865-696-7739 • leigha.m.humphries@gmail.com

PROFESSIONAL PROFILE

Results driven **Communications Professional** combining hands-on management experience with the desire to achieve proven results through effective team building and by providing innovative leadership to conceptualize ideas and to organize and motivate team members for peak performance. Excels at building strong relationships with business and community partners. Excellent oral and written communication skills. Enjoys a fast-paced, multi-faceted work environment.

EXPERIENCE

UT-Battelle, Oak Ridge National Laboratory, Oak Ridge, TN **2005-present**

Protocol and Community Relations Manager, 2007-present

- Manage staff responsible for high-level events, visits and tours for elected officials, guests of the Laboratory Director, Department of Energy customers, and other dignitaries
- Develop and coordinate the community relations strategy for ORNL
- Develop and coordinate K-12 STEM education outreach initiatives
- Responsible for stakeholder relationships with local and regional civic and education leaders
- Manage UT-Battelle corporate outreach budget and philanthropic giving
- Manage volunteer activities of Team UT-Battelle, including applications for projects, budget and the Team UT-Battelle Advisory Committee
- Promotes awareness of the Laboratory through participation at community events
- Manage the Laboratory's programs for public education and outreach and summer high school internships

Economic Development Associate, 2005-2007

- Supported the entire TTED directorate in planning and coordinating special events, arranging "VIP" tours and hosting a wide array of visitors and dignitaries to ORNL
- Worked with the Director of Economic Development and Partnerships and other TTED staff to develop strategies and implement specific relationship management programs targeted to a diverse customer group (i.e., economic development professionals throughout the region, state and South; current and potential licensees; opinion leaders in our service area, etc...). Efforts included: developing and maintaining a customer database with both electronic and physical contact information; working with other ORNL staff to ensure the TTED webpage is up-to-date and vibrant; and the coordination of story ideas, preparation of stories, design and production of the TTED quarterly newsletter, in conjunction with other ORNL staff
- Oversaw the development and/or updating of TTED's marketing materials
- Coordinated TTED participation at trade shows and other events to include the following: handled all logistical and contract arrangements for each show; compiled, packed and shipped the exhibit and collateral materials to the show; and coordinated and staffed the event

ORNL Federal Credit Union, Oak Ridge, TN

1996-2005

Branch Manager

- Provided the leadership, management and direction for the daily operation of three different branches and their employees (West Knoxville, Farragut and Oak Ridge National Laboratory) including the installation of cutting-edge technologies such as a self-service kiosk and fully automated cash dispensing machines
- Developed relationships within the community to further the presence of the credit union and its commitment to the communities in which it serves
- Directed the recruitment, development, motivation and retention of highly skilled employees
- Ensured the effective realization on monthly, quarterly, and annual branch goals in accordance with the primary goals for the entire credit union
- Monitored the implementation and execution of the staff's individual goals, sales program and other efforts to insure the branches maintained their level of success

EDUCATION

Bachelor of Arts – English, University of Tennessee, Knoxville, Tennessee (2000)
Southeast Credit Union National Association Management School, University of Georgia, Athens, Georgia (2001-2003)

AWARDS

Finalist for ORNL Federal Credit Union Community Champion Award, 2005
Junior Achievement Special Recognition
Southeast CUNA Management School Top Ten Project Awards, 2003
UT-Battelle Esprit de Corps Team Award 2006
Greater Knoxville Business Journal 40 under 40, 2008
ETEC Postma Young Professional Medal, 2008
YWCA Tribute to Women Honoree, 2012

AFFILIATIONS

Leadership Oak Ridge Class of 2004
East Tennessee Regional Leadership Association Class of 2005
ORNL Federal Credit Union Board of Directors, 2006 to Present
Oak Ridge Breakfast Rotary Club – Community Service Chair 2006-2007
City of Oak Ridge – Highland View Redevelopment Advisory Board 2005-2007
East Tennessee Economic Council
Altrusa International – Director of Literacy 2006-2007
American Museum of Science and Energy Foundation Board Member, 2008-2013
United Way of Anderson County – 2006 Turbo Turtle Race Promotion Co-Chair, Corporate Campaign Manager
2004-2005, County Campaign Chair 2009-2010
Oak Ridge Chamber of Commerce Board of Directors, 2011-2018 (Chairman, 2017)
FBI Citizens Academy, Class of 2011
Methodist Medical Center Advisory Board, 2012-2018
Metropolitan Knoxville Airport Authority Citizens Academy, Class of 2013
East Tennessee Children's Hospital Development Advisory Board, 2013-2015
Methodist Medical Center Foundation Board, 2014 to Present
Oak Ridge Public Schools Education Foundation Board, 2014 to Present
Boy Scouts of America Great Smoky Mountain Council Board, 2014-2017
Roane State Foundation Board, 2016 to Present
Oak Ridge Fund for Achieving Community Excellence Advisory Board, 2017 to Present
Roane Alliance, 2018 to Present

REFERENCES AVAILABLE UPON REQUEST

Oak Ridge Land Bank Corporation Board of Directors

NumVacancies 2 Total # of Members 7

Term of Office

Two three-year terms expiring December 31, 2021

Qualifications

Oak Ridge resident and taxpayer

Oak Ridge Land Bank Corporation Board of Directors	Special Qualifications	Submitted	Preference	# of Previous Submissions
Ms. Nikki Adkisson		12/26/2018	1	0
Mr. Peter Bancroft		12/13/2018	1	0
Ms. Susan Frederick		12/28/2018	3	0
Mr. Timothy Stallings		12/12/2018	3	0
Total Number of Applicants: 4				

Current Members

Member Name	Special Qualifications	Term Expires
Mr. Kelly Callison	City Council Representative	1/9/2019
Ms. Anne Dunthorn		12/31/2020
Mr. Charlie W. Jernigan		12/31/2020
Mr. David Mosby		12/31/2019
Mr. James Palmer		12/31/2019
5 of 7 members		

City of Oak Ridge Board Application 2018

BoardName: Oak Ridge Land Bank Corporation Board of Directors

Application Submitted

Applicant: Adkisson, Nikki

12/26/2018 1:10 PM

Race (Optional): White

Preference: 1

Number of Times Previously Applied: 0

Address

601 Michigan Avenue

Contact Information

Home Phone: (865) 660-9738

Email: nikkibradley918@yahoo.com

Oak Ridge, TN 37830

Current Company/Organization

Oak Ridge Utility District

Current Position / Title

Marketing Manager

Retired? Company / Organization Retired From

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

Environmental Quality Advisory Board

Education, Professional and or Community Activity

Member of the Rotary Club of Oak Ridge, 2019-2020 Co-Director of the Rotary Club of Oak Ridge Community Services Committee, Member of the Youth Services, Public Relations and Membership Committees as well. Girls Inc. Oak Ridge Board of Trustees starting in 2019, Three Rivers Kiwanis Club Member (Roane County), Roane County Chamber Ambassador, Leadership Oak Ridge Graduate - Class of 2011, Leadership Roane County Graduate - Class of 2015, Tennessee Gas Association Marketing Committee Member, American Public Gas Association Marketing and Sales Committee Member, and Free Medical Clinic of Oak Ridge Outreach Panel.

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

I would like to be considered for this board because I feel that I could be an asset to the team. With my work experience from ORUD, I am familiar with the good work this board does in our community. I am very familiar with the layout of Oak Ridge, as well as neighborhoods and areas of development since ORUD is a key player in the infrastructure of this town.

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

I have worked for ORUD, the natural gas company in Oak Ridge, for almost 9 years now. I have a background in marketing, sales, customer service and natural gas business development. I would love to help lend my skills, from a utility and marketing standpoint.

Additional Information

Special Qualifications

Nikki Adkisson

601 Michigan Avenue, Oak Ridge, TN 37830

Phone: (865)660-9738

Email: nikkibradley918@yahoo.com

Objective

To obtain a fast-paced, communication focused marketing position, which will present the chance to develop new relationships and offer opportunities for personal and professional growth.

Professional Experience

July 2010 – Current

Oak Ridge Utility District

Oak Ridge, TN

Marketing Manager

- Orchestrates and maintains a high quality of customer and community relations, safety education and awareness programs
- Responsible for database management for new customer prospects, as well as area contractors/architects, developers, city officials and real estate agents
- Develops and oversees all aspects of marketing and sales campaigns to promote appliance sales
- Decorate and stage of appliance showroom
- Plan and execute internal and external events including: Public Natural Gas Week, PIPE Meeting in conjunction with TN811, UT themed Community Breakfast (in partnership with Oak Ridge Chamber of Commerce), sales promotion events, customer appreciation events, safety events, employee breakfasts, "Have a Heart, Heat a Home" fundraising event, Veteran's Day Luncheon for customers, etc.
- Maintains presence on social medias accounts, email marketing messages
- Design monthly customer newsletter, monthly employee newsletter, advertisements (TV, radio, print, billboards, direct mail), promotional materials for customers, and responsible for overseeing the company website design

Business Development Coordinator/Marketing Assistant

- Responsible for increasing annual new customer service line installations throughout the district, as well as actively increasing natural gas load with current customers
- Responsible for database management for new customer prospects, as well as area contractors/architects, developers, city officials and real estate agents
- Represents the district at community functions and meetings to present expansion planning and answer associated questions
- Maintains all aspects of new customer development
- Works closely with the Operations Director to plan distribution expansion strategy and new customer installation scheduling
- Active involvement in Oak Ridge and Roane County Industrial Development Boards, Oak Ridge Chamber of Commerce Economic Development Forum, Oak Ridge and Roane County Planning Commission meetings and Site Review Planning Committee for expansion planning purposes
- Assist with all marketing needs -monthly customer newsletter, employee newsletters, advertisements (TV, radio, print, billboards), promotional materials for customers

August 2009 – June 2010

Great Clips/Great Salons of Knoxville, Inc.

Knoxville, TN

Administrative Assistant to President/Marketing Coordinator

- Responsible for human resource management including: updating ACT system, interviewing candidates, maintain employee files and paperwork, coordination of orientation and new hire training, maintaining employee health insurance and 401k plans, and payroll duties
- General bookkeeping duties include: accounts payable, accounts receivable, administer payroll activities, salon performance reports, coupon performance reports, filing sales tax returns including use tax. Proficient with QuickBooks and Peachtree accounting systems
- Administration of new salon build-outs including equipment and product orders, coordination of licenses and inspections, creation of grand opening marketing and development plan and implementation of marketing plan
- General administrative duties include, but not limited to: organization of travel plans for the president and salon managers, create bi-weekly newsletter for staff, respond to customer service letters, allocate fundraising and sponsorship funds locally, coordinate annual Christmas party and company picnic, administer manager and staff retention functions, scheduling of beauty school visits, preparations for trainings and meetings, maintaining salon inventory orders, and any other misc. duties
- Responsible for creating and implementing annual marketing plans for 16 salons in the Knoxville market based on an annual budget

June 2008 – August 2009

Knoxville News Sentinel

Knoxville, TN

Outside Sales/Media Consultant

- Responsible for generating approximately \$1.1 million in annual revenue from an account base
- Introducing media products to clients to meet their business goals and increase revenue
- Achieved 5% growth year over year in print revenue and 25% growth year over year for online revenue
- Making 70 new business calls per week in order to strengthen territory and revenue
- Maintaining less than 1% of total revenue in P&L's
- Evaluating and negotiating customized annual contracts ranging from \$10,000 - \$100,000
- Manage sales of niche multimedia products to recruitment clients. (Products include Business Journal, job fairs, Yahoo! Hot Jobs products and other specialized digital media)

September 2005 – May 2008

Knoxville News Sentinel

Knoxville, TN

Recruitment Sales Assistant/Inside Sales Representative

- Responsible for assisting two outside sales account executives accounts daily
- Assist with a total customer base of 250-300 accounts, generating approximately \$2.5 million in annual revenue
- Responsible for generating approximately \$300,000 in annual revenue from my own account base
- Sell recruitment focused print and online advertising, as well as many niche products, to provide the customer with the most highly qualified applicants
- Inputting ads into the ad order entry system and scheduling them consistently based on deadlines
- Prepare advertising text and graphic layouts based on the customer's needs and wants
- Prepare correspondence to customers and sales proposals for presentations based on specific advertising campaigns
- Cold calling on 50 new leads each month in order to gain new business
- Achieved 5% growth year over year in print revenue and 20% growth year over year for online revenue
- Direct working relationship with various internal staff including graphic design, editorial and accounting departments
- Presenting sales proposals based a company's recruiting needs and the need to brand their company in the marketplace
- Maintaining less than 1% of total revenue in P&
- Achieved Quarterly Lightkeeper award within the first full quarter (2nd quarter 2007) in the position, also achieved Quarterly Outstanding Achievement award (3rd quarter 2007)

Education

Tusculum College

Knoxville, TN

- Bachelor of Science, Organizational Management, Minor in Marketing, Graduated with 3.94 GPA
- Courses in marketing/advertising, public relations, graphic arts, communications and human resource management

Clinton High School

Clinton, TN

- Graduated with High Distinction

Associations & Accomplishments

- Graduate of Leadership Oak Ridge, Class of 2011
- Graduate of Leadership Roane County, Class of 2015
- Roane County Chamber Ambassador, 2012-2014, 2018 to present
- Free Medical Clinic Outreach Committee Member, 2018 to present
- Oak Ridge Rotary Club Member, Youth Services & Membership Committee member
- American Public Gas Association (APGA) Marketing & Sales Committee Member 2011- Present, Committee Chair 2016-2017
- Tennessee Gas Association Marketing Committee Member
- United Way Anderson County Fund Distribution Panel Member since 2009, Panel Chair 2012-2014

City of Oak Ridge Board Application 2018

BoardName: Oak Ridge Land Bank Corporation Board of Directors

Application Submitted

Applicant: Bancroft, Peter

12/13/2018 1:05 PM

Race (Optional):

Preference: 1

Number of Times Previously Applied: 0

Address Contact Information

109 Winston Lane

Email: peter.e.bancroft@gmail.com

Oak Ridge, TN 37830

Mobile Phone: (410) 458-2142

Current Company/Organization

Current Position / Title

Retired? Company / Organization Retired From

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

No

Education, Professional and or Community Activity

J.D., University of Virginia School of Law. Member of the Maryland Bard; B.A., Amherst College - focus in economics. 30+ years experience in real estate law, finance, and development. Holder of a Maryland real estate broker's license for 20+ years. The bulk of my career has been spent as Senior Vice President and member of the Board of Directors of Alex. Brown Realty, Inc., a Baltimore-based private equity style real estate investor with a national focus. Currently, Alex. Brown Realty has in excess of 1.2 billion of assets under management. Since moving to Oak Ridge, I have become a member of the Breakfast Rotary, the League of Women Voters and ADFAC. Additionally, I am a member of First Presbyterian Church, Oak Ridge.

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

Two primary factors prompt my interest in joining the Land Bank. First, my professional training and experience in real estate law and finance as well as various aspects of real estate acquisition, development, redevelopment, management and disposition line up well with the mission of the Land Bank. Second, I believe that the efforts of the Land Bank and complementary municipal efforts to enhance the Oak Ridge housing stock through a variety of of creative and collaborative efforts that take into account the City's unique history as well as its goals for the future are key to building on the community's current strengths while recognising the economic and social challenges ahead. A strong housing stock is an important prerequisite to a healthy, balanced vibrant community.

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

Appropriately, the Land Bank aims to increase its reach through creative partnerships with other municipal groups and for-profit entities. My professional experience at Alex. Brown Realty almost exclusively involved developing joint ventures with local entrepreneurs and in many cases municipal entities in the jurisdictions where investments were made. The goal was to leverage our investment dollars with creative, local expertise for the benefit of all. Successful real estate projects can throw off significant community benefits beyond the economics of an individual project. Success breeds success for whole neighborhoods and the city tax base --and also momentum for the next positive project.

Additional Information

Special Qualifications

Peter E. Bancroft

**Attachment to Application
Oak Ridge Land Bank Corporation Board of Directors**

I am pleased to submit my application for membership on the Board of Directors of the Oak Ridge Land Bank Corporation.

Although I don't have a long tenure as an Oak Ridge resident, I do have a skill set and experience that line up well with the mission of the Land Bank. I have spoken at some length with both Charlie Jernigan and Jim Palmer about the Land Bank's activities and their service. If it is deemed appropriate, I would like to join that effort.

As set forth in my application, for the bulk of my professional career I was a Director and Senior Vice President at Alex. Brown Realty, Inc., a national, private equity real estate investment firm. Previously, I had been associate counsel at T. Rowe Price Associates, the Baltimore based mutual fund company.

I have been learning about some of Oak Ridge's housing issues, many of which seem to emanate from its unique history as a town force fed to accommodate a substantial population over just a handful of years. Clearly, redeveloping or repurposing some of the original housing stock is a big job. My experience suggests that the Land Bank's strategy of collaboration with the private sector as well as other municipal and nonprofit groups is most likely to maximize its effectiveness. I look forward to learning more.

I have come to appreciate Oak Ridge's many charms and strengths since moving here. Hopefully, I can make some contribution as it evolves.

If any reviewer of my application has questions, please contact me. If professional references would be helpful, let me know.

City of Oak Ridge Board Application 2018

BoardName: Oak Ridge Land Bank Corporation Board of Directors

Application Submitted

Applicant: Frederick, Susan

12/28/2018 9:35 AM

Race (Optional):

Preference: 3

Number of Times Previously Applied: 0

Address Contact Information

19 Asbury Lane

Email: hbsuefred@yahoo.com

Oak Ridge, TN 37830

Mobile Phone: (714) 875-8457

Current Company/Organization

Current Position / Title

Retired? Company / Organization Retired From

Y

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

Convention and Visitors Bureau/Explore Oak Ridge

Education, Professional and or Community Activity

See attachments for details. In addition, I have committed to working towards the establishment of the City of Oak Ridge as a Certified Local Government by the end of this calendar year. I have also initiated an attempt to establish something like a consortium among the non-government supported history museums in Oak Ridge Besides ORHPA, at this point this only includes the Children's Museum and the Middle Tennessee State University Public History Program where I have been working through and with Dr. Brenden Martin to recruit a student intern to assist in this effort possibly this summer. I hope and expect to add AMSE to this group, while possibly adding the National Park Service and the Y12 and K25 History Centers later this year.

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

During my tenure on the board of EOR, I have developed a particular interest in restoring as much as possible the existing stock of Oak Ridge's historic buildings, with particular emphasis on historic houses for attracting new residents and as tourist sites. I really want to save them before they are declared as blighted properties. If it is too late for that, though, I want to do what I can to ensure that whoever takes possession of these properties is as committed to the preservation of Oak Ridge's unique heritage as well as to offering new homes to current or future Oak Ridgers.

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

In preparation for making a determination of which boards or commissions I wanted to apply for upon reaching the end of my EOR tenure, I attended the most recent meeting of this board as well as the ORHA/ORHDC and Board of Building and Housing Code Appeals in addition to previous Planning Commission Work Sessions and Meetings. As a layperson in the area of building codes and zones, I learned a lot about the City's methods and requirements in these areas. I feel that I could act as a liaison between interested developers and the City of Oak Ridge to expedite the entire process of property restoration to a successful and satisfying conclusion for all interested parties, including those interested in preserving the unique characteristics of Oak Ridge's original design.

Additional Information

Special Qualifications

SUSAN L. (Sue) FREDERICK
19 Asbury Lane, Oak Ridge, TN 37830
hbsuefred@yahoo.com, 714-875-8457

Date of Birth April 26, 1955

I affirm that I am a qualified voter and I have been an Oak Ridge resident since 2011. Professional Resume is included in this document. Biography including summary of my current local activities and organizational memberships and statement of interest provided in additional separate document.

PROFESSIONAL PROFILE

- Performed all contract phases from definition/solicitation through completion/close-out
- Managed major/critical research and development and production subcontracts

SKILLS SUMMARY

Contract Initiation

- Analyzed prime contract terms and conditions for acceptability and/or flow-down/up
- Established contract structure and performance requirements
- Coordinated proposal preparations and solicitations
- Created Statements of Work integrating performance requirements from all functions

Project Administration

- Evaluated supplier performance: cost and schedule tracking; milestone completion; data item approvals
- Analyzed and negotiated costs including change proposals and estimates-to/at-completion
- Managed design and other changes including evaluation/negotiation of cost/schedule impact proposals
- Drafted correspondence and presentations regarding technical, schedule, cost and contractual issues
- Arranged shipments, product acceptance or rejection, return/rework and payments
- Identified potential problems and supervised mitigation/resolution of same
- Coordinated design and production review/status meetings and issued/circulated reports

EMPLOYMENT EXPERIENCE

Senior Buyer, SAIC Shared Services Center (SSC) 2011-2014
• Purchased range of products and services for federal government agencies (EPA, DHS, DOD, NASA), state and local governments and internal/indirect customers including subcontractors

Senior Buyer, ShinMaywa (California), Ltd., (SCL) 1996-2006
SCL provides supply chain management and quality assurance services to support ShinMaywa Industries aircraft production and other special programs in Japan.
• Monitored and maintained item configurations and production/delivery schedules
• Coordinated orders, WIP and deliveries of approximately 700 items for use on 7 different assembly lines
• Coordinated receipt/acceptance and delivery of customer furnished materials
• Long term agreements with scheduled deliveries and same day emergency buys

Senior Negotiator, McDonnell Douglas. 1993-95
• Factfound, evaluated, negotiated and settled termination claims with multiple subcontractors and their subtier suppliers on partially terminated International Space Station Prime Contract

EDUCATION: MBA, UCLA, 1980; BA, International Relations, USC, 1972

SUSAN L. (Sue) FREDERICK
19 Asbury Lane, Oak Ridge, TN 37830
hbsuefred@yahoo.com, 714-875-8457

Current Local Activities and Organizational Memberships

Oak Ridge Institute for Continued Learning (ORICL) History Curriculum Committee chair and trip leader

ORICL Fiction and Nonfiction Book Clubs Coordinator

Explore Oak Ridge (Oak Ridge Convention and Visitors Bureau) Board Member

Community Mediation Services (CMS) Mediator

Oak Ridge Heritage & Preservation Association (ORHPA) Grants Chairperson

Aid to Distressed Families of Appalachian Counties (ADFAC) Affordable Housing Committee

Oak Ridge League of Women Voters (ORLWV) Recording Secretary

Contributor to Oak Ridger Historically Speaking Column with articles re women and historic preservation

Friends of ORNL, Friends of the (Oak Ridge Public) Library, East Tennessee History Center, AMSE

Biography – Prior Volunteer Experience

Tennessee Promise Mentor

Brentwood (TN) Library and High School Volunteer

Girl Scout Nuts and Cookie Mom

PTA Ways and Means Vice President

Los Angeles Summer Olympics Volunteer

My spouse and I moved our empty nest to Oak Ridge in 2011. At the time, he had recently retired from Nissan, which had moved its North American headquarters from Southern California to Middle Tennessee five years prior. When we'd moved our family, including two high school age daughters, I had fully retired (temporarily though I didn't know it then) from a long career in aerospace and defense contracts and purchasing management. In the five years before we made our big move across the country I had been fortunate to continue this career on a part-time basis which had made it possible for me to pursue some of the above-noted volunteer activities. These positions had also enabled me to spend time with my children and to support some of their activities.

We moved from Middle to East Tennessee when I received a job offer in Oak Ridge which ended my first full retirement period. Over the three-year period that I worked here, and as I came closer and closer to starting my second retirement, I was able to discover just the tip of the iceberg of the many opportunities available here that I could pursue that would make this much more fulfilling than my first retirement in Brentwood had been. Over the five years we'd spent there, I had been so desperate for personal contact outside the home that I'd taken an hourly job behind the deli counter at the local Fresh Market.

SUSAN L. (Sue) FREDERICK
19 Asbury Lane, Oak Ridge, TN 37830
hbsuefred@yahoo.com, 714-875-8457

What I've found here, as you might ascertain from the varied list of activities and organizations I've listed, is a really broad array of places where I've been able to apply my business skills and personal experiences. At the same time I have been able to pursue my own personal knowledge quest, learning from fellow Oak Ridgers and other citizens of the area who have even more advanced educations and broader experiences than I had before I came here.

Statement of Interest and Vision for Oak Ridge

Oak Ridge is a very special place. This statement is based on the personal experiences described above in combination with what I have learned about this area and especially about this city in all its many facets. There are many sources to which I can attribute the gain of this recent knowledge and appreciation for where we have been and where we are now. Ray Smith is my hero and personal role model in his dogged pursuit of all the correct facts, supplemented by Ed Westcott's fabulous photos as well as Ray's own, to describe and preserve as much as possible of Oak Ridge's unique history for the future appreciation by posterity of its place in the broad spectrum of local, state, American and world history.

I have also been fortunate to learn firsthand about the development of Oak Ridge from the time the gates were opened from some of the people who contributed to that progress. I have also had the good fortune to meet and learn from many people who live and work in Oak Ridge today. In the process, I have been struck by the realization that many of these people, of all ages, may have left the area at some time in the past, but they came back to Oak Ridge. Among the individuals I can name in this regard are Bob and Carol Smallridge, Pat and Chuck Hope, Jr., Marc DeRose, Owen Driskill, Darrell Akins, Jim Dodson, Teresa Fortney, Frank and Carol Plasil, Annie Cachiero, Murray and Faye Martin, Naomi Asher, and even Hans Vogel, whose position I hope to fill.

I have seen and can appreciate that there are many diverse constituencies in the city. As a newcomer, I noted mainly the disagreements across them as I read and heard about a great many issues that were ultimately decided by the City Council. Recently these have ranged from infrastructure maintenance, repair and replacement in nearly all districts, and all types of districts, within the city's 92 square mile area, to the types of enclosures in which citizens could raise chickens in residential subdivisions. Over time, though, and after studying Oak Ridge's development as a chartered municipality in the state of Tennessee, I can say that I've come to understand more about why and how these arguments have arisen and to appreciate more the subtleties encountered by city government in trying to reach an amicable solution that may or may not be acceptable to all parties. The bottom line in all this, I guess, is that that's just (Tennessee) politics, which are quite different than California (where I spent most of my life and first developed my political interests) politics.

I would like to see, once and for all, a true feasible master plan that would provide some direction for the future of Oak Ridge. I have learned that similar studies and plans have been undertaken in the past, by many various and sundry agencies and organizations. What I do not know is if any or all recommendations that may have resulted from these efforts have been undertaken and/or evaluated. Since I do not believe in "reinventing the wheel" I would be more than willing and able to pursue this information with the goal of summarizing and synthesizing the result to provide this direction for moving the city forward into the 21st century.

SUSAN L. (Sue) FREDERICK
19 Asbury Lane, Oak Ridge, TN 37830
hbsuefred@yahoo.com, 714-875-8457

My research efforts would not be undertaken in a vacuum, though, as I would hope and expect to talk to and work with any and all interested groups and citizens around the city. This effort, in fact, has already been initiated by both the ongoing Master Plan Update, which is still in progress, as well as the many individual efforts – past, present and future – that are planned, discussed and implemented by the plethora of civic, business and charitable organizations that are active, to various degrees and in various levels and locations, around Oak Ridge today. My additional goal in this endeavor would be to bring all of these groups, or at least all of their plans and thoughts, together, in one place or at least in one forum, with the expectation that, as a group, the City Council could and would establish a prioritized list of short term objectives towards which the majority of citizens would like to see the government of Oak Ridge move us all in unison to the greatest possible degree.

At minimum, then, I would like to improve the communications between and among Oak Ridge's government, businesses, organizations and citizens. I know there are Sunshine Laws that impact governments in Tennessee at all levels. I think the sunshine, or at least the light, could be spread out a little more, if not intensified, across all these interest groups. In this way, perhaps we might indeed be able to put a spotlight on at least a few of the historic elements that grew this place from an unusual, if possibly glorified, WWII military base to its current status as, well, perhaps TBD. In this regard, we might consider some of the previous slogans that have been applied to Oak Ridge e.g. "Opportunity's Hometown," "Energy Capital of the World," "The Vision Lives On" or some newer ones for which I am sure we could gather a whole lot of suggestions. Personally, I could suggest a thought from the past "I like Oak Ridge – it's the city, but it's the country, too" along with a new one – something like "Oak Ridge, where lessons from the past and present make the future better."

Since I started my second retirement in Oak Ridge four years ago, I have been slowly but surely venturing deeper and deeper into the figurative muck and mire of Oak Ridge. I don't really mean to denigrate the dysfunctional ways I have observed many things to work around here. I just want to emphasize how it looks to a relative newcomer who is practically by definition an outsider. On the positive side, though, I can say that everywhere I've applied myself around here I have always received some kind of response, which is very different than what I experienced when I was in a similar situation in Brentwood. That right there speaks volumes about how welcome I have felt here and is a major factor in why I am even considering this application for the temporary City Council position.

City of Oak Ridge Board Application 2018

BoardName: Oak Ridge Land Bank Corporation Board of Directors

Application Submitted

Applicant: Stallings, Timothy

12/12/2018 1:07 PM

Race (Optional):

Preference: 3

Number of Times Previously Applied: 0

Address Contact Information

17 Newcastle Lane

Email: timstallings@rocketmail.com

Mobile Phone: (865) 755-5669

Oak Ridge, TN 37830

Current Company/Organization

Current Position / Title

Retired? Company / Organization Retired From

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

No

Education, Professional and or Community Activity

MBA in Business Management; BS in Accounting; M. Div in Counseling; 30+ years in management and leadership positions; Served on City Council 1991-1995; 28+ years resident of Oak Ridge

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

I can support the leadership of this board and assist them in their role as stewards of our real property.

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

Served on the City Council and am very familiar with this city and the opportunities for new industrial development sites and am well connected to those involved in these endeavors as representatives of the City of Oak Ridge.

Additional Information

Special Qualifications

Timothy L. Stallings

17 Newcastle Lane

Oak Ridge, TN 37830

December 12, 2018

The Honorable Mayor and Members of the Oak Ridge City Council

PO Box 1

Oak Ridge, TN 37831

Attn: Mary Beth Hickman, City Clerk

RE: Vacancy Industrial Development Board

Dear Mayor and City Council Members,

Attached is my resume for your review as consideration to fill the vacancy on the Oak Ridge Industrial Development Board. Below is a list of a few of reasons that I feel that I am a capable and qualified applicant. Please review this list and my resume as you consider this appointment.

1. A long-time resident of Oak Ridge having lived here for over 28 years
2. Well connected in the business, education, civic, and faith-based community in Oak Ridge
3. Proven Leadership, track record, and accomplishments in all my positions of employment
4. Well-connected across the city, county, and state including Nashville having grown up in West Tennessee and my father served in the Legislature for 16 years
5. Past-experience as a City Council Member
6. Familiar with the challenges facing our City and committed to work with the Council and our citizens to address those challenges

Thanks for your time and I look forward to hearing from you.

Sincerely,

Tim Stallings, 865-755-5669, timstallings@rocketmail.com

TIMOTHY L STALLINGS

Professional Summary

35 years experience in business and financial management as well as counseling and life coaching. Proven Leader and highly analytical, deadline-driven manager. Innovative accounting professional proficient in extracting financial data from various reporting systems and suggesting key operational changes. Also skilled in Team Building, Life-Coaching, Counseling, Negotiations, and Reconciliation. A certified Coach, Teacher, Trainer, Speaker of the John Maxwell Team,

Skills

Budget development
Financial reporting
Tax accounting

Team Building & Life Coaching
Leadership Development
Great communicator

Work History

Executive Director

Choices Resource Center – Oak Ridge, TN 07/2015 to Current

Maintain full responsibility for the overall operation of CRC and oversees the fulfillment of CRC's mission and goals.

Conduct regular staff meeting which includes a time of prayer and helps monitor client and staff needs, progress, problems, goal setting and implementation. Provide managerial support, direction and supervision to all paid staff. Conduct yearly written and oral evaluations of personnel. Work with Board budget sub-committee to create annual budget, which is presented to the Board for approval. Oversee and ensure that accurate and current financial records are kept and reported to the Board of Directors. Oversee expenditures for budgeted expenses of CRC. Oversee the compilation of statistical reports, accurate record keeping, and reporting to the Board monthly. Ensure that CRC policies are carried out as well as create, present to the Board for approval, and implement new policies as needed. Coordinate a yearly ministry calendar, which includes special events. Attend all Board meetings and present a monthly director's report. Review written materials sent out from the Center. Work with Client Services Director to coordinate and conduct volunteer training. Oversee paid staff and/or committees to execute major fundraising events, direct- mailings, newsletters and pledge programs. Communicate with donors with timely acknowledgment of all financial donations as well as personal notes, phone calls and visits as appropriate. Work with and maintain oversight of the Donor Development Director in developing and executing a program to appeal to churches for financial support. Work with Board of Directors on a strategic plan. Implement and oversee the ministry goals and strategies already in place. Obtain feedback and continually assess goals for establishment of

effective ministry programs. Act as the primary ambassador and representative of CRC to our community, area churches and the media. Educate the community, including churches, pastors, community groups, and the professional community about CRC's ministry with the goal of obtaining support and involvement in the ministry. Develop and maintain ongoing relationships with pastors and churches in the community. Develop and maintain relationships with other ministries and organizations that meet client needs. Oversee development of promotional materials and media used in presenting CRC to our clients, the community, churches and donors. Work closely with the Board of Directors to promote public awareness of the ministry through advertisement and church presentations.

Executive Pastor

Ridgepoint Church – Oak Ridge, TN 01/2009 to Current

Currently, manage all financial services including payroll, accounts payable, contribution record keeping and tax reporting. Provide organizational direction and leadership at Ridgepoint Church including the purchase and remodeling of our current facility. Set up all corporate documentation. Prepared all required documentation and obtained the 501(c)3 status for the church.

During the past 9 years have also provided leadership and performed services in the areas of fund raising, counseling, benevolence, missions, pastoral care and other care ministries as well as managed all the financial operations at Ridgepoint Church. During this time the church has grown from about 70 to over 500.

Managed the negotiations for the purchase of a 8000 sq. feet facility including applying for and obtaining financing of the purchase. Managed the negotiations for the purchase of a second 15000sq.feet facility in Morgan County including applying for and obtaining financing of the purchase.

Coordinated the fundraising effort to obtain additional funds needed for the renovation both of these facilities.

Hired a contractor, architect, and coordinated the renovations of the facility including obtaining all needed supplies and materials for the project.

Set up the financial structure for 2 additional campuses - one in Kentucky and another in Morgan County Tennessee. Currently managing the financial operations of 2 campuses one in Solway and another in Morgan County.

Business Manager/Counselor

Focus Group Prison Ministries – Knoxville, TN 01/2009 to 07/2015

For 6 years provided financial management at Focus Group Prison Ministries including accounts payable, payroll, as well as donor financial management and tax reporting.

Provided leadership and performed services in the areas of fund raising, counseling and teaching at Focus Group Prison Ministries. Also, prepared IRS Form 990 annually.

Coordinated the fund raising and purchase of a \$400K transition apartment facility.

Focus purchased a \$400K apartment building for housing students are a part of our Transition ministry.

Administered a team for the purpose of raising funds in order to purchase the building as well as obtain additional financing to secure the property. Coordinated the financial planning for the renovation of the property in preparation for the students to be able to live in the facility. During this time also started a Seminary Extension Campus at Morgan County Correction

Mortgage Loan Officer First Investment Company – Knoxville, TN	01/1993 to 01/1994
Business Manager Ferguson Harbour – Oak Ridge, TN	01/1992 to 01/1993
Business Manager Ecology & Environment – Oak Ridge, TN	01/1989 to 01/1992
Environmental Supervisor Tennessee Gas Pipeline Co – Middleton, TN	01/1987 to 01/1989
Right of Way Agent Tennessee Gas Pipeline Co – Hopkinton, MA	01/1984 to 01/1987
Field Accountant Tennessee Gas Pipeline Co – Hopkinton, MA	01/1982 to 01/1984
Corporate Accountant Tennessee Gas Pipeline Co – Houston, TX	01/1981 to 01/1982
Accountant Stallings Tractor Company – Bolivar, TN	01/1972 to 01/1981

Education

Southern New Hampshire University, Manchester, NH - MBA, 1987

Union University, Jackson, TN - B.S. in Accounting, 1981

Southeastern Baptist Theological Seminary, M. Divinity in Counseling, Dec. 1998

Additional Related Experience and Information

- Currently serve on the Supervisory Committee at Enrichment Federal Credit Union.
- Served on Oak Ridge City Council from 1991-1995.
- Have continued to be involved in community organizations and activities in Oak Ridge and the Greater Knoxville area for the past 28 years
- Played college football for Tennessee Technological University.
- Have run 29th Half Marathons – also ran a full marathon at Disney World for my 50th birthday in January 2008 and another full marathon in Phoenix for my 60th birthday
- Lettered in Football, Basketball, Baseball, and Golf while in High School - Graduated 2nd in my class with 200+ graduating class.
- Raised 2 children to adulthood – My son, Scott, is now a professional golfer on the PGA Tour and my daughter, Shelby graduated from Tennessee Tech with a B.S. and a M.S. in Education with a 4.0 GPA. They have blessed me with 5 grand-children.
- My wife, Cher, is a RN as a Nurse Educator and Lactation Consultant at Methodist Medical Center and is very active in community activities and has served on the Board of Directors for United Way of Anderson County currently serving on Board of Directors of the Oak Ridge Children's Museum.

Oak Ridge Municipal Planning Commission

NumVacancies 2 Total # of Members 10

Term of Office

Two four-year terms expiring on December 31, 2022

Qualifications

Oak Ridge residency

Oak Ridge Municipal Planning Commission	Special Qualifications	Submitted	Preference	# of Previous Submissions
Ms. Lisa Bollinger		11/29/2018	2	0
Ms. Zabrina R. Gregg (Incumbent)		12/17/2018	1	1
Mr. Brad Johnson		12/28/2018	1	0
Mr. Roger Petrie		1/26/2019	3	0
Mr. Timothy Stallings		12/12/2018	2	0
Total Number of Applicants: 5				

Current Members

Member Name	Special Qualifications	Term Expires
Mr. Jim Dodson		7/31/2020
L. Charles Hensley		12/31/2020
Ms. Sharon Kohler		12/31/2019
Ms. Claudia S Lever		12/31/2021
Ms. Jane Shelton		12/31/2019
Mr. Benjamin J. Stephens II		12/31/2020
Mr. H. Stephen Whitson		12/31/2022
Mr. Todd Wilson		1/15/2019
8 of 10 members		

City of Oak Ridge Board Application 2018

BoardName: Oak Ridge Municipal Planning Commission

Application Submitted

Applicant: Bollinger, Lisa

11/29/2018 8:50 AM

Race (Optional):

Preference: 2

Number of Times Previously Applied: 0

Address Contact Information

70 Royal Troon Circle

Home Phone: (423) 202-8207

Email: lbollinger2@gmail.com

Oak Ridge, TN 37830

Current Company/Organization

Current Position / Title

Retired?

N

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

Personnel Advisory Board

Education, Professional and or Community Activity

BS Degree, Business/Management, University of Phoenix 2006; Certification CD2 Leadership Manager; Certificate CCL Coaching for Human Resource Professionals; Leadership Oak Ridge 2015; City of Oak Ridge Personnel Advisory Board Member current; Leadership Oak Ridge Advisory Committee; US Women in Nuclear (Nuclear Energy Institute); Awarded the YWCA (TWIN) Tribute to Women in Industry (Laboratory); 2019 Leadership Knoxville; Altrusa International Oak Ridge Chapter.

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

I would like to learn more about the Oak Ridge Planning Commission.

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

I believe my position with the City of Oak Ridge Personnel Advisory Board has broadened my knowledge of Oak Ridge, and I believe I could add value to the city and community if given the opportunity.

Additional Information

Special Qualifications

Lisa Bollinger
70 Royal Troon Circle
Oak Ridge, Tennessee, 37830
lbollinger2@gmail.com
423-202-8207

SUMMARY

Highly motivated, self-directed human resources professional with over 20 years of experience, in the Nuclear Industry, Department of Energy, Office of Science, National Laboratories and private sector. Providing human resources leadership and consulting services while creating strategic business partnerships, in training development, compensation, benefits, staffing, workforce restructuring and employee relations. A dedicated and cost-conscious leader who is an innovative problem solver, customer focused and collaborative team player.

PROFESSIONAL EXPERIENCE

OAK RIDGE NATIONAL LABORATORY, Oak Ridge TN.

UT-BATTELLE FOR THE DEPARTMENT OF ENERGY

2010- present

Human Resources Consultant – partnering with the Business Services Directorate and Environment, Safety and Health Directorate committed to the safe conduct of research and success of delivering excellent consulting services in all competencies of human resources. As a strategic business partner with demonstrated track record in delivering effective organizational development, leadership and management development, executive coaching, talent acquisition, performance and salary management, workforce restructuring, change management, compensation, employee relation and overall HR strategic planning. Support the mission and goals of UT-Battelle and ORNL National Laboratory and its stakeholders. (Active L clearance)

Nuclear Fuel Services, Inc., Erwin TN

2008 - 2010

A subsidiary of The Babcock & Wilcox Company

Human Resources Specialist

Responsible for the recruiting and hiring of engineers, technical staff and supporting special off-site projects as needed. Supporting employee relations and as HR generalist. Support the mission and goals of Nuclear Fuel Services which provides advanced nuclear fuel production and technical services to government and commercial clients.

Los Alamos National Laboratory, Los Alamos NM

2003 – 2008

Human Resources Generalist

Partnering across functional line organization(s) for the Project Management Directorate 300 FTE employees with a budget of \$34 million. Meeting the customer needs in areas of special projects, transition from non-profit to for profit entity, student liaison, employee relations, EEO, performance and salary management, workforce review, staffing plans, life cycle recruiting, individual performance objectives, compensation, benchmarking, reorganization and integrate new strategies. Support the mission and goals of Los Alamos National Security, LLC, DOE, NNSA and University of California.

Genova Diagnostics, Asheville, NC

1998 - 2003

Human Resources Supervisor

Supervised a staff of three and managing areas of employee relations, recruiting, employment, training, workers compensation, strategic planning, acquisitions and reorganizations for a clinical laboratory CAP, CLIA, and NY licensed diagnostic laboratory, 350 FTE and generates over \$23 million annually.

Designed and led company-wide training programs on avoiding sexual harassment, work place violence, diversity, new employee orientation, HIPPA and technical skills.

Instituted university recruiting, job fair, media, publication and web-based recruiting.

Implemented career path plan, which resulted in internal promotions of 93% of the laboratory Technicians.

Dramatically lowered turnover rates and increased talent retention through development and implementation of Sponsor (Mentor) Program.

Designed Wellness Program for 2002 and became members of the WNC Wellness Council.

Member of HIPPA, Strategic Team, Quality Management, Staff Organizational and Safety Committees.

Assigned state licensed Youth Apprentice Program in collaborating with the Asheville Chamber of Commerce Asheville City and Buncombe County Schools to create a pipe line for recruiting and meeting EEO guidelines.

Technical Recruiter

1990-1998

United States Navy

Hospital Corpsman 1982-1987 Honorable Discharge

Stationed US Naval Hospitals, Bremerton Washington. Sasebo Japan and Jacksonville, Florida

EDUCATION & TRAINING

BS Degree, Business/Management, University of Phoenix 2006

Certification CD2 Leadership Manager

Certificate CCL Coaching for Human Resource Professionals

HR Lean Six Sigma Overview

Performance Based Leadership

Management Boot Camp

Labor and Employment Law Training

Managing a Harassment-Free Workplace/Resolving Harassment Situations

Certificate of Completion, PHR/SPHR Accreditation Study Course

Certificate of Participation, Laboratory Preparedness for Bioterrorism

MEMBERSHIPS & AFFILIATIONS

Oak Ridge Human Resources Association

Leadership Oak Ridge 2015

City of Oak Ridge Personnel Advisory Board Member

Leadership Oak Ridge Advisory Committee

Leadership Knoxville 2019

US Women in Nuclear (Nuclear Energy Institute)

Awarded the YWCA (**TWIN**) Tribute to Women in Industry (Laboratory)

SHRM Society of Human Resource Management

Volunteer, Local Community outreach

City of Oak Ridge Board Application 2018

BoardName: Oak Ridge Municipal Planning Commission

Application Submitted

Applicant: Gregg, Zabrina

12/17/2018 3:32 PM

Race (Optional): White

Preference: 1

Number of Times Previously Applied: 1

Address Contact Information

104 Canterbury Road

Email: ZabrinaMinor@gmail.com

Oak Ridge, TN 37830

Mobile Phone: (205) 873-4537

Current Company/Organization

Oak Ridge Housing Authority

Current Position / Title

Deputy Director

Retired?

N

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

Oak Ridge Municipal Planning Commission

Education, Professional and or Community Activity

Bachelor of Arts in Sociology, The University of Tennessee; Master of Business Administration, The University of Tennessee; I am currently the President Elect for Altrusa of Oak Ridge. I sit on the Anderson County Foster Care Review Board. I am working to obtain a Project Management Professional certification and Affordable Housing Developer certification.

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

The Planning Commission has involvement in many different projects around the city. There has been a large increase in housing and housing development projects coming to this body. I would like to continue to serve the community in this capacity. The Planning Commissioners have been driving the City Blueprint process. The Community Development staff has completely turned over during the course of this planning process. I feel that it is critically important for there to be continuity in the completion of this process. I hope to be able to see this project through to completion and work on the activities beyond the document itself.

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

Four years of planning commission experience has prepared me for this appointment. My area of expertise is housing.

Additional Information

Special Qualifications

CITY OF OAK RIDGE, TENNESSEE
BOARDS AND COMMISSIONS

TIME IN OFFICE AND ATTENDANCE RECORD

NAME: Zabrina Gregg

BOARD OR COMMISSION: Oak Ridge Municipal Planning Commission

TERM OF OFFICE: 4 Years

DATE APPOINTED: 1/12/15

ATTENDANCE RECORD (MOST RECENT TERM OF OFFICE):

Number of Meetings Held 46

Number of Absences 11

Attachment: Resume

12/17/2018

City Council Members:

Thank you for your consideration of my application for a second term on the Municipal Planning Commission.

As a resident of Oak Ridge since 2010, and a homeowner in Oak Ridge since 2013 I have been actively involved in our beloved community. I have worked with many of you on various projects and activities around the City. In my service on Municipal Planning Commission over the past four years we have taken on many meaningful activities. I am very excited about the City Blue Print project and would like to stay actively involved in the completion of this project.

In the past four years I have finished my MBA, and I gave birth to our first child. Through these large life events I have been able to meet the demands of the planning commission schedule and remain committed to the cause. I thoroughly enjoy my time on planning commission, I hope to continue to serve our community in this capacity.

Thank you for your time and consideration.

Sincerely,

Zabrina R. Minor Gregg

104 CANTERBURY ROAD • OAK RIDGE, TN 37830
PHONE 205-873-4537 • E-MAIL ZABRINAMINOR@GMAIL.COM
ZABRINA R. MINOR GREGG

EDUCATION

University of Tennessee Knoxville, TN	May 2008 <i>Bachelors of Arts in Sociology</i>
University of Tennessee Knoxville, TN	December 2016 <i>Masters of Business Administration</i>

EXPERIENCE

6/2016-Present Oak Ridge Housing Authority (ORHA)

Oak Ridge, TN Deputy Director

- Manage major Capital Fund projects
- Lead and Oversee business administration projects
- Handles rent collections, accounts payable, and accounts receivable
- Work with maintenance department and the Public Housing Manager to ensure that vacancies are quickly flipped and filled
- Engage in annual inspections and REAC inspections
- Explore potential opportunity for the growth of the organization
- Work with tenants to resolve complaints or issues
- Complete HUD required reports in the following systems: PIC, EIV, SPEARS, LOCCS,
- Ensure HUD program compliance including SEMAP review for Housing Choice Voucher and file review for Public Housing
- Completes all procurement for the agency
- Prepare reports for the Board of Commissioners, and complete board meeting agendas and required documentation

2/2015-6/2016 Tennessee Valley Coalition for the Homeless (TVCH)

Knoxville, TN Chief Development Officer

- Managed 7 staff in the areas of the HUD funded Homeless Management Information System Database, the HUD Emergency Solutions Grant Program, the HUD/VA funded Supportive Services for Veteran Families Program and Americorps Staff
- Created and maintained training curriculum for TVCH Staff of 17
- Developed and implemented strategic plan objectives
- Developed and implemented education, and communication strategies to heighten awareness of the complexities of homelessness in the region
- Oversaw and provided technical assistance for the Federal HUD funded Emergency Solutions Grant for 6 partner agency in the region

- Develop and conduct fundraising efforts for the organization, including the development of processes for an Annual Fundraiser that raised over \$23,000
- Oversaw a \$200,000 Emergency Solutions Grant HUD program for the organization
- Planned and implemented yearly fundraising events
- Expand TVCH's regional presence through various community, state and local government partnerships
- Oversaw the HMIS (Homeless Management Information Systems Database) and provided specialized reports including the Point in Time Count, Housing Inventory Chart and Annual Performance Reports for all HUD funding sources
- Developed a new organization website www.tvchomeless.org
- Developed and maintained social media plans for the organization, and expanded their social media presence
- Collaborated on three major HUD grants which were funded and various state and local grants
- **11/2012 – 2/9/2015 TORCH (Trinity Out-Reach Center of Hope)**

Oak Ridge, TN Executive Director

- Created a start-up non-profit to address the needs of the impoverished and homeless in the Anderson County area
- Manage/oversee over 25 volunteers and staff
- Work with homeless individuals to assist them in obtaining basic resources such as food, clothing and shelter. Helped over 171 individuals obtain housing in 2013
- Work collectively with our local Continuum of Care to mainstream social services to make them more accessible and efficient
- Work with federal, state, and local governments to bring resources into the county to address issues related to poverty and homelessness
- Serve as the lead agency for a federally mandated Point in Time Count of the homeless in Anderson County at the designation of the Anderson County Mayor
- Write, implement and oversee federal, state, and local grants
- Advocate for the homeless in various arenas
- Design, implement and oversee fundraising operations for the organization
- Maintain, oversee and track HMIS (homeless management information system data) entry
- Handled day to day transactions of the organization, billing and payments

5/2011 - 1/2013 Oak Ridge Housing Authority

Oak Ridge, TN Family Self Sufficiency Coordinator

- Worked with families to set goals and connect them to community resources consistent with those goals.
- Counseled families on homeownership, and creditworthiness
- Maintained a 36 family caseload
- Entered data and tracked client progress in a computer based system
- Wrote and obtained a grant for full salary and benefits for this position

- Worked to develop a new website www.orha.net
-

ADDITIONAL SKILLS AND ABILITIES

- Proficient in Microsoft Office, Excel
- Member of the Tennessee Conference on Social Welfare
- Current Tennessee State Drivers License F endorsement
- Certified in Suicide Prevention
- Professional Grant Writer

RECENT COMMUNITY SERVICE, AWARDS AND RECOGNITION

- **2011-Present** Altrusa Member and President Elect
- **2015-Present** City of Oak Ridge, Planning Commissioner
- **2011-Present** Foster Care Review Board Member for Anderson County Juvenile Court
- **2010-2017** Tennessee Valley Continuum of Care member
- **2014** Leadership Oak Ridge Graduate
- **2014** President of the Young Professionals of Oak Ridge (YPOR)
- **2013** Innovation Valley Young Professionals spotlight recipient
- **2013-2014** Oak Ridge Pre-school Policy Council Representative
- **2013-2015** Governing Council Member for the Tennessee Valley Continuum of Care
- **2010-2015** Oak Ridge Interagency Coalition of Anderson County Member
- **2010-2015** Young Professionals of Oak Ridge member

References Available Upon Request

City of Oak Ridge Board Application 2018

BoardName: Oak Ridge Municipal Planning Commission

Application Submitted

Applicant: Johnson, Brad

12/28/2018 4:36 PM

Race (Optional):

Preference: 1

Number of Times Previously Applied: 0

Address

Contact Information

115 Mason Lane

Email: lma4x4er@gmail.com

Mobile Phone: (865) 356-4101

Oak Ridge, TN 37830

Current Company/Organization

Current Position / Title

Retired?

N

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

No

Education, Professional and or Community Activity

Former small business owner

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

I want the opportunity to give input and help my community grow. I've watched our town struggle with growth for the last decade and, even though we have had signs of progress, we still have a lot of work to do. I would like to be a part of the progress.

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

As a project manager, I work with all levels of construction to achieve an end product that satisfies the wants/needs of the final customer.

Additional Information

Special Qualifications

End of Application for Johnson, Brad

For Board: Oak Ridge Municipal Planning Commission

Monday, January 7, 2019

City of Oak Ridge Board Application 2018

BoardName: Oak Ridge Municipal Planning Commission

Application Submitted

Applicant: Petrie, Roger

1/26/2019 10:13 AM

Race (Optional): White

Preference: 3

Number of Times Previously Applied: 0

Address Contact Information

141 Claremont Road

Email: rpetrie7@comcast.net

Oak Ridge, TN 37830

Mobile Phone: (865) 567-6678

Current Company/Organization

UCOR

Current Position / Title

FFA and Regulatory Support Lead

Retired?

N

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

No

Education, Professional and or Community Activity

Masters and Bachelors in Wildlife and Fisheries Science; Chair of the Center for Leadership and Community Development; Leadership Oak Ridge Advisory Committee; Board and Executive Committee of Oak Ridge Chamber of Commerce; Board of United Way of Anderson County; Past President of Sunset Rotary; Past Treasurer of Sunset Rotary; Adjunct Instructor at PSTCC.

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

I am interested in being involved in the continuing growth of Oak Ridge. This involves both development of a strong retail base but also growth in the industrial sector.

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

My experience in regulatory support and enforcement gives me an understanding of how regulations are interpreted and applied. In addition, my experience serving with the Chamber of Commerce provides me with additional knowledge of Oak Ridge's community needs.

Additional Information

Special Qualifications

ROGER PETRIE

141 Claremont Rd
Oak Ridge, Tennessee 37830
865-567-6678
rpetrie7@comcast.net

CAREER SUMMARY

2015–Present RSI Entech, Inc. Oak Ridge, TN

Staff Engineer/Scientist II Regulatory Support

- ▣ Provide staff augmentation to URS | CH2M Oak Ridge in Environmental Stakeholder Relations
- ▣ Implement Integrated Regulatory Team
- ▣ Serve as FFA and Regulatory Support Lead
- ▣ Provide focused support to the Department of Energy in the area of reindustrialization, regulatory affairs, and FFA program management

1997–2015 Tennessee Department of Environment and Conservation Oak Ridge, TN

Environmental Program Manager (2007-Present)

Environmental Restoration program manager, Department of Energy (DOE) Oversight Office
Federal Facility Agreement projects manager, State of Tennessee

Federal Facility Agreement Projects Manager

- Coordinate State participation in the Federal Facility Agreement (FFA) for the Oak Ridge Reservation. Includes negotiations with U.S. Environmental Protection Agency and DOE to schedule 18+ billion dollars of projects through completion of CERCLA activities ensuring adherence to state policy, procedures, rules and regulations.
- Analyze DOE Environmental Management annual 5+ billion dollars budget to evaluate spending trends and funding allocations at project baseline summary (PBS) level and work breakdown structure (WBS) level
- Crosswalk budget analysis to ensure DOE compliance with FFA milestones
- Evaluate DOE compliance with state and federal regulations within policy guidelines
- Coordinate State involvement in transfer of land released under the CERCLA process

Environmental Specialist (1997-2007)

Environmental Monitoring and Compliance Supervisor

- Supervised staff responsible for
 - oversight of DOE environmental compliance
 - monitoring exit pathways, including surface water, sediment and biota
 - Reviewed CERCLA project documentation to ensure applicable relevant and appropriate requirements (ARAR) compliance at state and federal levels
 - Evaluated results of environmental sampling to assess risk to human health and environment
 - Oversight of DOE compliance with NPDES permits
 - Developed environmental monitoring plans evaluating multiple exit pathways for surface water, sediment and biota; reported results to federal, state and public stakeholders
-

ROGER PETRIE

141 Claremont Rd
Oak Ridge, Tennessee 37830
865-567-6678
rpetrie7@comcast.net

2002–Present	Pellissippi State Community College	Oak Ridge, TN
<i>Adjunct Instructor of Biology</i>		
<ul style="list-style-type: none">• BIOL 1010 Biology I & Lab and BIOL 1110 General Biology I Lab		
1996–1997	American Aquatics, Inc.	Oak Ridge, TN
<i>Environmental Specialist</i>		
<ul style="list-style-type: none">• Biological field support Aquatic Biology Division of the Tennessee Valley Authority		
1993-1996	JAYCOR Environmental, Inc.	Oak Ridge, TN
<i>Environmental Specialist</i>		
<ul style="list-style-type: none">• Biological monitoring of biota; including collection, submission and interpretation of results as part of NPDES permit requirements for DOE• Research at Oak Ridge National Laboratory of fate and transport of mercury and PCBs in biological systems• Sample fish population surveys, benthic macroinvertebrates and fish bioindicators		
1990-1993	Fish and Wildlife Associates, Inc.	Norris, TN
<i>Environmental Specialist</i>		
<ul style="list-style-type: none">• Biological field support Aquatic Biology Division of the Tennessee Valley Authority• Extensive biological sampling for fish tissue analysis in Tennessee River watershed• Supervised field teams conducting surveys of biological integrity		

ASSOCIATIONS / MEMBERSHIPS / PROFESSIONAL AFFILIATIONS

- State association representative, Interstate Technology and Regulatory Council Board of Advisors
- State representative, Environmental Council of States Federal Facilities Forum
- Chairman, Lower Watts Bar Interagency Working Group
- Past President and Treasurer, Rotary Club of Oak Ridge Sunset
- Leadership Oak Ridge graduate
- Chairman of Center for Leadership and Community Development
- Current DOE Q clearance

PUBLICATIONS

Strange, R. J., R. B. Petrie and J. J. Cech, Jr. 1993. *Slight stress does not lower critical thermal maximums in hatchery-reared rainbow trout*. *Folia Zoologica* 42: 251-256.

EDUCATION

1990	The University of Tennessee	Knoxville, TN
<ul style="list-style-type: none">• M.S. Wildlife and Fisheries Science		
1988	The University of Tennessee	Knoxville, TN
<ul style="list-style-type: none">• B.S. Wildlife and Fisheries Science		

City of Oak Ridge Board Application 2018

BoardName: Oak Ridge Municipal Planning Commission

Application Submitted

Applicant: Stallings, Timothy

12/12/2018 1:07 PM

Race (Optional):

Preference: 2

Number of Times Previously Applied: 0

Address	Contact Information
17 Newcastle Lane Oak Ridge, TN 37830	Email: timstallings@rocketmail.com Mobile Phone: (865) 755-5669

Current Company/Organization

Current Position / Title

Retired? Company / Organization Retired From

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

No

Education, Professional and or Community Activity

MBA in Business Management; BS in Accounting; M. Div in Counseling; 30+ years in management and leadership positions; Served on City Council 1991-1995; 28+ years resident of Oak Ridge

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

I believe the financial future of Oak Ridge is tied to bringing in new industry and jobs to this community. I have lived here for over 28 years and am committed to promoting this City and will do my best to promote and help recruit new businesses and industry to this city. I have a flexible work schedule and am available to assist all involved in this recruitment process. I have an extensive background in business and financial management.

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

Served on the City Council and am very familiar with this city and the opportunities for new industrial development sites and am well connected to those involved in these endeavors as representatives of the City of Oak Ridge.

Additional Information

Special Qualifications

Timothy L. Stallings
17 Newcastle Lane
Oak Ridge, TN 37830

December 12, 2018

The Honorable Mayor and Members of the Oak Ridge City Council

PO Box 1

Oak Ridge, TN 37831

Attn: Mary Beth Hickman, City Clerk

RE: Vacancy Industrial Development Board

Dear Mayor and City Council Members,

Attached is my resume for your review as consideration to fill the vacancy on the Oak Ridge Industrial Development Board. Below is a list of a few of reasons that I feel that I am a capable and qualified applicant. Please review this list and my resume as you consider this appointment.

1. A long-time resident of Oak Ridge having lived here for over 28 years
2. Well connected in the business, education, civic, and faith-based community in Oak Ridge
3. Proven Leadership, track record, and accomplishments in all my positions of employment
4. Well-connected across the city, county, and state including Nashville having grown up in West Tennessee and my father served in the Legislature for 16 years
5. Past-experience as a City Council Member
6. Familiar with the challenges facing our City and committed to work with the Council and our citizens to address those challenges

Thanks for your time and I look forward to hearing from you.

Sincerely,

Tim Stallings, 865-755-5669, timstallings@rocketmail.com

TIMOTHY L STALLINGS

Professional Summary

35 years experience in business and financial management as well as counseling and life coaching. Proven Leader and highly analytical, deadline-driven manager. Innovative accounting professional proficient in extracting financial data from various reporting systems and suggesting key operational changes. Also skilled in Team Building, Life-Coaching, Counseling, Negotiations, and Reconciliation. A certified Coach, Teacher, Trainer, Speaker of the John Maxwell Team,

Skills

Budget development
Financial reporting
Tax accounting

Team Building & Life Coaching
Leadership Development
Great communicator

Work History

Executive Director

Choices Resource Center – Oak Ridge, TN 07/2015 to Current

Maintain full responsibility for the overall operation of CRC and oversees the fulfillment of CRC's mission and goals.

Conduct regular staff meeting which includes a time of prayer and helps monitor client and staff needs, progress, problems, goal setting and implementation. Provide managerial support, direction and supervision to all paid staff. Conduct yearly written and oral evaluations of personnel. Work with Board budget sub-committee to create annual budget, which is presented to the Board for approval. Oversee and ensure that accurate and current financial records are kept and reported to the Board of Directors. Oversee expenditures for budgeted expenses of CRC. Oversee the compilation of statistical reports, accurate record keeping, and reporting to the Board monthly. Ensure that CRC policies are carried out as well as create, present to the Board for approval, and implement new policies as needed. Coordinate a yearly ministry calendar, which includes special events. Attend all Board meetings and present a monthly director's report. Review written materials sent out from the Center. Work with Client Services Director to coordinate and conduct volunteer training. Oversee paid staff and/or committees to execute major fundraising events, direct-mailings, newsletters and pledge programs. Communicate with donors with timely acknowledgment of all financial donations as well as personal notes, phone calls and visits as appropriate. Work with and maintain oversight of the Donor Development Director in developing and executing a program to appeal to churches for financial support. Work with Board of Directors on a strategic plan. Implement and oversee the ministry goals and strategies already in place. Obtain feedback and continually assess goals for establishment of

effective ministry programs. Act as the primary ambassador and representative of CRC to our community, area churches and the media. Educate the community, including churches, pastors, community groups, and the professional community about CRC's ministry with the goal of obtaining support and involvement in the ministry. Develop and maintain ongoing relationships with pastors and churches in the community. Develop and maintain relationships with other ministries and organizations that meet client needs. Oversee development of promotional materials and media used in presenting CRC to our clients, the community, churches and donors. Work closely with the Board of Directors to promote public awareness of the ministry through advertisement and church presentations.

Executive Pastor

Ridgepoint Church – Oak Ridge, TN 01/2009 to Current

Currently, manage all financial services including payroll, accounts payable, contribution record keeping and tax reporting. Provide organizational direction and leadership at Ridgepoint Church including the purchase and remodeling of our current facility. Set up all corporate documentation. Prepared all required documentation and obtained the 501(c)3 status for the church.

During the past 9 years have also provided leadership and performed services in the areas of fund raising, counseling, benevolence, missions, pastoral care and other care ministries as well as managed all the financial operations at Ridgepoint Church. During this time the church has grown from about 70 to over 500.

Managed the negotiations for the purchase of a 8000 sq. feet facility including applying for and obtaining financing of the purchase. Managed the negotiations for the purchase of a second 15000sq.feet facility in Morgan County including applying for and obtaining financing of the purchase.

Coordinated the fundraising effort to obtain additional funds needed for the renovation both of these facilities.

Hired a contractor, architect, and coordinated the renovations of the facility including obtaining all needed supplies and materials for the project.

Set up the financial structure for 2 additional campuses - one in Kentucky and another in Morgan County Tennessee. Currently managing the financial operations of 2 campuses one in Solway and another in Morgan County.

Business Manager/Counselor

Focus Group Prison Ministries – Knoxville, TN 01/2009 to 07/2015

For 6 years provided financial management at Focus Group Prison Ministries including accounts payable, payroll, as well as donor financial management and tax reporting.

Provided leadership and performed services in the areas of fund raising, counseling and teaching at Focus Group Prison Ministries. Also, prepared IRS Form 990 annually.

Coordinated the fund raising and purchase of a \$400K transition apartment facility.

Focus purchased a \$400K apartment building for housing students are a part of our Transition ministry.

Administered a team for the purpose of raising funds in order to purchase the building as well as obtain additional financing to secure the property. Coordinated the financial planning for the renovation of the property in preparation for the students to be able to live in the facility.

During this time also started a Seminary Extension Campus at Morgan County Correction

Mortgage Loan Officer First Investment Company – Knoxville, TN	01/1993 to 01/1994
Business Manager Ferguson Harbour – Oak Ridge, TN	01/1992 to 01/1993
Business Manager Ecology & Environment – Oak Ridge, TN	01/1989 to 01/1992
Environmental Supervisor Tennessee Gas Pipeline Co – Middleton, TN	01/1987 to 01/1989
Right of Way Agent Tennessee Gas Pipeline Co – Hopkinton, MA	01/1984 to 01/1987
Field Accountant Tennessee Gas Pipeline Co – Hopkinton, MA	01/1982 to 01/1984
Corporate Accountant Tennessee Gas Pipeline Co – Houston, TX	01/1981 to 01/1982
Accountant Stallings Tractor Company – Bolivar, TN	01/1972 to 01/1981

Education

Southern New Hampshire University, Manchester, NH - MBA, 1987

Union University, Jackson, TN - B.S. in Accounting, 1981

Southeastern Baptist Theological Seminary, M. Divinity in Counseling, Dec. 1998

Additional Related Experience and Information

- Currently serve on the Supervisory Committee at Enrichment Federal Credit Union.
- Served on Oak Ridge City Council from 1991-1995.
- Have continued to be involved in community organizations and activities in Oak Ridge and the Greater Knoxville area for the past 28 years
- Played college football for Tennessee Technological University.
- Have run 29th Half Marathons – also ran a full marathon at Disney World for my 50th birthday in January 2008 and another full marathon in Phoenix for my 60th birthday
- Lettered in Football, Basketball, Baseball, and Golf while in High School - Graduated 2nd in my class with 200+ graduating class.
- Raised 2 children to adulthood – My son, Scott, is now a professional golfer on the PGA Tour and my daughter, Shelby graduated from Tennessee Tech with a B.S. and a M.S. in Education with a 4.0 GPA. They have blessed me with 5 grand-children.
- My wife, Cher, is a RN as a Nurse Educator and Lactation Consultant at Methodist Medical Center and is very active in community activities and has served on the Board of Directors for United Way of Anderson County currently serving on Board of Directors of the Oak Ridge Children's Museum.

Personnel Advisory Board

NumVacancies 3 Total # of Members 5

Term of Office

Three three-year terms expiring December 31, 2021

Qualifications

Oak Ridge residency

Personnel Advisory Board	Special Qualifications	Submitted	Preference	# of Previous Submissions
Ms. Lisa Bollinger (Incumbent)		11/29/2018	1	1
Ms. Anne Garcia		12/3/2018	1	1
Mr. Kevin Gregg (Incumbent)		12/27/2018	1	1
Ms. Leigha Humphries		12/27/2018	2	0
Ms. Debra Stone		12/5/2018	1	0
Total Number of Applicants: 5				

Current Members

Member Name	Special Qualifications	Term Expires
Ms. Bonnie Hebert		12/31/2020
Ms. Martha Wallus		12/31/2020
		2 of 5 members

City of Oak Ridge Board Application 2018

BoardName: Personnel Advisory Board

Application Submitted

Applicant: Bollinger, Lisa

11/29/2018 8:50 AM

Race (Optional):

Preference: 1

Number of Times Previously Applied: 1

Address

70 Royal Troon Circle

Oak Ridge, TN 37830

Contact Information

Home Phone: (423) 202-8207

Email: lbollinger2@gmail.com

Current Company/Organization

Current Position / Title

Retired?

N

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

Personnel Advisory Board

Education, Professional and or Community Activity

BS Degree, Business/Management, University of Phoenix 2006; Certification CD2 Leadership Manager; Certificate CCL Coaching for Human Resource Professionals; Leadership Oak Ridge 2015; City of Oak Ridge Personnel Advisory Board Member current; Leadership Oak Ridge Advisory Committee; US Women in Nuclear (Nuclear Energy Institute); Awarded the YWCA (TWIN) Tribute to Women in Industry (Laboratory); 2019 Leadership Knoxville; Altrusa International Oak Ridge Chapter.

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

I would like to continue one more term with the City of Oak Ridge Personnel Advisory Board as I believe we have made value added contributions to the city and residents of Oak Ridge. And we still have a number of projects that I would like to contribute to their completion.

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

Oak Ridge National Laboratory, Oak Ridge TN. UT Battelle for the Department of Energy 2010-Present - Human Resources Consultant - partnering with the Business Service Directorate and Environment, Safety and Health Directorate committed to the safe conduct of research and success of delivering excellent consulting services in all competencies of human resources. As a strategic business partner with demonstrated track record in delivering effective organizational development, leadership and management development, executive coaching, talent acquisition, performance and salary management, workforce restructuring, change management, compensation, employee relations and overall HR strategic planning. Support the mission and goals of UT-Battelle and ORNL National Laboratory, its stakeholders and community outreach.

Additional Information

Special Qualifications

CITY OF OAK RIDGE, TENNESSEE
BOARDS AND COMMISSIONS

TIME IN OFFICE AND ATTENDANCE RECORD

NAME: Lisa Bollinger

BOARD OR COMMISSION: Personnel Advisory Board

TERM OF OFFICE: 3 Years

DATE APPOINTED: 12/14/15

ATTENDANCE RECORD (MOST RECENT TERM OF OFFICE):

Number of Meetings Held 14

Number of Absences 2

Attachment: Resume

Lisa Bollinger
70 Royal Troon Circle
Oak Ridge, Tennessee, 37830
lbollinger2@gmail.com
423-202-8207

SUMMARY

Highly motivated, self-directed human resources professional with over 20 years of experience, in the Nuclear Industry, Department of Energy, Office of Science, National Laboratories and private sector. Providing human resources leadership and consulting services while creating strategic business partnerships, in training development, compensation, benefits, staffing, workforce restructuring and employee relations. A dedicated and cost-conscious leader who is an innovative problem solver, customer focused and collaborative team player.

PROFESSIONAL EXPERIENCE

OAK RIDGE NATIONAL LABORATORY, Oak Ridge TN.

UT-BATTELLE FOR THE DEPARTMENT OF ENERGY

2010- present

Human Resources Consultant – partnering with the Business Services Directorate and Environment, Safety and Health Directorate committed to the safe conduct of research and success of delivering excellent consulting services in all competencies of human resources. As a strategic business partner with demonstrated track record in delivering effective organizational development, leadership and management development, executive coaching, talent acquisition, performance and salary management, workforce restructuring, change management, compensation, employee relation and overall HR strategic planning. Support the mission and goals of UT-Battelle and ORNL National Laboratory and its stakeholders. (Active L clearance)

Nuclear Fuel Services, Inc., Erwin TN

2008 - 2010

A subsidiary of The Babcock & Wilcox Company

Human Resources Specialist

Responsible for the recruiting and hiring of engineers, technical staff and supporting special off-site projects as needed. Supporting employee relations and as HR generalist. Support the mission and goals of Nuclear Fuel Services which provides advanced nuclear fuel production and technical services to government and commercial clients.

Los Alamos National Laboratory, Los Alamos NM

2003 – 2008

Human Resources Generalist

Partnering across functional line organization(s) for the Project Management Directorate 300 FTE employees with a budget of \$34 million. Meeting the customer needs in areas of special projects, transition from non-profit to for profit entity, student liaison, employee relations, EEO, performance and salary management, workforce review, staffing plans, life cycle recruiting, individual performance objectives, compensation, benchmarking, reorganization and integrate new strategies. Support the mission and goals of Los Alamos National Security, LLC, DOE, NNSA and University of California.

Genova Diagnostics, Asheville, NC

1998 - 2003

Human Resources Supervisor

Supervised a staff of three and managing areas of employee relations, recruiting, employment, training, workers compensation, strategic planning, acquisitions and reorganizations for a clinical laboratory CAP, CLIA, and NY licensed diagnostic laboratory, 350 FTE and generates over \$23 million annually.

Designed and led company-wide training programs on avoiding sexual harassment, work place violence, diversity, new employee orientation, HIPPA and technical skills.
Instituted university recruiting, job fair, media, publication and web-based recruiting.

Implemented career path plan, which resulted in internal promotions of 93% of the laboratory Technicians.

Dramatically lowered turnover rates and increased talent retention through development and implementation of Sponsor (Mentor) Program.

Designed Wellness Program for 2002 and became members of the WNC Wellness Council.

Member of HiPPA, Strategic Team, Quality Management, Staff Organizational and Safety Committees.

Assigned state licensed Youth Apprentice Program in collaborating with the Asheville Chamber of Commerce Asheville City and Buncombe County Schools to create a pipe line for recruiting and meeting EEO guidelines.

Technical Recruiter

1990-1998

United States Navy

Hospital Corpsman 1982-1987 Honorable Discharge

Stationed US Naval Hospitals, Bremerton Washington. Sasebo Japan and Jacksonville, Florida

EDUCATION & TRAINING

BS Degree, Business/Management, University of Phoenix 2006

Certification CD2 Leadership Manager

Certificate CCL Coaching for Human Resource Professionals

HR Lean Six Sigma Overview

Performance Based Leadership

Management Boot Camp

Labor and Employment Law Training

Managing a Harassment-Free Workplace/Resolving Harassment Situations

Certificate of Completion, PHR/SPHR Accreditation Study Course

Certificate of Participation, Laboratory Preparedness for Bioterrorism

MEMBERSHIPS & AFFILIATIONS

Oak Ridge Human Resources Association

Leadership Oak Ridge 2015

City of Oak Ridge Personnel Advisory Board Member

Leadership Oak Ridge Advisory Committee

Leadership Knoxville 2019

US Women in Nuclear (Nuclear Energy Institute)

Awarded the YWCA (TWIN) Tribute to Women in Industry (Laboratory)

SHRM Society of Human Resource Management

Volunteer, Local Community outreach

City of Oak Ridge Board Application 2018

BoardName: Personnel Advisory Board

Application Submitted

Applicant: Garcia, Anne

12/3/2018 6:10 PM

Race (Optional):

Preference: 1

Number of Times Previously Applied: 1

Address Contact Information

120 Outer Drive

Home Phone: (865) 482-3294

Email: agg@bellsouth.net

Oak Ridge, TN 37830

Current Company/Organization

Current Position / Title

Retired? Company / Organization Retired From

Y

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

Personnel Advisory Board

Education, Professional and or Community Activity

BS Math; Retired; Currently serve on PAB

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

It has been an interesting board to serve on.

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

Have filled an unexpired term and have served the city an extended term as Council member.

Additional Information

Special Qualifications

End of Application for Garcia, Anne

For Board: Personnel Advisory Board

Monday, January 7, 2019

CITY OF OAK RIDGE, TENNESSEE
BOARDS AND COMMISSIONS

TIME IN OFFICE AND ATTENDANCE RECORD

NAME: Anne Garcia

BOARD OR COMMISSION: Personnel Advisory Board

TERM OF OFFICE: 3 Years

DATE APPOINTED: 12/14/15

ATTENDANCE RECORD (MOST RECENT TERM OF OFFICE):

Number of Meetings Held 14

Number of Absences 3

City of Oak Ridge Board Application 2018

BoardName: Personnel Advisory Board

Application Submitted

Applicant: Gregg, Kevin

12/27/2018 11:50 AM

Race (Optional):

Preference: 1

Number of Times Previously Applied: 1

Address

Contact Information

104 Canterbury Road

Email: kevingregg87@gmail.com

Mobile Phone: (865) 322-1476

Oak Ridge, TN 37830

Current Company/Organization

Current Position / Title

Retired?

N

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

Personnel Advisory Board

Education, Professional and or Community Activity

Bachelors Degree in Human Resource Management from East Tennessee State University; PHR Certification

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

I have enjoyed my first term on the PAB. I look forward to another term and being able to assist the City's administration with personnel needs as they see fit.

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

Current position is Lead, HRIS for Leidos in Oak Ridge. I currently have been in the HR field for almost 7 years.

Additional Information

Special Qualifications

CITY OF OAK RIDGE, TENNESSEE
BOARDS AND COMMISSIONS

TIME IN OFFICE AND ATTENDANCE RECORD

NAME: Kevin Gregg

BOARD OR COMMISSION: Personnel Advisory Board

TERM OF OFFICE: Balance of an Unexpired 3 Year Term

DATE APPOINTED: 1/9/17

ATTENDANCE RECORD (MOST RECENT TERM OF OFFICE):

Number of Meetings Held 14

Number of Absences 3

Attachment: Resume

Kevin Gregg, PHR

104 Canterbury Rd Oak Ridge, TN 37830*

Phone (865) 322-1476 Email: kevingregg87@gmail.com*

EDUCATION & CONTINUED TRAINING

East Tennessee State University

May 2010

Bachelors of Business Administration

Concentration in Human Resource Management

PROFESSIONAL EXPERIENCE

April 2017 – Present

Oak Ridge, TN

Lead, HRIS

Leidos Inc.

- Supervise and oversee 6 employees
- Troubleshoot Human Capital Management system security (Work Day)
- Responsible for data quality between the organization's pay roll system and finance system. (ADP and CostPoint)
- Lead projects for implementation of changes to the HCM system
- Run control compare report data for systems
- Ensure appropriate communication between systems and corrected system errors as they occurred
- Perform troubleshooting for manager and customer issues in the HCM system
- Perform troubleshooting for recruiter and user issues in the Taleo ATS system
- Coordinate bonus payouts in the Fusion tracking system.
- Maintain the Skillsoft Learning Admin system. Publish courses, create content, troubleshoot course issues, and regular system maintenance.

May 2016 – April 2017

Knoxville, TN

Human Resources Generalist

Local Motors Inc.

- Responsible for hiring, training, and recruitment for Knoxville, TN retail facility and National Harbor, MD retail facility.

- Built recruiting relationships with University of Tennessee, Pellissippi State, King University, Harvard University, MIT, and Tufts University in Boston, MA.
- Responsible for employee engagement activities.
- Responsible for creating and analyzing quarterly employee surveys.
- Responsible for Training and Development
- Responsible for Safety and programs and initiatives.
- Conducted New Hire Orientations.
- Assisted with employee benefits and other general administration questions.

August 2015 – May 2016

Oak Ridge, TN
Sr. HRIS Analyst

Leidos Inc.

- Trained in the Human Capital Management system security (Work Day)
- Responsible for data quality between the organization's pay roll system and finance system. (ADP and CostPoint)
- Lead projects for implementation of changes to the HCM system
- Ran control compare report data for systems
- Ensured appropriate communication between systems and corrected system errors as they occurred
- Performed troubleshooting for manager and customer issues in the HCM system
- Performed troubleshooting for recruiter and user issues in the Taleo ATS system

March 2014 – August 2015

Sr. Benefits Specialist

- Responsible for Employee Benefits
- Responsible for Worker's Comp Administration
- Responsible for FMLA Administration
- Responsible for Disability Administration
- Responsible for Leave of Absence Administration
- Experience with PeopleSoft and Workday HRIS Systems

August 2012 – March 2014

Morristown, TN

Human Resources Specialist

OTICS USA Inc.

- Responsible for employee benefits and 401k administration.
- Responsible for hiring and recruitment.
- Responsible for training and development.
- Conduct employee orientation.
- Payroll duties.

October 2010 - August 2012

Jefferson City, TN

Assistant Branch Manager

World Finance Corp.

- Responsible for processing applications for loans.
- Responsible for approving or declining loan applications.
- Responsible for completing all contracts and paperwork required to close and complete loans.
- Made collection calls concerning customer payments.

Additional Skills and Abilities:

-
- *PHR Certification from HRCI*
 - *Proficient in Microsoft Office Suite*
 - *Proficient in the WorkDay and PeopleSoft HCM systems*
 - *Proficient in the CostPoint System*
 - *Proficient in the Taleo Recruiting System*
 - *HCI-ATS Certification*

References available upon request

City of Oak Ridge Board Application 2018

BoardName: Personnel Advisory Board

Application Submitted

Applicant: Humphries, Leigha

12/27/2018 11:29 AM

Race (Optional):

Preference: 2

Number of Times Previously Applied: 0

Address

Contact Information

44 Palisades Parkway

Email: leigha.humphries@att.net

Oak Ridge, TN 37830

Mobile Phone: (865) 696-7739

Current Company/Organization

UT-Battelle

Current Position / Title

Protocol and Community Relations Manager

Retired?

N

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

No

Education, Professional and or Community Activity

B.A. University of Tennessee, ORNL FCU Board of Directors; MMC Foundation Board; Oak Ridge Public Schools Foundation Board; Past Chairman, Oak Ridge Chamber of Commerce; Roane Alliance Board; Roane State Foundation Board; Oak Ridge Fund for Achieving Community Excellence Advisory Board (Secretary).

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

As I begin a master's degree focused on HR Leadership in January, I would welcome the chance to gain some additional experience working with personnel matters with the City.

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

Additional Information

Special Qualifications



Leigha Humphries

Protocol and Community Relations Manager
Communications Division
Oak Ridge National Laboratory

Career Aspirations: To identify growth and leadership opportunities in the areas of communications, human resources and workforce development to which I can apply my experience and skills most effectively

Significant Work Experiences:

I am the manager of the Protocol and Community Relations office at the Oak Ridge National Laboratory (ORNL). I manage the staff responsible for the coordination and execution of high-level events, visits, and tours for elected officials, guests of the Laboratory Director, Department of Energy (DOE) leadership and other dignitaries; development and implementation of ORNL's community relations strategy; development and coordination of K-12 education outreach initiatives; corporate philanthropy; leadership of Team UT-Battelle, the lab's staff volunteerism organization; serving as UT-Battelle's liaison to civic and education stakeholders; supervision of ORNL public education and outreach programs including group and public tours, speaker requests, and community programs.

In all of my roles at ORNL, I have worked closely with our federal site office leadership, contractor lab management and local, state and federal officials to build a network of support to ensure effective messaging and positive outcomes from each opportunity.

I was hired at ORNL in 2005 as an Economic Development Associate in the former Technology Transfer and Economic Development organization. My duties included event planning, logistics, relationship management with various stakeholder groups in the region, marketing, and various communications projects from web content to trade show exhibitions. Prior to joining ORNL, I worked for ORNL Federal Credit Union, serving in several capacities during my tenure, leaving the organization as a branch manager in multiple locations, including the branch located on site at ORNL.

I am fortunate to have been the recipient of a number of honors, including the East Tennessee Economic Council Postma Young Professional Medal; Knoxville Business Journal 40 Under 40 Award; and the YWCA Tribute to Women, which salutes women who are role models in their fields and serve the community in a volunteer capacity. I serve on the Boards of Directors of ORNL Federal Credit Union; Oak Ridge Public Schools Education Foundation; Methodist Medical Center Foundation; the Roane State Foundation; the Oak Ridge Fund for Achieving Community Excellence; the Roane Alliance; and am the immediate past chairman of the Oak Ridge Chamber of Commerce.

My husband, Kevin, and I live in Oak Ridge along with my two children, Ella (16), and Hudson (9). I enjoy running, reading, sports, live music, and good food.

Strengths: Achieving results through a combination of hands-on management experience, effective team building, and providing innovative leadership to conceptualize ideas and to organize and motivate team members for peak performance. Excels at building strong relationships with business and community partners.

Contact Information

Office: 865-241-9309

Cell 865-696-7739

email humphrieslm@ornl.gov

Clifton Strengths Finder Top Five

Positivity

Woo

Communication

Arranger

Harmony

LEIGHA MARIE HUMPHRIES
44 Palisades Parkway • Oak Ridge, TN 37830
865-696-7739 • leigha.m.humphries@gmail.com

PROFESSIONAL PROFILE

Results driven **Communications Professional** combining hands-on management experience with the desire to achieve proven results through effective team building and by providing innovative leadership to conceptualize ideas and to organize and motivate team members for peak performance. Excels at building strong relationships with business and community partners. Excellent oral and written communication skills. Enjoys a fast-paced, multi-faceted work environment.

EXPERIENCE

UT-Battelle, Oak Ridge National Laboratory, Oak Ridge, TN **2005-present**

Protocol and Community Relations Manager, 2007-present

- Manage staff responsible for high-level events, visits and tours for elected officials, guests of the Laboratory Director, Department of Energy customers, and other dignitaries
- Develop and coordinate the community relations strategy for ORNL
- Develop and coordinate K-12 STEM education outreach initiatives
- Responsible for stakeholder relationships with local and regional civic and education leaders
- Manage UT-Battelle corporate outreach budget and philanthropic giving
- Manage volunteer activities of Team UT-Battelle, including applications for projects, budget and the Team UT-Battelle Advisory Committee
- Promotes awareness of the Laboratory through participation at community events
- Manage the Laboratory's programs for public education and outreach and summer high school internships

Economic Development Associate, 2005-2007

- Supported the entire TTED directorate in planning and coordinating special events, arranging "VIP" tours and hosting a wide array of visitors and dignitaries to ORNL
- Worked with the Director of Economic Development and Partnerships and other TTED staff to develop strategies and implement specific relationship management programs targeted to a diverse customer group (i.e., economic development professionals throughout the region, state and South; current and potential licensees; opinion leaders in our service area, etc...). Efforts included: developing and maintaining a customer database with both electronic and physical contact information; working with other ORNL staff to ensure the TTED webpage is up-to-date and vibrant; and the coordination of story ideas, preparation of stories, design and production of the TTED quarterly newsletter, in conjunction with other ORNL staff
- Oversaw the development and/or updating of TTED's marketing materials
- Coordinated TTED participation at trade shows and other events to include the following: handled all logistical and contract arrangements for each show; compiled, packed and shipped the exhibit and collateral materials to the show; and coordinated and staffed the event

ORNL Federal Credit Union, Oak Ridge, TN

1996-2005

Branch Manager

- Provided the leadership, management and direction for the daily operation of three different branches and their employees (West Knoxville, Farragut and Oak Ridge National Laboratory) including the installation of cutting-edge technologies such as a self-service kiosk and fully automated cash dispensing machines
- Developed relationships within the community to further the presence of the credit union and its commitment to the communities in which it serves
- Directed the recruitment, development, motivation and retention of highly skilled employees
- Ensured the effective realization on monthly, quarterly, and annual branch goals in accordance with the primary goals for the entire credit union
- Monitored the implementation and execution of the staff's individual goals, sales program and other efforts to insure the branches maintained their level of success

EDUCATION

Bachelor of Arts – English, University of Tennessee, Knoxville, Tennessee (2000)
Southeast Credit Union National Association Management School, University of Georgia, Athens, Georgia (2001-2003)

AWARDS

Finalist for ORNL Federal Credit Union Community Champion Award, 2005
Junior Achievement Special Recognition
Southeast CUNA Management School Top Ten Project Awards, 2003
UT-Battelle Esprit de Corps Team Award 2006
Greater Knoxville Business Journal 40 under 40, 2008
ETEC Postma Young Professional Medal, 2008
YWCA Tribute to Women Honoree, 2012

AFFILIATIONS

Leadership Oak Ridge Class of 2004
East Tennessee Regional Leadership Association Class of 2005
ORNL Federal Credit Union Board of Directors, 2006 to Present
Oak Ridge Breakfast Rotary Club – Community Service Chair 2006-2007
City of Oak Ridge – Highland View Redevelopment Advisory Board 2005-2007
East Tennessee Economic Council
Altrusa International – Director of Literacy 2006-2007
American Museum of Science and Energy Foundation Board Member, 2008-2013
United Way of Anderson County – 2006 Turbo Turtle Race Promotion Co-Chair, Corporate Campaign Manager
2004-2005, County Campaign Chair 2009-2010
Oak Ridge Chamber of Commerce Board of Directors, 2011-2018 (Chairman, 2017)
FBI Citizens Academy, Class of 2011
Methodist Medical Center Advisory Board, 2012-2018
Metropolitan Knoxville Airport Authority Citizens Academy, Class of 2013
East Tennessee Children's Hospital Development Advisory Board, 2013-2015
Methodist Medical Center Foundation Board, 2014 to Present
Oak Ridge Public Schools Education Foundation Board, 2014 to Present
Boy Scouts of America Great Smoky Mountain Council Board, 2014-2017
Roane State Foundation Board, 2016 to Present
Oak Ridge Fund for Achieving Community Excellence Advisory Board, 2017 to Present
Roane Alliance, 2018 to Present

REFERENCES AVAILABLE UPON REQUEST

City of Oak Ridge Board Application 2018

BoardName: Personnel Advisory Board

Application Submitted

Applicant: Stone, Debra

12/5/2018 1:58 PM

Race (Optional):

Preference: 1

Number of Times Previously Applied: 0

Address

Contact Information

103 Bridgewater Lane

Email: das0802@hotmail.com

Oak Ridge, TN 37830

Mobile Phone: (865) 804-3127

Current Company/Organization

Current Position / Title

Retired? Company / Organization Retired From

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

No

Education, Professional and or Community Activity

I am obtaining my master's degree in HR Management in two weeks (12/18). I am a board member on the Oak Ridge Human Resources Association. I am searching for full-time employment at this time.

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

I am interested in joining this committee because I enjoy volunteer work and I am passionate about human resources and ensuring that all employees are treated fairly.

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

Additional Information

Special Qualifications

Debra Stone

Oak Ridge, TN | (865) 804-3127 | daso802@hotmail.com

Process-driven professional with 6+ years of experience in HR roles. Experienced in writing new company policies, improving employee performance metrics, and verifying employment records. Currently serving as an active Board Member for the Human Resources Association of Oak Ridge and completing a Master of Science in Human Resources Management. Highly motivated and seeking to leverage background and education to re-start HR career since completion of family sabbatical.

SKILLS SUMMARY

- | | |
|-----------------------------------|------------------------------|
| ✓ Applicant Tracking Software | ✓ On-Boarding |
| ✓ Benefits Enrollment | ✓ Organizational Management |
| ✓ Cultural Competency | ✓ Procedure Formation |
| ✓ Discretion/Confidentiality | ✓ Project/Program Management |
| ✓ Employee Performance Evaluation | ✓ Recruitment |
| ✓ Employee Relations | ✓ Strategic Planning |
| ✓ Employment Law | ✓ Talent Acquisition |
| ✓ Leadership Development | ✓ Training & Development |

EXPERIENCE

HR Assistant—Temporary Assignment

MForce Staffing

August 2018-December 2018

- Providing temporary human resources support, including updating HRIS, resume screening, EEO and Voluntary Veteran data and reporting and updating employee files

Family Sabbatical

Continued to volunteer and grow professionally while raising family January 2006 to August 2018

- Sustained my HR aptitude by actively participating in HR and leadership associations as well as maintaining my Society of Human Resources Management membership

Human Resources Career Specialist

East Tennessee Human Resources Agency, Knoxville, TN

August 2004 to December 2005

- Facilitated 4 weekly classes and instructed 10+ attendees on best-practices in resume writing, interviewing skills, navigating a job hunt, and career choices.
- Networked with human resources professionals regarding employment opportunities.
- Coordinated tours of hiring organizations in the Knoxville area for clients to attend and network.
- Leveraged background in HR to filter and recommend jobs that were a good fit for clients based on background, education, and skillset.

Human Resources Generalist—Long Term Temporary Assignment

Hope for Kids, State College, PA

September 2003 to July 2004

- Implemented and maintained the HRIS database of applicant and employment documentation.
- Recruited by Director to update HR protocols including job description updates, improve employee evaluation metrics, and personnel manual changes.
- Assisted Supervisor and conducted Case Manager performance evaluations focused on therapeutic foster care.
- Restructured employee handbook, job descriptions, and 30+ employee evaluations.
- Designed leaner internal processes that improved communication and policies.

Human Resources Assistant—Temporary Assignments

Staffing Agency, State College, PA

July 2002- September 2003

- Served as the HR Assistant on a temporary basis for a medical facility and psychiatric facility

Assistant Recruiter II

MAMSI, Columbia, MD

February 2001 to July 2002

- Customized and maintained applicant tracking system for eleven home health offices.
- Verified licensures, education, and reference checks and provided additional support to recruitment team.
- Served as Product Owner for new program, built by IT department, and improved communication about candidates between managers and recruiters.

Human Resources Generalist

Center for Social Change, Inc., Baltimore, MD

September 1999 to February 2001

- Promoted from a temporary clerical position to a full-time HR Generalist within 12 months.
- Oversaw HR functions and designed new processes related to interviews, orientations, and on-boarding.
- Ensured compliance to employment laws and verified employee documentation prior to start dates.
- Established critical recruiting activities that promoted strong hiring decisions and employee retention.
- Revamped company policies and procedures in accordance to federal and state employment laws

VOLUNTEER EXPERIENCE

Board Member/Program Director

Human Resources Association of Oak Ridge

January 2018 to Present

- Elected by peers to serve in strategic planning role requiring knowledge of the latest trends in HR.
- Recruited presenters and “Lunch and Learn” partners to facilitate professional development opportunities that helped attendees complete required hours toward HRCI Certification.
- Attend board meetings and further discussions around marketing and recruitment tools that attract HR professionals and grow the 50 member active network.

Church Volunteer

First Presbyterian Church, Oak Ridge, TN

January 2005 to Present

- Served as Elder, Session Member and Chair of the Stewardship committee
- Coordinated Vacation Bible School, member of the Education Committee

Classroom Volunteer

Oak Ridge School District, Oak Ridge, TN

August 2012 to May 2017

- Served as Treasurer and a member of the Parent Teacher Organization
- Organized classroom parties and recruited parent volunteers to assist with events
- Provided academic support in the absence of the classroom teacher

EDUCATION

Master of Science in Human Resources Management

Strayer University

Expected completion 12/2018

Current GPA: 3.9

Bachelor of Science in Business Management

University of Phoenix, 2003

Recreation and Parks Advisory Board

NumVacancies 2 Total # of Members 9

Term of Office

Two three-year terms expiring December 31, 2021

Qualifications

Oak Ridge residency

Recreation and Parks Advisory Board	Special Qualifications	Submitted	Preference	# of Previous Submissions
Ms. Melissa McMahan		11/24/2017	1	1
Mr. Jerry Williams		12/20/2018	1	0
Total Number of Applicants: 2				

Current Members

Member Name	Special Qualifications	Term Expires
Ms. Naomi Asher		12/31/2019
Mr. Mark Cantrell		12/31/2019
Mr. Ray Garrett		12/31/2019
Mr. David Kitzmiller		12/31/2020
Mr. Daniel Robbins		12/31/2020
Mr. Ken Rueter		12/31/2020
Mr. Bradley Spears		12/31/2019
7 of 9 members		

City of Oak Ridge Board Application 2018

BoardName: Recreation and Parks Advisory Board

Application Submitted

Applicant: McMahan, Melissa

11/24/2017 9:57 AM

Race (Optional): Caucasian

Preference: 1

Number of Times Previously Applied: 1

Address Contact Information

102 Newell Lane

Home Phone: (865) 483-1727

Email: mhmc_mahan@gmail.com

Oak Ridge, TN 37830

Current Company/Organization

Current Position / Title

Retired? Company / Organization Retired From

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

Traffic Safety Advisory Board

Education, Professional and or Community Activity

Masters, Business Administration, University of Tennessee-Knoxville, TN (2008); Bachelors of Science in Organizational Management, Tusculum College, Knoxville, TN (2006); Girls Inc. of Tennessee Valley, Corporate Board Member (2011-Present); City of Oak Ridge Traffic and Safety Advisory Board Secretary (2014-Present); City of Oak Ridge Recreation and Parks Advisory Board Member (2017-Present)

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

Have a vested interest in this wonderful community, having lived here for 12 years with two children that utilize the trails, civic center, parks, etc. I want to see Oak Ridge continue to grow and expand and offer what I can to help that along!

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

Having served on TSAB and Recreation and Parks prior.

Additional Information

Special Qualifications

End of Application for McMahan, Melissa

For Board: Recreation and Parks Advisory Board

Monday, January 7, 2019

CITY OF OAK RIDGE, TENNESSEE
BOARDS AND COMMISSIONS

TIME IN OFFICE AND ATTENDANCE RECORD

NAME: Melissa McMahan

BOARD OR COMMISSION: Recreation & Parks Advisory Board

TERM OF OFFICE: Balance of an Unexpired 3 Year Term

DATE APPOINTED: 1/19/16

ATTENDANCE RECORD (MOST RECENT TERM OF OFFICE):

Number of Meetings Held 6

Number of Absences 0

City of Oak Ridge Board Application 2018

BoardName: Recreation and Parks Advisory Board

Application Submitted

Applicant: Williams, Jerry

12/20/2018 8:36 AM

Race (Optional):

Preference: 1

Number of Times Previously Applied: 0

Address Contact Information

109 Trevecca Lane

Home Phone: (865) 776-4608

Email: jerrold.williams1970@gmail.com

Oak Ridge, TN 37830

Current Company/Organization

CNS-Y-12

Current Position / Title

Production Scheduler

Retired?

N

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

No

Education, Professional and or Community Activity

Life Member of the PGA (Professional Golfers Association of America); Boys and Girls Club Board Member; BS in Education from University of Indianapolis; Director of Girls Basketball Operations for TN Jays (Oak Ridge based AAU organization); TN Jays Board Member

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

To improve the overall recreational experience in Oak Ridge, with a focus on youth sports. I can also be an asset for the city with the Centennial Golf Course venture. I am extremely passionate about the improvement of our youth sports program.

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

After a 25 year career in the golf business I have worked closely with boards in the past. I understand teamwork and possess a drive to succeed at every task I encounter. I'm dedicated to improvements in the city of Oak Ridge and plan to make this city my home from now forward.

Additional Information

Special Qualifications

End of Application for Williams, Jerry

For Board: Recreation and Parks Advisory Board

Monday, January 7, 2019

Senior Advisory Board

NumVacancies 3 Total # of Members 11

Term of Office

Two three-year terms expiring December 31, 2021; one term balanced of an unexpired term expiring December 31, 2020

Qualifications

Oak Ridge residency

Senior Advisory Board	Special Qualifications	Submitted	Preference	# of Previous Submissions
Ms. Patricia Gengozian (Incumbent)		11/21/2018	1	2
Mr. Robert Smallridge (Incumbent)		11/24/2018	1	2
Mr. David Vudragovich		12/24/2018	1	0
Total Number of Applicants: 3				

Current Members

Member Name	Special Qualifications	Term Expires
Ms. Martha Adler-Jasny		12/31/2020
Ms. Susan Asbury		12/31/2020
Mr. Gene R Dunaway		12/31/2019
Mr. Richard Hauser		12/31/2020
Ms. Jackie Nichols		12/31/2019
Ms. Lisa Plante		12/31/2019
Mr. Alfred Skyberg		12/31/2020
Mr. Paul D. Smiddy		12/31/2019
		8 of 11 members

City of Oak Ridge Board Application 2018

BoardName: Senior Advisory Board

Application Submitted

Applicant: Gengozian, Patricia

11/21/2018 2:35 PM

Race (Optional):

Preference: 1

Number of Times Previously Applied: 2

Address Contact Information

114 Capital Circle

Home Phone: (865) 483-3840

Email: no1Toothfairy@comcast.net

Oak Ridge, TN 37830

Current Company/Organization

Current Position / Title

Retired? Company / Organization Retired From

Y

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

Senior Advisory Board

Education, Professional and or Community Activity

B.S., Dental Hygiene; Founder of Infirm Care Dental Services (including elder); temp in dental offices; Senior Advisory Board Chairperson

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

I have a passion for helping our senior citizens improve their quality of life.

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

Continued Education in social service pertaining to seniors. I have served on the Senior Advisory Board for 2 previous terms.

Additional Information

Special Qualifications

End of Application for Gengozian, Patricia For Board: Senior Advisory Board

Monday, January 7, 2019

CITY OF OAK RIDGE, TENNESSEE
BOARDS AND COMMISSIONS

TIME IN OFFICE AND ATTENDANCE RECORD

NAME: Patricia Gengozian

BOARD OR COMMISSION: Senior Advisory Board

TERM OF OFFICE: 3 Years

DATE APPOINTED: 12/14/15

ATTENDANCE RECORD (MOST RECENT TERM OF OFFICE):

Number of Meetings Held 34

Number of Absences 10

City of Oak Ridge Board Application 2018

BoardName: Senior Advisory Board

Applicant: Smallridge, Robert

Race (Optional):

Number of Times Previously Applied: 2

Application Submitted

11/24/2018 10:18 AM

Preference: 1

Address

108 Carnegie Drive

Oak Ridge, TN 37830

Contact Information

Home Phone: (865) 483-0797

Email: rjsmal@yahoo.com

Current Company/Organization

Current Position / Title

Retired? Company / Organization Retired From

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

Senior Advisory Board

Education, Professional and or Community Activity

See Attachment

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

I would like to continue working with the Senior Advisory Board through the completion of the new senior center. Additionally, I am very interested in other important issues facing seniors such as adequate transportation options.

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

I think my past experience with City government and community organizations will be helpful in dealing with issues of interest to seniors.

Additional Information

Special Qualifications

CITY OF OAK RIDGE, TENNESSEE
BOARDS AND COMMISSIONS

TIME IN OFFICE AND ATTENDANCE RECORD

NAME: Robert Smallridge

BOARD OR COMMISSION: Senior Advisory Board

TERM OF OFFICE: 3 Years

DATE APPOINTED: 12/19/11

ATTENDANCE RECORD (MOST RECENT TERM OF OFFICE):

Number of Meetings Held 34

Number of Absences 3

Attachment: Resume

Robert Smallridge

Professional and Civic Memberships/ positions

Assist Supt & Supt of Oak Ridge Schools (1972-1998)

Interim Supt. Assignments (Campbell County, Clinton City, Oak Ridge)

Oak Ridge Chamber of Commerce—Past Board Member & Treasurer

Anderson County United Way—Past Co-Chairman

Board of Directors Clinch river home health—Past President

Oak Ridge Retired Teachers—Past President

Past member Board of Directors—Oak Ridge Public Schools Educational Foundation

Anderson County Chamber of Commerce

City of Oak Ridge Senior Advisory Board—Vice-Chairman

Commission on Colleges—Southern Association of Colleges & Schools

Alternate Foreman for Anderson County Grand Jury

Board of Directors & Treasurer for Oak Ridge Heritage & Preservation Assoc.

Anderson County Charter Commission

Anderson County Commission

Oak Ridge Lions

City of Oak Ridge Board Application 2018

BoardName: Senior Advisory Board

Application Submitted

Applicant: Vudragovich, David

12/24/2018 10:45 AM

Race (Optional):

Preference: 1

Number of Times Previously Applied: 0

Address	Contact Information
142 Brandeis Lane Oak Ridge, TN 37830	Email: david.a.vudragovich@gmail.com Mobile Phone: (865) 806-5837

Current Company/Organization
Self

Current Position / Title
Insurance Agent

Retired? Company / Organization Retired From

Do you currently serve on any other City board, commission or committee?
No

Education, Professional and or Community Activity

Education: Finance BSBA Robert Morris College; Licensed Insurance Agent since 2007, annual Medicare certification since 2008; have worked with 20 different agencies. Professional and/or Current Community Activities: Work with all types of seniors, retired, still working, low income, wealthy, clients on all levels of TN Care; work with clients and refer to the professional they need i.e. attorney, accountant, etc., homeowner, renter HUD housing, live in independent living facility, assisted living facility; those who can afford to eat out everyday to those that are on food stamps and need to visit multiple food pantries just to survive this month; personally been to multiple senior centers from Oneida to Clinton to Knoxville to Kingsport. I am regularly involved with numerous local nonprofits, ASAPofAnderson.org, United Way of Anderson County, Elder Watch of Anderson County. I have attended CORRE (Coalition of Oak Ridge Retired Employees) and am familiar with the benefits and retirement benefits of DOE and helped DOE retirees during the "call in and pick your new coverage" debacle a few years back.

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

With the increase of \$40 a month in Social Security Income, many of my clients are losing some Tncare/Extra Help benefit. This is an impact that will be felt by seniors in Oak Ridge and affects outside cash flow into Oak Ridge. Because of my experience with seniors from such diverse backgrounds, I feel that I can bring an across the board view to the city's decision making to be more inclusive. An example: there is so much misinformation for seniors on what to get to help cover the gaps of original Medicare (often given by local professionals that work in the senior market and only viewed from their industry need. There is also biased and inaccurate information given by local volunteers. We have NUMEROUS vacant homes (not the ones being rented out, while the senior is still living elsewhere) that I hope we can inform about the advantages of doing something with these properties to help the community. Whether options for home improvement, fixing up so they can enjoy the improvements and then the house not to be so dated when it is eventually sold. I am not sure if this is the City or TVA but many of the annual grants for new furnaces, windows, etc. go unused. November I was talking with a person from SHIP (state agency) about how underutilized the utility help is in Anderson County (and the comment was directed at the senior market). Maybe it is not the scope of this committee, maybe I can make a marketing recommendation and we can help some extra residents and bring some extra money into Oak Ridge.

City of Oak Ridge Board Application 2018

BoardName: Senior Advisory Board

Applicant: Vudragovich, David

Application Submitted

12/24/2018 10:45 AM

Race (Optional):

Preference: 1

Number of Times Previously Applied: 0

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

Besides experiences listed above: I have been trained specifically in the senior market (both annual training and continuing education) on different generational view, how to listen and interact with them. As an insurance agent who has written Long Term Care policies, I have seen in other families, my own family and been trained on the concerns with seniors aging in place, with families or in a facility. Because I work with all levels of income and wealth and health, I rarely offer blanket solutions. One size does not fit all and often a group is completely not considered and left out of the decision. I believe in education and letting people decide on the best action for them, not forcing my beliefs on them. But I regularly educate people on options they did not know was available. I have been self-employed most of my adult life and because of that think different than a W-2 employee. I am licensed for Life and Health and Property and Casualty.

Additional Information

Special Qualifications

End of Application for Vudragovich, David

For Board: Senior Advisory Board

Trade Licensing Board

NumVacancies 1 Total # of Members 7

Term of Office

Three-year term expiring December 31, 2021

Qualifications

Trade Licensing Board	Special Qualifications	Submitted	Preference	# of Previous Submissions
Mr. F. Wayne Garber (Incumbent)		12/8/2018	1	2
Total Number of Applicants: 1				

Current Members

Member Name	Special Qualifications	Term Expires
Mr. Jawrell Cook		12/31/2020
Mr. Jeff Lewis		12/31/2020
Mr. Michael Maddux		12/31/2019
Mr. Joe McCarty		12/31/2019
Mr. Danny Scott		12/31/2019
Mr. Jerry Seiber		12/31/2019
6 of 7 members		

City of Oak Ridge Board Application 2018

BoardName: Trade Licensing Board

Applicant: Garber, F. Wayne

Application Submitted

12/8/2018 11:31 AM

Race (Optional):

Preference: 1

Number of Times Previously Applied: 2

Address Contact Information

1113 W. Outer Drive

Home Phone: (865) 482-7275

Email: wandbgarber@comcast.net

Oak Ridge, TN 37830

Office Phone: (865) 220-5050

Current Company/Organization

Current Position / Title

Retired? Company / Organization Retired From

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

Trade Licensing Board

Education, Professional and or Community Activity

Current Chair of this board

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

I have a long history of service to the City of Oak Ridge. This includes the Oak Ridge Regional Planning Commission and the Oak Ridge Board of Electrical Examiners as well as current service on the Trade Licensing Board.

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

Currently serving on the Trade Licensing Board

Additional Information

Special Qualifications

End of Application for Garber, F. Wayne

For Board: Trade Licensing Board

Monday, January 7, 2019

CITY OF OAK RIDGE, TENNESSEE
BOARDS AND COMMISSIONS

TIME IN OFFICE AND ATTENDANCE RECORD

NAME: Wayne Garber

BOARD OR COMMISSION: Trade Licensing Board

TERM OF OFFICE: 3 Years

DATE APPOINTED: 3/7/11

ATTENDANCE RECORD (MOST RECENT TERM OF OFFICE):

Number of Meetings Held 10

Number of Absences 0

Traffic Safety Advisory Board

NumVacancies 4 Total # of Members 10

Term of Office

Three three-year terms expiring December 31, 2021; one balance of an unexpired term expiring December 31, 2019

Qualifications

Oak Ridge residency

Traffic Safety Advisory Board	Special Qualifications	Submitted	Preference	# of Previous Submissions
Ms. Jana F. Humphrey (Incumbent)		12/12/2018	1	11
Ms. Iona Kaczocha (Incumbent)		12/28/2018	1	1
Mr. Ronald Linkins		12/19/2018	1	0
Mr. Colin Loring		12/27/2018	1	0
Mr. James Martin		11/26/2018	3	0
Mr. James McDonald		12/27/2018	2	0
Total Number of Applicants: 6				

Current Members

Member Name	Special Qualifications	Term Expires
Ms. Martha Adler-Jasny		12/31/2020
Ms. Alexis Hammond	Student	7/31/2019
Mr. Andrew Howe		12/31/2019
Ms. Melissa McMahan		12/31/2020
Mr. William Polfus		12/31/2019
Ms. Jane Shelton	Planning Commission Representative	12/31/2019
6 of 10 members		

City of Oak Ridge Board Application 2018

BoardName: Traffic Safety Advisory Board

Application Submitted

Applicant: Humphrey, Jana

12/12/2018

Race (Optional):

Preference: 1

Number of Times Previously Applied: 11

Address Contact Information

104 N. Hickory Lane

Home Phone: (865) 482-4317

Email:

Oak Ridge, TN 37830

Current Company/Organization

Current Position / Title

Retired? Company / Organization Retired From

Y

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

Traffic Safety Advisory Board

Education, Professional and or Community Activity

The University of Tennessee Smart Classrooms 13 years; Family Community Leadership Training 57 hrs; "Colors" Leadership Workshop 8 hrs; Appalachian Living Classes, Children's Museum 3 years ; University of Tennessee, Knoxville 2 quarters; zmartin College, Pulaski, TN AA Degree

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

I have served on the Traffic Safety Advisory Board since 1985 and would like to continue.

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

Anderson County Fair Association since 1980; Anderson County Fair Specialist since 1988; Traffic Safety Advisory Board since 1985; Member of Fraternal Order of Police Aux 1995-2010, Trusstee of FOP Aux since 2008; Member of Dames of the Seventeenth Century; Member of Clinch Bend Chapter, Daughters of the American Revolution; Member of Hannum Chapter, United Daughters of the Confederacy; Member Gen Henry Knox, Daughters of 1812; Member of Daughters of Colonial Wars

Additional Information

Special Qualifications

End of Application for Humphrey, Jana

For Board: Traffic Safety Advisory Board

Monday, January 7, 2019

CITY OF OAK RIDGE, TENNESSEE
BOARDS AND COMMISSIONS

TIME IN OFFICE AND ATTENDANCE RECORD

NAME: Jana Humphrey

BOARD OR COMMISSION: Traffic Safety Advisory Board

TERM OF OFFICE: 3 Years

DATE APPOINTED: 9/23/85

ATTENDANCE RECORD (MOST RECENT TERM OF OFFICE):

Number of Meetings Held 26

Number of Absences 7

City of Oak Ridge Board Application 2018

BoardName: Traffic Safety Advisory Board

Application Submitted

Applicant: Kaczocho, Iona

12/28/2018 12:28 AM

Race (Optional): White

Preference: 1

Number of Times Previously Applied: 1

Address Contact Information

107 Wesley Lane

Home Phone: (865) 773-6529

Email: zaba121517@gmail.com

Oak Ridge, TN 37830

Current Company/Organization

Razzleberry Café and Market

Current Position / Title

Retired?

N

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

Traffic Safety Advisory Board

Education, Professional and or Community Activity

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

I would like to continue serving on this board. I have served the previous term.

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

Additional Information

Special Qualifications

End of Application for Kaczocho, Iona

For Board: Traffic Safety Advisory Board

Monday, January 7, 2019

CITY OF OAK RIDGE, TENNESSEE
BOARDS AND COMMISSIONS

TIME IN OFFICE AND ATTENDANCE RECORD

NAME: Iona Kaczocha

BOARD OR COMMISSION: Traffic Safety Advisory Board

TERM OF OFFICE: 3 Years

DATE APPOINTED: 1/19/16

ATTENDANCE RECORD (MOST RECENT TERM OF OFFICE):

Number of Meetings Held 26

Number of Absences 8

City of Oak Ridge Board Application 2018

BoardName: Traffic Safety Advisory Board

Application Submitted

Applicant: Linkins, Ronald

12/19/2018 7:38 AM

Race (Optional):

Preference: 1

Number of Times Previously Applied: 0

Address	Contact Information
114 Marshall Circle	Home Phone: (865) 755-6862 Email: rlinkins2@gmail.com

Oak Ridge, TN 37830

Current Company/Organization

Current Position / Title

Retired? Company / Organization Retired From

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

No

Education, Professional and or Community Activity

I have been a police officer for the city of Knoxville for almost 24 years and currently serve as one of two departmental polygraph examiners. I have a BS in Criminal Justice from Bethel University. I am also a certified emergency vehicle driving instructor.

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

I have lived in the Woodland community of Oak Ridge for the last sixteen years and have always had a desire to get more involved with the community. During that time I have observed areas in town where improvements could be made to improve safety for vehicular and pedestrian traffic. I would like to apply my professional training and experience to develop solutions that would have a positive impact on the community.

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

During my tenure with the Knoxville Police Department, I have investigated numerous traffic collisions, from minor fender bender up to fatal accidents. Additionally, I have identified issues with traffic patterns, poor signage, or problems with other control devices and collaborated with city officials to solve some of these issues.

Additional Information

Special Qualifications

End of Application for Linkins, Ronald

For Board: Traffic Safety Advisory Board

Monday, January 7, 2019

City of Oak Ridge Board Application 2018

BoardName: Traffic Safety Advisory Board

Application Submitted

Applicant: Loring, Colin

12/27/2018 8:08 AM

Race (Optional):

Preference: 1

Number of Times Previously Applied: 0

Address Contact Information

239 Alhambra Road

Email: collor53@gmail.com

Mobile Phone: (864) 420-1518

Oak Ridge, TN 37830

Current Company/Organization

Current Position / Title

Retired

Retired? Company / Organization Retired From

Y

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

No

Education, Professional and or Community Activity

BA in Geology, UT-Knoxville, 1981; Volunteer with Oak Ridge Neighborhood Watch Program; Graduate of OR Citizens Police Academy 2018; Church Safety Team 2015-Present; Real Estate Sales, Greenville, South Carolina, 2012-2014; Retired 2011, U.S. Department of Agriculture; Background and Training in GIS; US Navy Veteran, honorably discharged 1976

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

I believe my interest in safety and transportation, with a background and appreciation of Geographic Information Systems, GIS, would be an asset to the city of Oak Ridge.

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

My background in GIS as well as professional and volunteer disaster response experiences have given me an appreciation of traffic safety under normal conditions as well as during disasters.

Additional Information

Special Qualifications

Cover letter

Beth Hickman
City Clerk
Oak Ridge ,Tennessee

Decemeber27,2018

Good Morning Ms. Hickman.

I'd like to submit my application for consideration of service on the Traffic Safety Advisory Board.

My background in planning and safety, as well as a pleasure in serving the public, would make me an asset to the city in this position.

Also attached to the online application is my brief safety resume.

References available upon request and include Derrick Hammond, Oak Ridge City Council, Officer Barry Bunch ORPD,
and Patti Jo Fritz,Executive director Greenfield assisted living

Thank you for your consideration.

Colin Loring
239 Alhambra Rd.
Oak Ridge, Tennessee

Safety Resume 12/26/2018

Colin Loring, collor53@gmail.com 864-420-1518 DOB 08/29/1953 239 Alhambra Rd. Oak Ridge, TN

Volunteer with the Oak Ridge Neighborhood Watch 2016-present

Church Safety Team Oak Ridge UU 2015-present

Graduate of the ORPD citizens police academy 2018

Volunteer with Civil Air Patrol 2004-present

- Conducted aerial damage assessments post Charlie and Ivan
- IC 100 through 700 trained, yearly review through ICS 300 refresher
- Participation in numerous DR/SAREX, multi-county and multi-state operations
- Additional training in numerous topics related to DR/SAR operations
- Non current SAR mission pilot, worked with development of CAP UAV integration program
- Graduate and "training to be a trainer" of Community Emergency Response Team (CERT) program

Retired (2011) US Dept of Agriculture, Soil Conservationist

- Conducted damage assessments and emergency agricultural programs in flooded areas
- Supervised clean up crews in post Katrina NOLA with Army Corps of Engineers
- Conducted resource inventory of East TN counties using GIS and remote sensing

US Navy Veteran

- Served on the USS Blue Ridge, amphibious command ship, as photographer
- intelligence analyst, reserve officers program

TN Army National Guard Veteran

- Telecommunications center operator, 118th Signal Battalion
- Scout, 278th Armored Cavalry Regiment

Wilderness First Aid certification with MEDIC

PADI certified scuba diver

- Completed Life Guard training and conducted one open water rescue and resuscitation

Licensed HAM radio operator

- participated in numerous emergency communication and severe weather radio nets

Past member Hancock County Rescue Squad

- participated in one riverine body recovery operation

Past member of the Project Management Institute

BA Geology UT Knoxville, TN 1981

MS Environmental Health, Water Resources, ETSU, Johnson City, TN (incomplete) 1993

TN Geographic Information Counsel (TNGIC) 2018-present

Student Roane State Community College Geographic Information Systems program 2018-present

City of Oak Ridge Board Application 2018

BoardName: Traffic Safety Advisory Board

Application Submitted

Applicant: Martin, James

11/26/2018 3:08 PM

Race (Optional):

Preference: 3

Number of Times Previously Applied: 0

Address Contact Information

76 Outer Drive

Home Phone: (865) 556-7330

Email: emartin@a1cranehoist.com

Oak Ridge, TN 37830

Current Company/Organization

A1 Crane & Hoist

Current Position / Title

President

Retired?

N

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

No

Education, Professional and or Community Activity

33 year construction, industrial and material handling professional; Primary owner of A1 Crane & Hoist, Inc.; BSBA, Project Management, Colorado Technical University; MBA, Operations Management and Supply Chain Logistics, Colorado Technical University.

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

I believe our roads and speed limits need better policing and control as well as new road routing.

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

Additional Information

Special Qualifications

End of Application for Martin, James

For Board: Traffic Safety Advisory Board

City of Oak Ridge Board Application 2018

BoardName: Traffic Safety Advisory Board

Applicant: McDonald, James

Race (Optional):

Number of Times Previously Applied: 0

Application Submitted

12/27/2018 7:38 PM

Preference: 2

Address Contact Information

105 Valetta Lane

Home Phone: (573) 690-1425

Email: jnmcdonaldc26@gmail.com

Oak Ridge, TN 37830

Current Company/Organization

Current Position / Title

Retired?

N

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

No

Education, Professional and or Community Activity

Bachelor of Arts Degree - History (University of Missouri-Rolla, 2006); Bachelor of Arts Degree- Psychology (University of Missouri-Rolla, 2007); Master of Science Degree - Applied Social & Health Psychology (Colorado State University, 2012); PhD - Applied Social & Health Psychology (Colorado State University, 2019) [It's done, but paperwork won't be processed until January.] Professional Experience: Graduate research assistant, teaching assistant, and lecturer at Colorado State University, from August 2008-January 2015.

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

I believe it's incredibly important that Oak Ridge become more pedestrian-friendly. Oak Ridge is small enough that much of it would be navigable on foot or by bicycle, but as someone who has-for over a decade-primarily relied on foot travel to get around, I have found it to be more difficult and less safe than it really should be. That's really unfortunate; more people on sidewalks and fewer people in cars make for a healthier and cleaner community that feels safer and more welcoming, and encouraging people to walk to local businesses (rather than drive to Knoxville or Farragut) would clearly be beneficial to our community economically.

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

I've had one class in health psychology and TA'ed a class in environmental psychology, so I have some familiarity with the interactions between city planning, personal health, and public safety, and their economic consequences.

Additional Information

Special Qualifications

Greetings,

My wife and I moved to Oak Ridge this summer after buying our first house (a 1943 Cemesto), and while it's a lovely house, I'd like to get out of it more. I'm currently searching for local employment and working towards joining the Eastern Tennessee branch of the Mandalorian Mercs Costume Club so that I can participate in their charity fund-raising work, but would like to do more. Like many people my age, I care a great deal about the welfare of our country, but have been uncertain how I – individually – can contribute to its betterment. I'm hoping that by becoming involved in Oak Ridge's government, I can not only help improve the lives of my neighbors, but also learn and develop skills that will allow me to better serve my community.

As to the skills I already possess, I'm a capable writer, editor, and researcher. In November, I completed my PhD in Colorado State University's Applied Social and Health Psychology program. In the course of earning that degree, I taught undergraduate students, took classes and reviewed scientific literature in a wide range of subjects, managed research assistants in an IARPA funded lab, designed surveys, collected data online and offline, analyzed said data with descriptive and inferential statistics, and wrote *a lot*. I've contributed to a number of coauthored publications (a *curriculum vitae* is attached to my resume), self-published a fantasy novel I wrote while working on my doctorate, and maintained a blog for a time.

Despite my education, I am not planning to relocate in pursuit of a tenure-track position at a university anytime soon as my wife is already prosperously employed with ORAU and will soon be moving to a better position with ORNL. I do not wish to be idle, however; I'm continuing to work on research projects I began in graduate school, continuing to write fiction, and searching for opportunities to expand and deepen my skillset locally.

Thank you for your consideration.

Best,

James N. McDonald, PhD

105 Valetta Ln
Oak Ridge, TN 37830
573-690-1425

JAMES NEY MCDONALD

(573) 690-1425
jnmcdonaldc26@gmail.com

105 Valetta Lane
Oak Ridge, Tennessee 37830

OBJECTIVE SUMMARY

Social psychologist with research experience in computer-mediated communication, educational game development, romantic relationships, and environmental issues, seeking work experience in an applied or academic setting.

EXPERIENCE

Colorado State University

Graduate Instructor (Psychology Department)

- Instructor of Psychology 317 – Social Psychology Laboratory
 - August 2014 - December 2014
 - January 2012 – May 2013
- Co-Instructor of Psychology 250 – Research Methods in Psychology
 - August 2011 – December 2011
- Developed and gave lectures, guided students through research process, graded papers and homework assignments, managed grades.

Colorado State University

July 2013 – December 2014

Graduate Research Assistant (Communication and Technology Lab)

- Carried out various research duties as part of the CYCLES Project: Oversaw scheduling of data collection, ran data collection sessions, play-tested educational computer game, and more.
- Contributed to development of game based on data collected from surveys and interviews, as well as expertise in psychology.
- Collaborated on development of research on user engagement with games.

Colorado State University

August 2008 – August 2013

Graduate Teaching Assistant (Psychology Department)

- Teaching Assistant for many courses including Environmental Psychology, Research Methods in Psychology, Social Psychology, and Human Sexuality.
- Graded papers, provided feedback and assistance with student writing, proctored/administered and processed tests, gave guest lectures.

Colorado State University

August 2008 – August 2013

Graduate Research Assistant (Psychology Department – Dr. Kimberly Henry)

- Carried out various research duties: compiling resources, writing literature reviews, editing material, and assisting in the writing and editing of an issue of *The Challenge*, a quarterly newsletter published by the Office of Safe and Drug Free Schools.

EDUCATION

Colorado State University- Fort Collins

May 2019

Doctor of Philosophy (Psychology – Applied Social & Health Psychology)
Defended 09/14/2018, Final revisions approved by committee 11/02/2018

Colorado State University- Fort Collins

May 2012

Master of Science (Psychology)

University of Missouri- Rolla

May 2007

Bachelor of Arts (Psychology), Summa Cum Laude

University of Missouri- Rolla

December 2006

Bachelor of Arts (History), Summa Cum Laude

RELEVANT PROJECTS

Compersion, Jealousy, and Emotional Ambivalence

Spring 2018 – Present

- Using previously collected data, investigated the experience of positive and negative emotions in response to potentially jealousy-inducing situations. Reviewed literature, developed research questions and hypotheses, planned statistical analyses, and registered project on Open Science Framework. Cleaned, scored, and merged existing data sets from two large surveys. Performed analyses and wrote up initial draft of complete paper.

Definitions of Commitment in Polyamorous Relationships

Summer 2013 – Present

- Under Dr. Jennifer Jill Harman, performed qualitative coding of open-ended text responses to one item on a large internet survey of over 6,000 people in consensually non-monogamous relationships. Contributed to and edited a paper reporting the results of the project, and presented results as part of a symposium at the 2016 conference for the Society for the Scientific Study of Sexuality (“Quad-S”).

Communication in Mixed-Modality Romantic Relationships

Fall 2014 – Fall 2018

- Dissertation completed under Dr. Jennifer Jill Harman. Reviewed relevant literature within the field of relationship psychology, developed research question and hypotheses, compiled measures, collected data using MTurk and Qualtrics, tested hypotheses with linear regression, reported conclusions at Doctoral Defense (9/14/2018). Following feedback from my defense, reran analyses and expanded literature review to cover communication theories outside of my field. Revisions approved by committee (11/2/2018).

CYCLES Project

Fall 2013 – Winter 2015

- IARPA funded project to test the feasibility of using educational computer game to train adults to make less biased decisions.
- Under Dr. Rosa Mikael-Martey, oversaw scheduling of data collection, ran data collection sessions, play-tested educational computer game, coordinated with psychology department for participant recruitment. Trouble-shot SPSS syntax for analysis of collected data, performed interviews, and performed qualitative coding of video recordings.

Predicting Attitudes towards Smart Meter Use

Winter 2013 – Summer 2013

- Under Dr. Patricia Aloise-Young, compiled a survey to assess local attitudes towards smart meter technology, using validated scales and original questions. Worked with undergraduate research assistants to administer surveys in public spaces. Performed initial analyses of the data.

Bystander Responses to Cyberbullying

Fall 2010 – Spring 2012

- Master’s Thesis completed under Dr. Patricia Aloise-Young. Reviewed relevant literature within the field of social psychology, developed research question and hypotheses, compiled measures (surveys administered on Survey Monkey), planned a single blind data collection with extensive use of deception, recruited and trained undergraduate research assistants to serve as confederates for data collection, supervised data collection sessions, performed qualitative coding of session transcripts, tested hypotheses with analysis of Odds Ratios. Defended Thesis (October 2011).

Alcohol Use among American Indian Adolescents

Summer 2009 – Summer 2010

- Under Dr. Kim Henry, performed literature review; wrote Introduction and Discussion sections of paper.

Undergraduate Research Projects (History Department)

Spring 2005 – Spring 2006

- Used primary source data collected by Dr. Larry Gragg to profile the Quaker population of Barbados in the 1600s. Presented results as a poster at UMR’s Undergraduate Research Conference and coauthored a paper published by the Barbados Museum and Historical Society.

Undergraduate Research Projects (Psychology Department)

Spring 2006 – Spring 2007

- Under Dr. Will Canu, collected data using video recordings and complex research protocols for a study on Attention Deficit and Hyperactivity Disorder and risky behavior.
- Under Dr. Julie Patock-Peckham, transcribed data from hardcopy surveys into electronic spreadsheets for a study on perceived sexual risk.

AWARDS RECEIVED

- Third Place in Humanities and Social Sciences poster section at Spring 2006 OURE conference
- Winner UMR Writing Center Contest
 - 2006 – First Place, Autobiographical Essay; Second Place, Research Paper (Individual Author)
 - 2005 – Honorable Mention, Research Paper (Individual Author)
 - 2004 – Second Place, Humor/Satire
 - 2003 – Honorable Mention, Short Story Sci-Fi/Fantasy
- Phi Alpha Theta – Inducted Spring of 2005
- Phi Kappa Phi – Inducted Spring of 2005

TECHNICAL SKILLS

- Highly skilled writer/communicator
 - As a researcher, I have written many APA-style documents appropriate for academic journals, as well as consent documents, surveys, and debriefings appropriate for lower levels of English language reading proficiency.
 - As an instructor I have written educational materials for and corresponded with undergraduate students.
 - For personal fulfillment, I have written four novels and maintained a blog.
- Extensive research experience (beyond Psychology Research)
 - Designing and executing experimental research
 - Quantitative and qualitative data analysis
 - Survey Monkey online data collection system
 - Survey Design
 - Qualtrics online data collection system
 - SPSS
- Proficient with Microsoft Word and Excel
- Extremely proficient with Power Point

Curriculum Vitae

- Aloise-Young, P., **McDonald, J.**, Anthenien, A, (2013). Fort Collins citizens' attitudes toward smart meters, the environment, and technology. Poster presented at 2013 Energy Frontiers Conference, Boulder, CO.
- Aloise-Young, P., **McDonald, J.**, Anthenien, A, (2013). Predicting attitudes toward smart meters from connectness to Nature, comfort with technology, and political affiliation. Paper presented at 2013 Behavior, Energy and Climate Change Conference, Sacramento, CA.
- Canu, W. H., Schatz, N. K., Haslag, J. L., McBroom, E. K., **McDonald, J. N.**, & Payne, H. R. (2007, November). ADHD Impulsivity, Gender, and Other Predictors of Undergraduate Pathological Gambling. To be presented at the 41st Annual Convention of the Association for Behavioral and Cognitive Therapies, Philadelphia.
- Gragg, L., & **McDonald, J.** (2006) The Quaker community on Barbados in 1680, *The Journal of the Barbados Museum and Historical Society*, 52, 83-108.
- Harman, J. J., **McDonald, J. N.**, Lehmilller, J., B. M., & Domke, L. (2016, November). Polyamorous individuals' lay definitions of commitment. Paper presented as part of a symposium at the annual meeting of the Society for the Scientific Study of Sexuality, Phoenix, AZ.
- Henry, K., Cavanagh, T., **McDonald, J.** (2010). Parental Involvement in School as a Mediator of the Relationship between Community Disadvantage and High School Graduation Rates: An Application of Multilevel Mediation. Poster presented at the annual meeting of the Society for Prevention Research. Denver, CO.
- Henry, K. L., **McDonald, J. N.**, Oetting, E. R., Silk Walker, P., Walker, R., & Beauvais, F. (2011). Age of onset of first alcohol intoxication and subsequent alcohol use among urban American Indian adolescents. *Psychology of Addictive Behaviors*, 25(1), 48-56. doi:10.1037/a0021710
- McDonald, J. N.**, Balzarini, R., Harman, J. J. (in progress). Compersion, jealousy, and emotional ambivalence in monogamous and consensually non-monogamous relationships.
- McDonald, J. N.**, Balzarini, R., Harman, J. J., Lehmilller, J. J., & Holms, B. M. (In progress). This I promise you, and you and you: How polyamorous individuals Define commitment.
- McDonald, J. N.** (2019). Relational maintenance in mixed-modality romantic relationships. Doctoral Dissertation.
- McDonald, J. N.** (2017). *The Rise of Azraea, Book I*. Amazon Kindle Direct Publishing.
- McDonald, J. N.** (2012). Bystander helping in response to a staged incident of cyberaggression. Master's Thesis.
- McDonald, J. N.** (uncredited) (2009), Research Findings. *The Challenge: Special Issue on Cyberbullying*, 16(1), 7.
- McDonald, J. N.**, & Harman, J. J. (2018 July). Relational maintenance in mixed modality romantic relationships. Poster presented at the 2018 conference of the International Association for Relationship Research (IARR), Fort Collins, CO.