

**CITY CLERK MEMORANDUM**

**11-58**

**DATE:** December 5, 2011  
**TO:** Honorable Mayor and Members of City Council  
**FROM:** Diana R. Stanley, City Clerk  
**SUBJECT:** 2011 BOARDS AND COMMISSIONS ELECTION

City Manager Mark S. Watson has scheduled the special meeting to elect applicants for the vacancies of City Boards and Commissions for Monday, December 19, 2011 at 7:00 p.m. at the Oak Ridge Municipal Building Courtroom (see attached Administrative Memorandum).

As of today, a total of fifty-five (55) applicants have expressed an interest in seeking membership for the twelve (12) boards with current vacancies. The residency of the applicants has been verified and the incumbents or board members have been identified and are reported in the applications. Resumes, cover letters, or other reference materials submitted by applicants for the 2011 election have also been included in the agenda packet for Council's review. A number of board incumbents did not include a resume with their application; however, the City Clerk's office has copies on file for City Council's review if interested. An attendance record of the incumbents has been included as part of their application.

At the beginning of each of the board applications, there is a list of the interested board applicants, terms of office, a board roster, and qualifications are listed if other than public-at-large.

Barring any changes in the interested applicants, there is potential to fill all the current vacancies.

Attached to the City Clerk's Memo is a memo from the City Manager outlining the final version of the goals for the various boards and commissions for City Council's review and to serve as a reference when reviewing the qualifications of the applicants. The memo also includes a brief summary report of the applications received.

A sample ballot is included with this memo that demonstrates how the election process will take place. The ballots that will be used for the December 19<sup>th</sup> meeting will be distributed at the meeting so as to ensure that the list of applicants on the ballots is up-to-date and accurate.

If you have any questions, please contact me.

  
\_\_\_\_\_  
Diana R. Stanley

Attachments

ADMINISTRATIVE MEMORANDUM  
11-13

DATE: November 30, 2011  
TO: Diana R. Stanley, City Clerk  
FROM: Mark S. Watson, City Manager  
SUBJECT: SPECIAL CITY COUNCIL MEETING

In accordance with Article II, Section 2, of the Charter of the City of Oak Ridge, you are hereby requested to call a special meeting of the Oak Ridge City Council for Monday, December 19, 2011, at 7:00 p.m. in the Courtroom of the Municipal Building, for elections to fill vacancies on City Boards and Commissions for terms beginning January 1, 2012.

  
Mark S. Watson

# CITY OF OAK RIDGE



POST OFFICE BOX 1 • OAK RIDGE, TENNESSEE 37831-0001

## CITY COUNCIL MEMORANDUM 11-49

DATE: December 2, 2011  
TO: Honorable Mayor and Members of City Council  
FROM: Mark S. Watson, City Manager  
SUBJECT: BOARDS AND COMMISSIONS GOALS

As the City Council considers its selections for Boards and Commissions for the 2012 calendar year, I am pleased to provide you with a final version of the goals that have been previously reviewed and discussed with the City Council. These goals are established to provide advisory help to the City Council, as well as seeking a way to further engage our citizens in city government priorities.

For the purposes of your selection of candidates for vacant positions on our Boards and Commissions, I suggest that these goals can be used as a guide for selecting the best people of the positions. By knowing what projects will be worked on, you can select the best person for the position, matching the skills of proposed Boards and Commissions members with the skills needed for accomplishing the City Council's goals. As City Manager, I will transmit these goals to the Boards and Commissions members at the end of the year.

Respectfully,

A handwritten signature in cursive script that reads "Mark S. Watson".

Mark S. Watson  
City Manager



## CITY OF OAK RIDGE GOALS FOR CITY BOARDS AND COMMISSIONS FOR 2012

### Recreation and Parks Board

- Re-design and configure the boathouse area along Melton Lake Drive to insure the placement and construction of a new Pavilion donated by UT-Battelle as a linchpin project of the Melton Lake riverfront
- Begin planning process and community involvement process for the first Dog Park in Oak Ridge and obtain necessary approvals and recommending budgetary capital levels.
- Incorporate the Bike-Pedestrian Plan premises into all Parks facilities
- Develop planning for Playful City USA designation and integrate public input into community recreational events (i.e. Secret City, Earth Day, concerts, etc.)

### Traffic Safety Advisory Board

- Provide recommendations into the policy issue of Street Parking vs. Street "Storage"
- Work with Planning Commission and develop recommendations and review requirements for required parking at "legacy" rental housing units
- Examine accidents and accident severity in Oak Ridge and make speed and design adjustments accordingly
- Determine a policy for incorporating traffic circles and traffic calming devices into the City's transportation plans
- Assist Chief of Police with regulations for neighborhood parking districts

### Environmental Quality Advisory Board

- Develop and identify a progress reporting system for Climate Action Plan
- Develop goals and system for salvaging portions of demolished structures
- Assess potential options for fuel-efficient vehicles for the City fleet for incorporation into capital replacement program, including cost/benefits in emissions, capital purchases, and operational costs
- Examine integration of City environmental goals and policies with the Greater Knoxville Metropolitan Planning Organization's regional goals
- Develop policy recommendations for tree maintenance by residents along greenbelts and trails, identifying potential impacts on residents and making recommendations to the City Council in this area
- Assist the City Manager on plausible project to incorporate in potential TVA "extreme energy makeover" project
- Review and Examine environmental design that overlooks adds additional public cost to IDB/City utility systems such as easements, greenbelts, et al. and make any suggested changes
- Define acceptable levels of lawn maintenance in residential neighborhoods (i.e. "natural lawns" versus current standards
- Provide input into Mayor's Advisory Council on DOE / TDEC matters upon request

### Beer Permit Board

- Examine and conduct periodic reviews of existing licensed facilities, utilizing calls for service information and other relevant information that will determine continued licensing
- Review present licensing requirements and determine recommendations for approvals in redevelopment areas
- Assess Board's new requirements for beer sales at events and any corresponding impacts

#### Board of Building and Housing Code Appeals

- Conduct more regular and frequent review of housing repair and maintenance timetables as brought to the Board via housing officials
- Identify policies that are exceptions to the International Property Maintenance Codes and determine need to retain or return to the Code
- Work with the EQAB Board on the policy governing “natural laws”

#### Convention and Visitors' Bureau

- Invest in minor capital improvements for enhanced promotion during city events (i.e. directional signage to downtown restaurants)
- Develop plan for addressing SMERF market in City
- Increase sports marketing and support for sports events
- Assist existing small business associations in creating market data for community promotion.
- Enhance regional attendance at Oak Ridge events and enhance coordination with regional counterparts
- Develop an after-hours kiosk for visitor information

#### Elder Citizens' Advisory Board

- Conduct space needs analysis for the existing Senior Center, determining future use and size of future facility.
- Conduct statistically valid survey of Baby Boomer retirement intents as pertains to the need for a senior facility.
- Make contacts with senior community to determine assistance, needs and projects for neighborhood groups and volunteer groups, as well as a recycling program for elderly equipment such as walkers or wheelchairs
- Assess transportation for elderly programs; identify necessary improvements or ordinance changes

#### Highland View Redevelopment Advisory Board

- Utilize HVRAB in directly targeting “Not in Our Town” campaign through defined approaches to use of obtained lots for new purposes
- Support the re-organization of neighborhood watch groups in the area through the Police and crime data available for the board
- Advise on policies that need adjustments in coming year to meet the goals of the Board

#### Oak Ridge Housing Authority

- Conduct joint meeting with the City Council after Council Retreat to discuss partnerships and definitive directions with rental and public housing
- Assist in the identification of renters not operating in parameters of ORHA Administrative guidelines and coordinate with Oak Ridge Police Department
- Assist the City in coordinating with out of town housing authorities hosting Section 8 vouchers to tenants in our town.
- Advise on the creation of new housing or controlling new units through the Housing Authority
- Support legislation for Community Land Bank

#### Oak Ridge Municipal Planning Commission

- Examine the issue of housing congestion on smaller lots and cul-de-sacs of the City and determine its effect on city services, parking, spatial requirements for occupants and quality of life issues, while making appropriate recommendations
- Develop a simple, complimentary code for the Jackson Square area allowing residential and commercial uses to occur in a compatible manner as part of an urban streetscape development
- Identify potential policy and regulatory “barriers” to successful and sustainable small business development/re-development in smaller commercial areas of the city.
- Update general plan regarding the Housing chapter

#### Board of Zoning Appeals

- Provide recommendations on potential changes to ordinances that in potential conflict with each other
- Conduct review of challenges for past several years and determine if modifications to city ordinances are advised. Focus can also be on policy and regulatory barriers to sustainable and successful small businesses.
- Meet with the Council

#### Youth Advisory Board

- Coordinate youth awareness of safety through informational programs with schools
- Provide annual report to Council
- Determine feasibility of "jobs fair" for ORHS students for municipal jobs
- Develop a youth survey of needs and attributes of Oak Ridge community

#### Industrial Development Board

- Conduct annual confirmations of corporations receiving abatements to ensure compliance with jobs creation and real investment terms.
- Provide an annual report to the City Council
- Coordinate agreement for support services with Oak Ridge Partnership
- Reaffirm a TIF policy and recommend to the Council

12/2/11

# 2011 Election Applicants

Preference	Last Name	First Name	Current Positions
Anderson County Community Action Commission			
1	Stephens	Benjamin	NONE
Anderson County Economic Development Association			
1	Abbatiello	Leonard	Anderson County Board of Equalization Anderson County Economic Development Association (ACEDA) Incumbent for Anderson County Economic Development Association (ACEDA)
1	Giuliano	Dominic	NONE
3	Jones	Perry	NONE
Beer Permit Board			
1	Colverson	Colin	NONE
1	Dooley	Donald	NONE
1	Hope	Charles (Chuck)	NONE
1	McCarter	Travis	NONE
1	McGaugh	Anne	NONE
1	Scott	Theresa	NONE
2	Crider	Mark	NONE
3	Redmond	Ben	NONE
Board of Building and Housing Code Appeals			
1	Nipper	Philip	Trade Licensing Board
1	Seiber	Amy	Board of Building and Housing Code Appeals Incumbent
2	Willison	Marci	NONE
3	Dunaway	Gene	NONE

Preference	Last Name	First Name	Current Positions
Board of Zoning Appeals			
1	Gengozian	David	Board of Zoning Appeals
	Incumbent		
2	Lyon	Rick	NONE
Convention and Visitors Bureau			
1	Baughn	Trina	OR Bike & Pedestrian Working Committee
1	Chmielewicz	Frank	NONE
1	Corbett	Kevin	NONE
1	Dunaway	Gene	NONE
1	Hackett	David	Adhoc Pedestrian/Bike advisory
1	Hagemann	Cindy	NONE
1	Hillman	Melinda	Oak Ridge Preschool Policy Committee
1	Lawrence	William	NONE
1	Shelton	Patti	Convention and Visitors Bureau
	Incumbent		
1	Smallridge	Carol	Convention and Visitors Bureau
	Incumbent		
1	Smith	Barton	NONE
1	Wells	Aaron	Board of Building and Housing Code Appeals
2	Redmond	Ben	NONE
Elder Citizens Advisory Board			
1	Gallaher	Lakaisha	NONE
1	Gillespie	James	Elder Citizens Advisory Board
	Incumbent (Member of the 43 Club)		
1	Gunn	Barbara	NONE
	Member of AARP		

Preference	Last Name	First Name	Current Positions
1	McCoy Incumbent (Public-at-large)	David	Elder Citizens Advisory Board
1	Skyberg	Alfred	NONE
1	Smallridge Retired Teachers Organization	Robert	NONE
1	Thompson Incumbent (Public-at-large)	Minnie	Elder Citizens Advisory Board
Environmental Quality Advisory Board			
1	Alston	Frances	NONE
1	Dean	Gray	NONE
1	Jones	Perry	NONE
1	Kennedy Incumbent	Robert	Environmental Quality Advisory Board
1	Kenworthy	Stephen	NONE
1	Imperato Incumbent	Patricia	Environmental Quality Advisory Board
1	Lyon	Rick	NONE
1	Placke	James	NONE
2	Milanez	Sylvia	NONE
Health and Educational Facilities Board			
1	Lenihan	William	NONE
1	Martin Incumbent	Fay	Health and Educational Facilities Board
1	Mason	David	Industrial Development Board
1	Milanez	Sylvia	NONE
2	Dunaway	Gene	NONE
2	Gallaher	Lakaisha	NONE

Preference	Last Name	First Name	Current Positions
Housing Authority			
1	Jernigan	Charlie	NONE
1	Silver Incumbent	Frances	Oak Ridge Housing Authority
1	Willison	Marci	NONE
2	Jones	Perry	NONE
2	Stephens	Benjamin	NONE
3	Gallaher	Lakaisha	NONE
Personnel Advisory Board			
1	Tolliver Incumbent	Mary	Personnel Advisory Board-Chair
1	Wallus Incumbent	Martha	Personnel Advisory Board
2	Baughn	Trina	OR Bike & Pedestrian Working Committee
Traffic Safety Advisory Board			
1	Crider	Mark	NONE
1	Davis Incumbent	William	Traffice Safety Advisory Board
1	Elliott Incumbent	Jason	Traffic Safety Advisory Board
1	Kohler	Sharon	NONE
1	Raridon	Richard	NONE
1	Redmond	Ben	NONE

**Voting Ballot (A) for Beer Permit Board  
Elect Two (2) Members**

		Applicant's Preference		
<input type="checkbox"/>	Colin Colverson	1st	<input type="checkbox"/>	Abstain
<input type="checkbox"/>	Mark Crider	2nd	<input type="checkbox"/>	Abstain
<input type="checkbox"/>	Donald Dooley	1st		
<input type="checkbox"/>	Chuck Hope, Sr.	1st		
<input type="checkbox"/>	Travis McCarter	1st		
<input type="checkbox"/>	Anne McGaugh	1st		
<input type="checkbox"/>	Ben Redmond	2nd		
<input type="checkbox"/>	Theresa Scott	1st		

SAMPLE BALLOT

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Member, Oak Ridge City Council  
December 19, 2011

## Voting Ballot (B) for Beer Permit Board

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, 2012

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Balance of an unexpired term ending on December 31, 2014

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SAMPLE BALLOT

**OAK RIDGE CITY COUNCIL SPECIAL MEETING**  
Municipal Building Courtroom

December 19, 2011 – 7:00 p.m.

**AGENDA**

**I. PLEDGE OF ALLEGIANCE**

**II. ROLL CALL**

**III. ELECTIONS**

- a. One (1) member to the Anderson County Community Action Commission
- b. Two (2) members to the Anderson County Economic Development Association
- c. Two (2) members to the Beer Permit Board
- d. Two (2) members to the Board of Building and Housing Code Appeals
- e. One (1) member to the Board of Zoning Appeals
- f. Four (4) members to the Convention and Visitors Bureau
- g. Five (5) members to the Elder Citizens Advisory Board
- h. Six (6) members to the Environmental Quality Advisory Board
- i. Three (3) members to the Health and Education Facilities Board
- j. One (1) member to the Oak Ridge Housing Authority
- k. Two (2) members to the Personnel Advisory Board
- l. Four (4) members to the Traffic Safety Advisory Board

**IV. ADJOURNMENT**

# Anderson County Community Action Commission

NumVacancies 1  
Total # of Members 1

Term of Office  
One year commencing on January 1, 2012

## Qualifications

One (1) seat on that Board is reserved for a representative of the City of Oak Ridge. The representative may be any citizen of Oak Ridge, including a member of City Council.

## Applicants

Anderson County Community Action Commission	Submitted	Preference
Mr. Benjamin J Stephens	11/1/2011	1

## Current Members

Anderson County Community Action Commission	Term Expires
Mr. Edward Alan Beauchamp	2011

# City of Oak Ridge Board Application

BoardName: Anderson County Community Action Commission

2011

Application Submitted

Applicant: Stephens, Benjamin

Choice

1

11/1/2011

08:08

105 Tamara Lane

HomePhone

865-483-7553

Email

Oak Ridge

TN

MobilePhone

617-2932

benjamin\_ste@msn.com

OfficePhone

Retired?

N

Occupation

Manager of Academic Partnerships

Position

Employer

B&amp;W Y-12

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

NONE

Education, Professional and or Community Activity

BS degree in Professional Aeronautics 1990-Embry Riddle Aeronautical University

MSA degree in Human Resources 1998 - Central Michigan University

2010 graduate of East Tennessee Leadership Association

Board Member of East Tennessee Big Brothers and Big Sisters (2010-12)

Board Member of East Tennessee Boys and Girls Club (2009 -2011)

Board Member of the Oak Ridge Chamber of Commerce Center for Leadership and Community Development

2009 Graduate of Leadership Oak Ridge

Youth Leadership of Oak Ridge Facilitator

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

I am committed to service to my community and I seek to learn how to be a more effective member of my greater county community. The Anderson County Board position offers me (1) opportunities for growth; (2) the opportunity to serve as a voice of my city's diverse concerns and desires and (3) most importantly work to resolve the issues we face as a city and county.

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

24 years experience in Diversity/Equal Opportunity &amp; Mediator

20 experience as Trainer/Facilitator of Leadership, Management, Consulting &amp; People skills

Notes

**Benjamin J. Stephens II**

105 Tamara Lane

Oak Ridge TN 37830

Benjamin\_Ste@msn.com

Work: (865) 576-8381/ Home: (865) 483-7553

**OBJECTIVE:** Building a cohesive workforce with skills that meet and exceed the organizational mission and challenges of the 21<sup>st</sup> century.

**EXPERIENCE:**

**Over 25 years in Human Resources**

Training/Facilitation

Leadership Development

Diversity/Equal Employment Opportunity Specialist

Drug and Alcohol Abuse Counselor

University Partnerships

Recruiting

**12 years experience in Aviation Maintenance (Electronics)**

**EDUCATION:**

**Masters of Science in Human Resources Administration (1998)**

Central Michigan University, Mt Pleasant MI

**Bachelor of Science in Professional Aeronautics (1990)**

Embry-Riddle Aeronautical University, Daytona Beach, FL

**Military Certification Programs**

**Defense Equal Opportunity Management Institute**

**Cocoa Beach, FL**

- Civilian Equal Employment Opportunity Officer (2006)

- Military Equal Opportunity Specialist (1984)

**Navy Recruiting School (1977)**

**Orlando FL**

**Certified Administrator:**

Myers-Briggs Type Indicator (MBTI)

Conflict Dynamics Profile (CDP)

Intercultural Development Inventory (IDI)

Intercultural Conflict Styles (ICS)

**Certified Mediator**

Atlanta Justice Center (2005)

**Guest Columnist:**

Oak Ridger Newspaper

2008 - Present

Oak Ridge, Tennessee

Reflection Magazine

(1990 – 1998)

Defense Equal Opportunity Management Institute

Cocoa Beach, FL

Resume of Benjamin J. Stephens II

## **Assignments**

### **B & W Technical Services Y-12**

Oak Ridge, TN

October 2007 – present

#### **Manager of Academic Partnerships Talent Management Consultant Diversity & Employee Concerns Manager**

B & W Y-12 is a federal contractor for the Department of Energy. Y-12 is a complex of approximately 4500 employees, including collective bargaining unit personnel. I coordinate partnerships with academic institutions that meet the needs of our organization and the needs of the educational organization. These needs include research projects, graduate assistants and fellowships. I have facilitated agreements for executive and accelerated academic programs being offered to our employees. I have provided management consulting on Talent Management, Diversity, EEO and other HR related issues. I have provided individual and team coaching, counseling and mentoring services. I created and facilitated professional development courses for the Y-12 workforce on leadership, career development, conflict management, and coaching. I've conducted organizational development interventions with Y-12 departments and DOE business units on request. I continue to facilitate the building of partnerships with local and regional educational institutions to address the needs of Y-12 and increase the branding of Y-12 with faculty and students.

I have developed, implemented and monitoring a diversity strategy, Equal Employment Opportunity and Affirmative Action compliance for the Y-12 National Security Complex. My responsibilities have included addressing all concerns & complaints using the Employee Concerns Tracking system, responding to allegations of discrimination, harassment and retaliation from the Equal Employment Opportunity Commission and the Department of Labor's Office of Federal Contract Compliance Programs. I was responsible for the education and training of all employees in regards to workforce diversity, EEO and AAP laws and regulations.

### **Office of Naval Intelligence**

Suitland, MD

May 2003 – October 2007

#### **(A) Complaints Programs Manager (B) Acting Director of EEO/EO & Diversity (C) EEO/EO and Diversity Specialist**

My duties have included the successful leadership of a 3 person Civilian EEO/Diversity/Military EO office and includes recommending, initiating, and developing agency EEO and Diversity policies and procedures; planning, administering and evaluating the EEO complaint processing system. I developed a very successful lecture and film series titled: "Around the World in 80 Days" designed to improve the cultural competencies of the workforce consisting of over 15 lectures and 45 films. I conduct reasonable accommodation assessments and I am the Alternative Dispute Resolution (ADR) manager for all disputes. I am a Registered Neutral in the State of Georgia. I

**Resume of Benjamin J. Stephens II**

train supervisors and non-supervisors in EEO, Diversity, Prevention of Workplace Harassment, Interpersonal Communication and Conflict Resolution. I developed a program designed to enhance the cultural competencies of the workforce. I have developed and administered a 300K budget and a comprehensive EEO program evaluation system; I review evaluation reports for information concerning effectiveness of the EEO program; provide EEO consulting services to managers, supervisors, and key staff officials throughout the Department. I have coordinated command climate assessments and trend analysis of multiple years of assessment data. I identify, define, analyze, and recommend solutions for systemic EEO issues in the activity MD -715 report. I review, revise, and analyze personnel policy proposals to determine their impact on EEO and Diversity. I maintain a liaison with the Equal Employment Opportunity Commission.

**Facilitator/Trainer/Consultant (Independent Private Contactor)**

November 1999 – 2009

Washington, DC

I facilitate group discussions as part of an organizational development or policy development effort for public and private organizations. I teach facilitation techniques and serve as a floor managing facilitator for large group 21<sup>st</sup> century town hall meetings. I was a leading team member on the following recent projects:

Citizens Health Care Working Group	Cincinnati	April 2006
ASCME National Union meeting	Chicago	July 2006
Leadership Summit on Race	Detroit	October 2006
EMS National Policy Summit	Washington DC	October 2006
Unified New Orleans Project	New Orleans	December 2006
EMS National Policy Summit II	Washington DC	March 2007
California Health System Summit	Riverside CA	August 2007
Equal Voice for America's Families	Birmingham, AL	March 2009

**Contract Airport Baggage Screening Trainer (Independent Private Contactor)**

Advanced Interactive Systems

Renton, WA

Nov 2002 – Jan 2003

I was contracted to train and coach personnel on the process of baggage screening for municipal and international airports in the United States. I trained personnel in the operation of various Airport Explosive Detection Systems, CTX 2500/5500, Barringer 4000, Itemizer, and Egis II equipment, and baggage search methods.

**Manager, Diversity & EEO Compliance**

CitiFinancial

Baltimore, MD

March 2002 – Sept 2002

I managed an office of 3 direct reports that was responsible for the creation, design, organization and implementation of the Diversity program for Field Operations and Home Office. I conducted investigations into complaints of discrimination and sexual harassment. I coached managers in the leadership of a diverse workforce and interfaced with all levels of employees and managers in the resolution of internal and external EEO complaints, and training, staffing and recruiting activities.

Resume of Benjamin J. Stephens II

**Senior Trainer and University Partnership Consultant**

Booz-Allen & Hamilton Inc.

McLean, VA

August 1998- March 2002

I was the instructor for interviewing, basics consulting skills, customer service, and intercultural communications, management, and workplace harassment policy and prevention skills. I developed a two-day problem solving course. I established a partnership with Johns Hopkins to teach two on site degree programs and with the University of Maryland for discounted tuition rates for Booz Allen employees and their families. I was the event planner for two Career Development Conferences and one Health and Fitness Fair.

**Equal Opportunity Program / Diversity Specialist & Avionics Technician**

United States Navy

June 1973- August 1998

**Instructor/Facilitator:** 14 years. I have developed and conducted seminars and panel discussions on Equal Opportunity, Sexual Harassment, Diversity, Leadership, Management, Focus Groups, Substance Abuse Prevention and Organizational Climate Assessments. I have conducted over 300 focus groups facilitating a total over 6000 people. I was a guest instructor at the Defense Equal Opportunity Management Institute for new Navy Equal Opportunity Specialist.

**Manager/Advisor:** I have 12 years experience as Advisor or Special Assistant for Equal Opportunity, and Diversity, serving as a central advisory source for all Equal Opportunity issues, military and civilians, with my last military assignment being the Office of the Naval Inspector General. I have an excellent working knowledge of the Federal EEO guidelines, 29 C.F.R. Part 1614 and EEO MD-110. I also served three years as Community Manager of 125 Navy Equal Opportunity Specialists worldwide.

**Counselor/Investigator/Inspector/Examiner:** I have 12 years experience as an Equal Opportunity and Sexual Harassment Counselor, Investigator, Inspector, Examiner. I have conducted over 168 investigations of discrimination, sexual harassment and misuse of authority. I served as a complaint manager for 10 years. I am proficient in the art of data collection, research, analysis and evaluation. I was a compliance inspector of equal opportunity programs (military and civilian), Drug and Alcohol Abuse Prevention, and Total Quality Management Programs. I was a trained examiner for performance inspections based on Malcolm Baldrige National Quality Awards Criteria.

**Aviation Electronics Technician and Supervisor:** (E-8) 8 years as aviation anti-submarine and avionics technician with two squadrons. I was as a Division, Quality Assurance and Maintenance Chief with direct reports of 4 to 40 personnel.

**Navy Recruiter in Navy Recruiting District San Francisco:** Three years as an award winning recruiter in Oakland and San Leandro CA. Worked both as a independent and in a 3 person station recruiting enlisted and officers for the active duty Navy and Navy Reserve.

Resume of Benjamin J. Stephens II

**Associations:**

- East Tennessee Leadership Association
- Board Member of East Tennessee Big Brothers and Big Sisters
- Board Member of East Tennessee Boys and Girls Club
- Board Member of the Oak Ridge Chamber of Commerce Center for Leadership and Community Development
- Leadership Oak Ridge
- Oak Ridge Rotary
- National Association of Black SCUBA Divers
- Society for Human Resource Management

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End of Application for

Stephens, Benjamin

For Board:

Anderson County Community Action Commission

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# Anderson County Economic Development Association

NumVacancies 2  
Total # of Members 4

Term of Office  
(1) Four years commencing on January 1, 2012; (1)  
Balance of an unexpired term ending on December 31,  
2013

## Qualifications

There are no special qualifications for the undesignated seats beyond Oak Ridge residency.

## Applicants

Anderson County Economic Development Association		Submitted	Preference
Mr. Leonard Abbatiello	Incumbent for Anderson County Economic Development Association (ACEDA)	10/28/2011	1
Mr. Dominic R. Giuliano		11/16/2011	1
Mr. Perry Jones		11/18/2011	3

## Current Members

Anderson County Economic Development Association		Term Expires
Mr. Leonard Abbatiello		2011
Tom Beehan	Concurrent with Mayor's Term	
William J. Biloski		2012

# City of Oak Ridge Board Application

BoardName: Anderson County Economic Development Association	2011	Application Submitted	
Applicant: Abbatiello, Leonard	Choice	1	10/28/2011 13:52
110 Dover Lane	HomePhone	483-8264	Email
	MobilePhone		laaaca@comcast.net
Oak Ridge	TN	OfficePhone	Retired? Y

Occupation
Research Engineer / Manager
Position
Program Manager, Manager, Weapons Systems, Retired
Employer
BWXT-Y12 (45 Yrs.)
Do you currently serve on any other City board, commission or committee?
Anderson County Board of Equalization Anderson County Economic Development Association (ACEDA)
Education, Professional and or Community Activity
University of Tennessee, Undergraduate, Masters, through PHD course work. Licensed Professional Engineer in Tennessee and California. Chairman of the Board ACEDA since 2004. Past member of the Oak Ridge Planning Commission for some 20 years. Past member of the Oak Ridge Charter Commission of 2008. (Elected by general election) Past Oak Ridge City Council Councilman, multiple terms. (Elected by general election) Past member / chairman of many committees, and organizations.
Explain why you are interested in being appointed to this board, commission or committee
To confuse and confound others!
Describe any special knowledge or past experience qualifying you for this appointment?
Knowledgeable about government accounting principles, budgeting method, budgets, economic development methods and economic systems modeling as well as special nuclear materials, nuclear weapons design, deployment, and effects. Y-12 contamination, manufacturing processes, and where all of the bodies are buried!
Notes
Incumbent for Anderson County Economic Development Association (ACEDA)

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End of Application for

Abbatiello, Leonard

For Board:

Anderson County Economic Development Association

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# City of Oak Ridge Board Application

BoardName: Anderson County Economic Development Association	2011	Application Submitted	
Applicant: Giuliano, Dominic	Choice	1	11/16/2011 14:35
103 Liberty Court	HomePhone	513-328-0638	Email
	MobilePhone		domgiuliano@gmail.com
Oak Ridge TN	OfficePhone		Retired? N

Occupation
Engineer
Position
Mechanical/Nuclear Engineer
Employer
Do you currently serve on any other City board, commission or committee?
NONE
Education, Professional and or Community Activity
B.S. Mechanical Engineering from the University of Cincinnati M.S. Nuclear Engineering from the University of Cincinnati Member and chair of Young Professionals of Oak Ridge (YPOR) Member of Oak Ridge Revitalization Effort (ORRE)
Explain why you are interested in being appointed to this board, commission or committee
I believe that Oak Ridge is a great city with much potential. I would like to help the city reach its potential by attracting businesses to the area. Oak Ridge has not had much shopping in recent years, and because of this the population has dwindled. I would like to help Oak Ridge accelerate in the correct direction by providing more shopping as well as other businesses. I am a firm believer of "If you build it, they will come". Oak ridge just needs to start building.
Describe any special knowledge or past experience qualifying you for this appointment?
I grew up in the Cincinnati area. My grandfather (Raymond J. Brokamp) was the director of leadership Cincinnati at the Cincinnati chamber of commerce for 21 years. From him I have learned what will work in a city and what will not. I have learned what companies should do to be good corporate citizens, and why being a corporate citizen not only benefits the community, but also benefits the business as well.
Notes

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End of Application for

Giuliano, Dominic

For Board:

Anderson County Economic Development Association

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# City of Oak Ridge Board Application

BoardName: Anderson County Economic Development Association	2011	Application Submitted	
Applicant: Jones, Perry	Choice	3	11/18/2011 12:06
195 Latimer Road	HomePhone	540-397-0455	Email
	MobilePhone		perryj@slind.net
Oak Ridge TN	OfficePhone		Retired? N

Occupation
Position
Project Manager
Employer
Street Legal Industries, Inc.
Do you currently serve on any other City board, commission or committee?
NONE
Education, Professional and or Community Activity
Graduate of the University of Tennessee - 1988 Business Degree in Information Management. Lived and worked in Oak Ridge since moving back to the East Tennessee area in 2006. Volunteered for Secret City Festival through Street Legal and Keep Anderson County Beautiful. Own rental property in Oak Ridge, Knoxville and Chattanooga. Please see attached resume.
Explain why you are interested in being appointed to this board, commission or committee
I believe Oak Ridge is a wonderful place to live and work. But what keeps an area vibrant is a continued focus on good communities, good schools and the creation of good jobs. I believe job creation should be the primary focus for any area that wants to remain healthy.
Describe any special knowledge or past experience qualifying you for this appointment?
I've been downsized or reorganized 3 times in my career rendering me jobless. We are constantly searching for ways to keep and add people. In addition, I lived in the Chattanooga area for 2 years recently. Every morning the talk shows discussed the Chattanooga goal of passing Knoxville as the 3rd largest city in Tennessee. It wasn't just talk. They had a plan. Initially they courted Toyota for a new plant that was lost to Huntsville. But they were diligent and landed the Volkswagon deal, and now Amazon.
Notes

**William Perry Jones, PMP**  
**865-483-6373**  
**540-397-0455**  
[perryj@slind.net](mailto:perryj@slind.net)

**Clearances/****Education/**

**Certifications:** Department of Energy Q Clearance (Inactive)  
 Bachelor of Science, Information Management; University of Tennessee; Knoxville, TN (1988)  
 Project Management Professional (PMP) Certification (2009)  
 Advanced Training Certifications (Achieve Global and Edmond Howard) (2005)  
 OSHA 10 (2009)  
 RADWORKER II (2009)  
 HAZWOPER 40 (2009)  
 Hazardous Materials Instructor Training (2009)  
 Project Management Institute (PMI.ORG) (Active Member, 2009)  
 East Tennessee Chapter of PMI (Active Member, 2009)  
 American Society of Training and Development (ASTD) (Active Member, 2009)

**Professional Overview:**

As a Project Manager and Training Manager with more than fifteen (15) years of experience directing business project outcomes and technical training projects for major government and commercial organizations

- Remarkable record of success in the planning and execution of advanced projects, including Digital CDMA and TDMA Network and Information Technology implementation and support five state region.
- Lead cross-functional teams through all stages of the project lifecycle, delivering exceptional results on time and under budget through expert strategic planning, benchmarking, and issue resolution.
- Dynamic facilitator of project management, leadership, sales and management groups utilizing Brainstorming, Delphi and Nominal Group techniques.
- Expertise in the design of employee training and enrichment protocols, propelling workforce excellence by developing highly effective curricula, instructional materials, and in-class methodologies.
- Proven ability to implement, analyze, and improve training programs and courses to ensure professional knowledge in compliance with company and regulatory requirements.
- Demonstrated skill preparing and presenting technical documentation and lessons while improving training policies and processes to build successful personnel teams.

Mr. Jones' core competencies include:

- |  |  |
|--|--|
| • Project Life Cycle Management        | • Group & Individual Training Courses          |
| • Training Management                  | • Call Center, Inside Sales and Sales Training |
| • Procedure Writing                    | • Budgeting & Forecasting                      |
| • Problem Solving                      | • Purchasing and vendor contract negotiations  |
| • Program Design & Management          | • Client & Employee Relations                  |
| • Product Development & Education      | • Knowledge Testing                            |
| • Account Acquisition                  | • Team Building & Leadership                   |
| • Scheduling                           | • Strategic Planning                           |
| • Technical Training                   | • Process Improvement                          |
| • Productivity/Performance Improvement | • Conflict Resolution                          |

## Professional History:

- 2009 - Present **Street Legal Industries, Inc.**  
**Certified Project Manager; Oak Ridge, TN**  
 As a Project Manager and Trainer, is responsible for the following:
- Project manager supporting DOT FMCSA Safety Technologies Electronic On-Board Recorders (EOBR), Commercial Vehicle Information Systems Network (CVISN) and Collision Warning Systems (CWS)
  - Project Manager interfacing with client and subcontractor managing and controlling deliverables, scope, schedule according to contract for the Department of Interior Smoky Mountain National Park Integrated Waste Management project
  - Project Manager managing deliverables, scope, schedule and cost according to contract language for the 19<sup>th</sup> Squadron Command Little Rock Air Force Base Integrated Waste Management project
  - Managing company training projects in both the government and private industry utilizing SAT model
  - Internally auditing accounts payable, accounts receivable and invoices for errors or process improvement opportunities
  - Specializing in training for PMP Exam and Process Improvement
  - Creating proposals and writing procedures for conducting business utilizing ISMS and PMI protocols
  - Conducting Project Management (PMP), Risk Management and Sales and Process Improvement training for The Training Associates, ExecuTrain, Connecticut Computer Services, Army Corp of Engineers, Army, DOE, Pro2Serve, AECOM and Agile Engineering
- 2006 - 2009 **Bank of America**  
**Manager & Trainer; Oak Ridge, TN**  
 While serving as Manager & Trainer, performed the following:
- Propelled sales team success by developing pioneering training, leadership, and product education protocols.
  - Assessed operating procedures and implemented strategic improvements as needed to enhance productivity, efficiency, and service quality.
  - Oversaw accounts for United States' largest bank to ensure solvency, efficiency, profitability, and operational integrity.
  - Accelerated account acquisition and sales in diverse categories with commercial and consumer clients.
- Key Contributions:
- Improved company performance by implementing Six Sigma management strategies.
  - Galvanized sales and exceeded revenue goals across 3 locations.
  - Generated 33% year over year sales growth in 2007 and 22% increase at new institution in 2008 utilizing needs based sales approach and product bundling techniques.
  - Received National Award of Excellence for quality of service.
- 2002 - 2006 **Ntelos Wireless**  
**Project Manager & Training Manager; Waynesboro, Virginia**  
 Responsibilities, as Project & Training Manager, were as follows:
- Spearheaded development and launch of sales training department.
  - Established new hire and sales associate training procedures and objectives.
  - Oversaw manager and trainer education, led management and training teams, and assessed leadership performance.

William Perry Jones, PMP

Resume

Page 3 of 4

- Strategically modified training and enrichment programs as needed. Provided cost justification and secured approval from senior leadership and stakeholders.
- Training Program Project \$325K- Reported to Denise Ramey VP of Sales and Carl Rossberg President of Wireless Division utilized Excel and Word to report research results and milestones

Key Contributions:

- Earned certification to teach advanced training courses, including Sales: The Other Side of Service (Achieve Global) and Edmond Howard Sales Skills courses.
- Won numerous honors for outstanding performance, including 4 Circle of Excellence Awards, 2 President's Club Awards, and the Spirit of Ntelos Award.

1995 -  
2001

**US Cellular Corporation**

**Project & Product Manager; Knoxville, TN**

As Project and Product Manager, performed the following:

- Analog to Digital CDMA/TDMA Network Conversion (Excess of \$100M) - Reported to Dick Geihring VP of Engineering used Excel, Primavera Software, Word and Conference Calls for reporting progress. Coordinated with Engineering, Data Services, Network Support, Sales Directors, Marketing, Nortel Vendors, Nokia and Motorola hardware providers throughout project
- Paging Reseller Program (\$300K) - Reported to Michael Mutz VP Sales for East Region utilized Primavera, Excel and Word for tracking and reporting
- Voice Mail Conversion from Comverse to Nortel (\$1.5M) - Reported to Dick Geihring VP of Engineering used Excel, Primavera software, Word and Conference Calls for reporting progress. Coordinated with Engineering, Data Services, Network Support, Sales and Marketing throughout project
- Planned, developed, and launched new products and services in collaboration with corporate product services, engineering and data services
- Coordinated management, representative, and support staff training
- Designed job aids and facilitated new product/service education
- Advanced sales, service, and customer loyalty through product and procedural innovation
- Provided technical support for Southeast Region, including implementing and testing wireless technologies
- Outlined product and service offerings, pricing plans, and marketing strategies
- Acted as buyer negotiating contracts with major clients and vendors for products and services
- Provided technical support and training on Panasonic and SpectraLink Wireless PBX phone systems

Key Contributions:

- Led the planning, installation, and support of advanced digital systems for the Southeast Region.
- Orchestrated Digital TDMA/CDMA Network development and installation to ensure market dominance through competitor analysis, market needs assessment, and competitive positioning.
- Coordinated Voice Mail and Billing System conversion to optimize customer service.

1991 -  
1994

**Analysis Corporation**

**Project & Department Manager; Oak Ridge, TN**

As Project & Department Manager, responsibilities included:

- Initial spearheading of the installation of a 300 node Novell Ethernet Network

William Perry Jones, PMP

Resume

Page 4 of 4

- Purchasing negotiation of vendor contracts for servers, workstations, Ethernet and phone installation
- Development and facilitation of training for end users on network applications, accessing network applications and Microsoft applications
- Managing and monitoring server and maintained hardware and software
- Oversight of daily operation of Information Technology department
- Devised training, implementation, and support policies for workstations, servers, and end users
- Orchestrated special projects and technical support for diverse clientele, including the Department of Energy (DOE). Earned Q clearance.
- Ethernet Network Project (\$350K) - Reported to Director David Job utilized Primavera software and Excel for progress management and reporting milestones.
- Support of Transcom Project (\$1.25M) - Maintained system hardware and software

Key Contributions:

- Project Manager for 300 node IT Network
- Drove project development as member of Department of Energy (DOE) TRANSCOM Project Team.
- Provided technical support for Oak Ridge National Laboratory's Y-12 and K-25 departments.
- Earned Can-Do Award for performance excellence

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End of Application for

Jones, Perry

For Board:

Anderson County Economic Development Association

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# Beer Permit Board

NumVacancies 2  
Total # of Members 7

Term of Office  
(1) Balance of an unexpired term ending on December 31, 2012; (1) Balance of an unexpired term ending on December 31, 2014

## Qualifications

Members must be at least twenty-two (22) years old and have been residents of Oak Ridge for at least two (2) years.

## Applicants

Beer Permit Board	Submitted	Preference
Mr. Colin Colverson	11/21/2011	1
Mr. Mark Crider	11/15/2011	2
Mr. Donald J. Dooley Jr.	11/22/2011	1
Mr. Charles (Chuck) Hope Sr.	11/14/2011	1
Mr. Travis McCarter	11/21/2011	1
Mrs. Anne McGaugh	11/21/2011	1
Mr. Ben Redmond	11/10/2011	3
Ms. Theresa Scott	10/27/2011	1

## Current Members

Beer Permit Board	Term Expires
Mr. William Barton Bailey	2014
Mr. Gerald L. Cooksey	2013
Ms. Carol P Heck	2012
Debra K. Solmonson	2013
William Randy Tedford	2012

# City of Oak Ridge Board Application

BoardName: Beer Permit Board

2011

Application Submitted

Applicant: Colverson, Colin

Choice

1

11/21/2011

15:54

109 Clarion Rd

HomePhone

352-222-7611

Email

Oak Ridge

TN

MobilePhone

ccolverson@gmail.com

OfficePhone

Retired?

N

Occupation

Attorney-Advisor

Position

Office of Chief Counsel

Employer

U.S. Department of Energy

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

NONE

Education, Professional and or Community Activity

Education:

Law Degree - University of South Carolina School of Law

Undergraduate Degree - University of Florida College of Natural Resources and the Environment

Professional Activities:

Legislative Liason for several environmental organizations at the South Carolina state house.

Editor in Chief of the Southeastern Environmental Law Journal

Environmental Specialist with the Florida Department of Health

Current Community Activities:

Secretary for the Young Professionals of Oak Ridge

Co-Chair of the annual Charity Dog Walk

Graduate of Leadership Oak Ridge (Class of 2011)

Member of First Presbyterian Church of Oak Ridge - actively involved in various leadership roles

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

I am interested in improving the local community so "young" people will choose to live in Oak Ridge. Too many of the individuals who work in this community do not live here; as a recent home buyer within the city, I am committed to shifting the reverse bedroom community stigma that Oak Ridge faces. I believe that I can serve with integrity, diligence and reliability on the Beer Board, and provide a voice of reason and prudence for the sale of alcohol in our city. I believe that I can work with responsible and honest vendors to improve the permitting process, so that Oak Ridge gains a reputation as a place young people want to be after their work hours end.

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

As an environmental attorney, I work extensively in the arena of permitting. I can apply my knowledge, skills and experience from more complex permitting arenas to the Oak Ridge alcohol permitting regime, and hopefully assist in improving the process for all parties involved. Further, I will be a valuable asset in show cause hearings, by providing a sound basis in legal judgement and acumen for contentious and sometimes difficult decisions regarding vendors licenses. Finally, I will bring a youthful and fresh perspective to the board, and provide a voice for 20 and 30-somethings who may have a different idea about availability and approachability of the Oak Ridge Beer Board.

Notes

## Colin D. Colverson

109 Clarion Rd., Oak Ridge, TN 37830 ~ (352)-222-7611 ~ ccolverson@gmail.com

### EDUCATION

#### University of South Carolina School of Law

J.D. – May, 2009

Editor in Chief - Southeastern Environmental Law Journal

Honor Council Representative - 2 terms, Honor Code Drafting Committee

Treasurer - Public Interest Law Society

Board of Directors - Pro Bono Board

#### University of Florida

B.A. -Environmental Policy - December, 2003

Distinguished – Blue Key Honor Society

Cabinet Director - Environmental Affairs, SG

Vice President - Dept. of Natural Resources College Council

Founder - UF Environmental Coalition

Executive Member - Phi Gamma Delta Fraternity

### EMPLOYMENT

#### U.S. Department of Energy *Attorney-Advisor*

08/09 – Present – Responsible for providing counsel on environmental, property, administration and contracting law and policy, and advice on environmental law and policy. Represent DOE before judicial and administrative forums on a wide variety of issues.

#### Southeastern Environmental Law Journal *Editor in Chief*

03/08 – 06/09 – Ultimate responsibility for the production of a bi-annual nationally distributed scholarly journal. Managed staff of 39 members, made all discretionary decisions, executed Journal schedule, and implemented Journal policy and procedure.

#### Coastal Conservation League & Conservation Voters of SC *Legislative Liaison* – Position was funded by a grant

05/08 – 09/08 - Research and drafting of memoranda relating to legal issues and proposed bills.

#### McDonald, McKenzie, Rubin, Miller & Lybrand, LLP *Law Clerk*

09/07 – 05/08 - Research and drafting for a general civil litigation firm (primarily defense), with cases and projects that dealt with insurance, foreclosure, real estate closings, civil banking litigation, and automobile litigation.

#### Samuel A. Mutch, P.A. *Law Clerk*

05/07 – 09/07 - Research and drafting for a general civil litigation firm (primarily plaintiff), with cases that dealt with property, zoning, environmental, contract, family, business, and tort law.

#### Florida Organic Growers *Contract Author*

05/06 – 08/06 – Wrote a manual for educators on benefits of incorporating gardening into a curricula.

Available at – [www.foginfo.org/about/Project\\_School\\_Gardens.pdf](http://www.foginfo.org/about/Project_School_Gardens.pdf)

#### Allied Engineering & Testing *System Designer*

05/05 – 05/06 – Interpretation of Florida state water law and regulation for design of engineered construction plans, while incorporating wetland delineation, groundwater behavior and site soil traits.

#### Florida Department of Health *Environmental Specialist II, Special Project Manager*

01/04 – 05/05 - Interpretation and enforcement of Florida state water law; specifically determination and regulation of construction threats to ground water sources. Served as director of Lee County Sanitary Nuisance program.

05/06 – 08/06 - Created a database of water quality data on local watersheds. Interviewed property owners, collected field data, created a research methodology and created a GIS database.

#### City of Gainesville Public Works Department *Engineering Intern*

08/02 – 12/02 - Coordinated sedimentation study in local watershed, and measured pervious surface area for storm water retention basins.

#### The Nature Conservancy *Land Acquisition Assistant*

05/01 – 09/01 - Property appraisal, preliminary title searches, property field research, assessor and property appraiser interaction, map assessment, database creation.

### SKILLS

#### Fluent in Spanish – Served as a Translator for:

- Global Health Organization – Honduras
- Heifer Project International – International Conference
- Florida Department of Health – Migrant Labor Program
- Project AYUDA – Pro Bono Program, USC School of Law

## Colin D. Colverson

105 W. Lincoln Rd., Oak Ridge, TN 37830 ~ (352)-222-7611 ~ ccolverson@gmail.com

### PROFESSIONAL/PERSONAL REFERENCES

Prof. Robert Wilcox  
USC School of Law  
701 S. Main St.  
Columbia SC 29208  
803-777-6112  
[wilcoxrm@law.sc.edu](mailto:wilcoxrm@law.sc.edu)

John "Jack" McKenzie, Esq.  
McDonald, McKenzie, Rubin  
Miller & Lybrand, LLP  
1704 Main St.  
Columbia, SC 29201  
803-252-0500  
[jackm@mrrml.com](mailto:jackm@mrrml.com)

Robert James, Esq.  
U.S. Dept of Energy  
P.O. Box 2001  
Oak Ridge, TN 37831  
865-576-1200  
[JamesRE2@oro.doe.gov](mailto:JamesRE2@oro.doe.gov)

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Double Click Companies, LLC  
21355 E. Dixie Highway, #107  
Aventura, Florida 33180  
305-793-1111  
[elevin@doubleclickcompanies.com](mailto:elevin@doubleclickcompanies.com)

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2114 NW 40th Terrace, Suite A-1  
Gainesville, FL 32605-3593  
352-378-5599  
[smutch@mutchlaw.com](mailto:smutch@mutchlaw.com)

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Westminster Presbyterian Church  
521 NW 34th St  
Gainesville, FL 32605  
352-378-4032  
[wpcu@bellsouth.net](mailto:wpcu@bellsouth.net)

Prof. Robert Bockman  
McNair Law Firm  
1301 Gervais Street, 11th Floor  
Columbia, SC 29201  
803-799-9800  
[bbockman@mcnair.net](mailto:bbockman@mcnair.net)

Will Dillard  
Belser & Belser  
1901 Main Street, Suite 1550  
Columbia, SC 29201  
803-760-0590  
[wdillard3@yahoo.com](mailto:wdillard3@yahoo.com)

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End of Application for

Colverson, Colin

For Board:

Beer Permit Board

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# City of Oak Ridge Board Application

BoardName: Beer Permit Board

2011

Application Submitted

Applicant: Crider, Mark

Choice

2

11/15/2011

12:30

371 Jefferson Avenue

HomePhone

865-640-4406

Email

Oak Ridge

TN

MobilePhone

tncrider@comcast.net

OfficePhone

Retired?

N

Occupation

Graphic Designer/Illustrator

Position

Senior Graphic Designer

Employer

SAIC

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

NONE

Education, Professional and or Community Activity

Kansas State University, Graphic Design, BFA

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

The Beer Board would probably be an interesting group to work with.

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

I used to be a bar tender (many, many years ago).

I do drink beer.

I am familiar with the establishments that serve beer in the Oak Ridge area and I know a lot of the people who frequent those establishments.

Notes

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End of Application for

Crider, Mark

For Board:

Beer Permit Board

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# City of Oak Ridge Board Application

BoardName: Beer Permit Board

2011

Application Submitted

Applicant: Dooley, Donald

Choice

1

11/22/2011

15:00

829 W. Outer Dr.

HomePhone

865-776-6110

Email

Oak Ridge

TN

MobilePhone

chip@lsitn.com

OfficePhone

Retired?

N

Occupation

Self-Employed

Position

President

Employer

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

NONE

Education, Professional and or Community Activity

AS Degree in Electronics

BS Degree in Management

Project Management Certification

Fire Protection Certification

Chamber Member since May 2011

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

I would like to be involved with the growth of our City. This is one way I can to that.

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

I am running a growing business and know first hand the ups and down a business goes through. I believe my experience will contribute to Oak Ridge.

Notes

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End of Application for

Dooley, Donald

For Board:

Beer Permit Board

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# City of Oak Ridge Board Application

BoardName: Beer Permit Board

2011

Application Submitted

Applicant: Hope, Charles (Chuck)Sr.

Choice

1

11/14/2011

11:40

238 Hillside Road

HomePhone

865-425-7696

Email

Oak Ridge

TN

MobilePhone

thetwohopes@aol.com

OfficePhone

Retired?

Y

Occupation

Retired

Position

Employer

Chuck's Car Care

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

NONE

Education, Professional and or Community Activity

I attended elementary and high school in Oliver Springs and Oak Ridge. I joined the army at age 17 and served 8 years, including during the Korean War. Also, I've attended dozens of workshops and classes for certifications in automotive subjects because I was a mechanic for more than 50 years. In 1975, I moved my young family to Oak Ridge and opened a small engine repair shop and later owned a car lot, service station, wrecker service and what would become Chuck's Car Care. I retired in mid 90's. My son Chuck owns the business now.

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

I would like to serve on the beer board because I have experience as a bartender and I know the ends and outs of serving alcohol to the public. I want to be sure businesses applying for a license in Oak Ridge are as responsible and professional as possible and that they don't serve minors or allow disruptive and criminal behavior at their establishment.

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

Former bartender for more than 20 years. Passed Training for Intervention Procedures (TIPS) classes, required by TN Alcoholic Beverage Commission in order to serve beer and alcohol.

Notes

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End of Application for

Hope, Charles (Chuck) Sr.

For Board:

Beer Permit Board

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# City of Oak Ridge Board Application

BoardName: Beer Permit Board

2011

Application Submitted

Applicant: McCarter, Travis

Choice

1

11/21/2011

16:31

119 A Arcadia Lane

HomePhone

865-405-4745

Email

Oak Ridge

TN

MobilePhone

travism@sunrisenetwork.net

OfficePhone

Retired?

N

Occupation

Food Lion Distribution Center

Position

Information Technology

Employer

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

NONE

Education, Professional and or Community Activity

Graduated from Anderson County High School 1994

Attended 1 year at Roane State Community College - General Business - no degree earned

District Leader for Oak Ridge Neighborhood Watch

Volunteered as Radio Operator in 2010 and 2011 for the Secret City Half Marathon

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

I am interested in being appointed to the Beer Permit Board to have a roll in the licensing and over-seeing of businesses in Oak Ridge that sell beer and make sure that they are following the rules and regulations.

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

Notes

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End of Application for

McCarter, Travis

For Board:

Beer Permit Board

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# City of Oak Ridge Board Application

BoardName: Beer Permit Board

2011

Application Submitted

Applicant: McGaugh, Anne

Choice

1

11/21/2011

09:16

118 Virginia Rd

HomePhone

865-300-7519

Email

Oak Ridge

TN

MobilePhone

anneoakridge@yahoo.com

OfficePhone

Retired?

N

Occupation

Medical Office

Position

Insurance / Billing

Employer

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

NONE

Education, Professional and or Community Activity

ETSU- BS Health Administration/ Business Management

MMC Casino Night Committee

Haiti Run for Health

American Cancer Society- Relay for Life participant

Coached youth sports in City of Oak Ridge Recreation league for 18 years

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

Being raised in Oak Ridge. I have a strong connection to our community and want to give back to the citizens of Oak Ridge.

Being raised in Oak Ridge, I have a strong connection to our community and want to give back to the citizens of Oak Ridge.

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

I am reliable, responsible, and committed volunteer. I have served on numerous national committees and boards for conventions and training. I have been a resident of Oak Ridge for over 40 years and committed to the mission and values of Oak Ridge.

Notes

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End of Application for

McGaugh, Anne

For Board:

Beer Permit Board

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# City of Oak Ridge Board Application

BoardName: Beer Permit Board	2011	Application Submitted	
Applicant: Redmond, Ben	Choice	3	11/10/2011 08:13
1369 Tuskegee Drive	HomePhone	865-384-5511	Email
Oak Ridge TN	MobilePhone		ben.redmond@ch2m.com
	OfficePhone		Retired?

Occupation

Community of Practice Director

Position

Vice President

Employer

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

NONE

Education, Professional and or Community Activity

Project Management Professional Training (2009) Pellissippi State Community College

Foundations of Leadership, University of Michigan Ross School of Business, 2006

Building & Negotiating a Better Deal, CH2M HILL Learning & Development Program (2005)

Financial Leadership/Decision Skills, University of Michigan Ross School of Business (2004)

B.A., Human Resource Management, Pepperdine University, 1981

A.A., General Education, Marine Associate Degree Completion Program, Pensacola Junior College, 1973

Member of the Oak Ridge Breakfast Rotary club since 1991

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

My desire to serve in government has been a lifelong passion starting with 22 years' service in the United States Marine Corps and continues to this day. I have made Oak Ridge my home and plan to remain here the rest of my life. This great country has provided me with many opportunities and I would like to give something back through community service. I have children and grandchildren here in Oak Ridge and want to set an example of community service.

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

I came to Oak Ridge in 1990 to start a small business after retirement from the Marine Corps along with two business partners. The small business was successful and I sold my ownership shares in 1997. Today this company is a successful large business employing over a hundred people in East Tennessee.

I have been elected to the Board of Directors for the National Association of Ordnance Contractors (NAOC) twelve times, have served as the President three times, Vice President once, and chaired multiple committees including the Government Affairs Committee where I routinely visited members of Congress in Washington, D.C to represent NAOC. NAOC consists of 65 member companies that have over 250,000 employees worldwide operating in more than 35 countries performing environmental cleanup. I have twice provided testimony (2006 & 2009) before Congress as a subject matter expert on environmental cleanup of Munitions.

Notes

## Resume`

**BEN REDMOND**

President	1369 Tuskegee Dr
Vice President/General Manager	Oak Ridge, Tennessee 37830
Program/Project Manager	Cell: (865) 384-5511
Engineering Manager	Fax: (865) 220-8679
	email: bredmond@ch2m.com

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**EDUCATION**

Project Management Professional Training, Pellissippi State College (2009)  
 Foundations of Leadership, U. of Michigan Ross School of Business (2006)  
 Building & Negotiating Better Deal, CH2M HILL Learning/Development Program (2005)  
 Financial Leadership/Decision Skills, U. of Michigan Ross School Business (2004)  
 B. A. Human Resources Management, Pepperdine University (1981)  
 OSHA Hazardous Waste Operations (8 Hr), Oak Ridge, TN (Annually 1991 thru 2011)  
 OSHA Hazardous Waste Training (40 Hr), Knoxville, TN (1990)  
 EOD Advanced Course (2 occasions) (1983 & 90)  
 Chemical Technical Escort Course (1989)  
 Advanced Access & Disablement of Improvised Nuclear Devices (1983)  
 FBI Bomb Scene Investigation Course (2 occasions) (1981 & 89)  
 Northern Ireland Pre-operational Improvised Explosive Device Training,  
 Kington, UK (1981)  
 The Basic School, (Marine Corps Officers Training), (1980)  
 EOD Refresher Course (2 occasions) (1977 & 80)  
 Nuclear Emergency Team Operations Course (2 occasions), (1977 & 1989)  
 Basic Explosive Ordnance Disposal Course, Phase I & II (1974)  
 Marine Associate Degree Completion Program, A. A. General Education, Pensacola  
 Junior College, (1973)  
 Ammunition Technician, USMC, (1969)

**CERTIFICATIONS AND CLEARANCES**

Master EOD Technician 1980  
 Master Training Specialist 1981  
 Senior UXO Supervisor 1990, CEHNC #0723  
 Top Secret Clearance, Department of Defense, U. S. Marine Corps 1974 - 1990  
 Secret Clearance, Department of Defense Contractor, 1991 - 1994 & 2007 to Present

**EMPLOYMENT**

Technology & Practice Director Munitions Response Services, CH2M HILL Jan11 -  
 President, CH2M HILL Demilitarization Nov09 - Jan11  
 Vice President/Global Business Director Munitions Response, Program Manager for:  
 \$940M WERS contract Huntsville, USACE, Nov08 - Present;  
 \$160M MAMMS contract Baltimore District, CH2M HILL, Jul00 - July 2011  
 \$250M MMRP FPRI contract Huntsville, USACE, July 2004 - 2009  
 Member DOE Interlaboratory UXO/Mine Detection Task Force, Jun96 - Sep03  
 Consultant (Senior Military Advisor) to LMER, ORNL-DOE, EOD/UXO/CWM/Geophysical  
 Surveying and Ordnance Demilitarization Jun96 - Sep03  
 Director UXO Service Center, IT Corporation, Jun98 - Jul00  
 Vice President Allied Technology Group, Inc., HTRW, LLRAD Waste, D&D, & UXO  
 Operations, May96 - May98  
 Consultant to LMAES, Inc., EOD/OEW/UXO Nov97 - Jan98  
 Consultant to AETC EOD/OEW/UXO/Geophysical Surveying Mar96 - Dec96  
 Consultant to LMES (HAZWRAP), OEW/UXO Oversight (Williams AFB) Jan96 - Jun96  
 Consultant to LMAES (Mechatronic Solutions, Inc.), EOD/OEW/UXO Jan96 - May96  
 Consultant to LMES (HAZWRAP), OEW/UXO Oversight (Norton AFB) Jan96 - May96

Consultant to Allied Technology Group, Inc. EOD/OEW/UXO Jan 96 - May96  
 Program/Project Manager EOD Technology International, Ltd., CWM Demil Nov95 -Jan96  
 Vice President/General Manager, EODT Services, Inc. 1991 - 1995  
 Program Manager/Project Manager, EODT Services, Inc., OEW 1991 - 1995  
 Engineering Services Manager, EOD Technology, Inc., 1989 - 1991  
 Counter-Terrorism Instructor ATAP, U.S. Department of State, 1988 - 1991  
 EOD Officer, U.S. Marine Corps 1980 - 1990  
 EOD Technician, U.S. Marine Corps 1974 - 1980  
 Ammunition Technician, U.S. Marine Corps 1969 - 1974

## ACCOMPLISHMENTS

Developed profitable munitions response services program in four different Corporations - Currently have overseen the growth at CH2M HILL from zero to >\$36M per year and nominated as "Mentor of the Year 2009"

Co-Founder of the National Association of OEW Contractors (NAOC)- President (2004 to 2007), once Vice President, twelve times as Director. Awarded NAOC Life Time Leadership Award 2009

Provided testimony (2006 & 2009) before Congress as a subject matter expert on munitions response industry

Co-Founder of the EOD Technology Group of Companies.

Charter Member of The National Association of Unexploded Ordnance Technicians

Global Market Technology & Practice Director for Munitions Response within CH2M Hill and responsible for:

- the successful transitioned from an initiative to a market segment in less than 3 years with an increase in revenue from \$200k the year prior to an expected revenue of \$36M this year and \$40M estimated for next year.

Program Manager for first U.S. Army MMRP FPRI contract valued at \$250M & U.S. Army MAMMS contract valued at \$160M, and US Army WERS contract at \$945M.

Program Manager for commercial redevelopment of munitions contaminated land

Office Manager for HTRW/D&D/LLRW/Brokerage & Transportation/Surveillance & Inspection Operations

Program Manager for OE/UXO Value Engineering contract Huntsville COE.

Program Manager for OE/UXO Geophysical Surveying.

Program Manager for OE/UXO Bioremediation Services.

Program Manager for OE/UXO Remediation

Program Manager for Ordnance Disassembly

Developed operational plans for refurbishment of hazardous "dud" contaminated impact ranges including Preliminary Environmental Assessments.

DoD Project Manager to Establish "Advanced Access and Disablement of Improvised Nuclear Devices Division, Naval EOD School".

Responsible within DoD, in Beirut 1982, for acquisition and procurement of foreign ordnance for exploitation purposes and development and documentation of EOD procedures on recovered unknown foreign ordnance.

## CAPABILITIES

To lead planning and execution of HTRW/Military Munitions Response Programs/ Demilitarization, technical programs, including Performance Based Acquisitions.

To apply the systems approach to solution of program, technology, and organizational problems.

To improve organizational performance by integration of individual and group personality traits and approaches to problems, and conflict avoidance processes, with other common business and technical methods.

To improve skills and performance within an organization in leadership, managerial, and administrative areas.

## REFERENCES AVAILABLE UPON REQUEST

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End of Application for

Redmond, Ben

For Board:

Beer Permit Board

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# City of Oak Ridge Board Application

BoardName: Beer Permit Board

2011

Application Submitted

Applicant: Scott, Theresa

Choice

1

10/27/2011

15:23

102 Victoria Road

HomePhone

865-679-6499

Email

Oak Ridge

TN

MobilePhone

t865scott@gmail.com

OfficePhone

Retired?

Occupation

Legal Collector / Paralegal

Position

Employer

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

NONE

Education, Professional and or Community Activity

Paralegal to the senior partner of a law firm for 5+ years. I also remain very active in our NWP.

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

I have a great sense of judgment, understand the legal process &amp; agree with enforcing the rules.

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

I have been a resident &amp; homeowner in Oak Ridge for over 10 years. My volunteer efforts make me an asset to this board.

Notes

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End of Application for

Scott, Theresa

For Board:

Beer Permit Board

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# Board of Building and Housing Code Appeals

NumVacancies 2  
Total # of Members 7

Term of Office  
(2) Three years commencing on January 1, 2012.

## Qualifications

The vacancies are for one building related contractor or building supply dealer and the other is from the public-at-large.

## Applicants

Board of Building and Housing Code Appeals	Submitted	Preference
Mr. Gene R Dunaway	11/21/2011	3
Mr. Philip W. Nipper	10/31/2011	1
Ms. Amy L. Seiber	Incumbent	1
Mrs. Marci L. Willison	11/21/2011	2

## Current Members

Board of Building and Housing Code Appeals	Term Expires
Joseph E. Lee,	2012
Bruce Ryan LeForce	2013
John A. Russell,	2013
Hugh B. Ward,	2012
Mr. Aaron Wells	2012

# City of Oak Ridge Board Application

BoardName: Board of Building and Housing Code Appeals

2011

Application Submitted

Applicant: Dunaway, Gene

Choice

3

11/21/2011

16:36

125 Vienna Road

HomePhone

865-934-9956

Email

Oak Ridge

TN

MobilePhone

GRDunaway@gmail.com

OfficePhone

Retired?

Y

Occupation

Computer System Engineer

Position

NA

Employer

Federal Reserve Bank

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

NONE

Education, Professional and or Community Activity

Education: BA English (Speech / Journalism) / Minor in Religion: Trevecca College (Nashville, TN) 1967; MA Library Science / Minor in Criminal Justice: Sam Houston State University (Huntsville, TX) 1975. Post-graduate work at University of Virginia, Virginia Commonwealth University, Longwood University, and several Virginia Community Colleges.

Professional: Served 2 non-consecutive terms (2 years per term) on the Richmond Federal Reserve Bank Employees' Council (vice chair and chair for two years of the terms. Held positions of Information Officer, Program Chair, Vice Chair, and Chair) of the Office Automation Association of Richmond, VA. Earned the highest certification offered by BICSI. Earned outstanding employee awards from most, if not all, of my employers.

Current: Volunteer with O. R. Rec and Parks (I have a closet full of T-shirts to prove it). Have assisted with Tabatha's Table, Ecumenical Storehouse, O. R. Theater, O. R. Senior Center, parade marshal with the O. R. Christmas Parade, and other organizations too many of list.

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

Board of Building and Housing Code Appeals: I am not a crusader but I believe I could be a part of the solution in upgrading the physical infrastructure of Oak Ridge.

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

I have experience in designing and building commercial (church) buildings, plus operating a regional campground. I have worked with groups in providing minimum housing for human habitation. I have a working knowledge of various building codes (albeit with a Commonwealth of Virginia slant). I am not easily intimidated. I also have working knowledge of how the various departments (utilities, building inspection, roads, etc) should operate, and how they actually function due to limitations of time, money, and manpower.

Notes

Gene R Dunaway

PO BOX 5061  
Oak Ridge, TN 37831

Cell Phone: 865-934-9956  
E-Mail: Fastether@YAHOO.COM

**OBJECTIVES:**

Account Administration; Information Network Design / Operations; Data Cable Installation / Certification;  
Information Technology Instructor

**SUMMARY OF EXPERIENCE**

- 26 years experience in all phases of establishing and maintaining computer / telephone networks
- 22 years experience in all phases of cabling for computer / telephone networks
- 20 years experience in establishing and maintaining databases (mainframe and pc's)
- 18 years experience in lan / wan networking and information security
- 18 years experience in helpdesk and chip-level hardware repair
- 16 years accounting experience in budget preparation and administration, accounts payable, payroll, inventory control; also 16 years experience as office manager
- 16 years experience in printing, book / magazine editing, and desktop publishing
- 8 years teaching experience (junior high, high school, and adult); also 7 years experience as a librarian

**WORK HISTORY**

06/07-Present    *Active Retirement*

12/05-06/07    *Janitor (F/T), Kroger Supermarket, Oak Ridge, TN*

06/05-07/05    *Courtesy Clerk / Bagger (P/T), BI-LO Supermarket, Oak Ridge, TN*

08/04-06/05    *Family relocation*

10/03-08/04    *Information Systems Instructor, Beta Tech, Richmond, VA*

04/03-10/03    *Contract Employee, Venturi Staffing Partners, Richmond, VA*

04/03-10/03    *Janitor (P/T), The General Company, Richmond, VA*

11/02-04/03    *Overnight Stocking Clerk (Seasonal), Target Store, Brook Road, Richmond, VA*

11/95-02/02    *Senior DP Technical Analyst, Federal Reserve Bank, Richmond, VA (Early Retirement)*

09/94-11/95    *Telecommunication Analyst, Federal Reserve Bank, Richmond, VA*

06/92-09/94    *PC Maintenance Technician, Federal Reserve Bank, Richmond, VA*

12/91-06/92    *Helpdesk Technician, Fox Temporaries assigned to the Federal Reserve Bank, Richmond, VA*

05/89-12/91    *Office Manager, Signet Investment Banking, Richmond, VA*

08/88-05/89    *Librarian, Beaumont Learning Center, Beaumont, VA*

12/82-08/88    *Computer Systems Coordinator, College of Humanities & Sciences, VCU, Richmond, VA*

02/82-12/82    *Scientific Typesetter, William Byrd Press, Richmond, VA*

06/81-02/82    *Fiscal & Accounts Technician, Department of Physiology, MCV/VCU, Richmond, VA*

07/78-06/81    *Photographic Sales Counselor and Trainer, Best Products, Inc. Richmond, VA (PT & FT)*

02/79-09/80    *Junior High English Teacher, Hopewell (VA) Public Schools*

09/75-11/78    *Coordinator of Library Services, VA Dept. of Correctional Education, Richmond, VA*

12/72-09/74    *Librarian/Teacher, Virginia State Farm, State Farm, VA*

09/70-12/72    *Information (Public Relations) Technician, VA Dept. of Personnel, Richmond, VA*

### **PROFESSIONAL AFFILIATIONS**

- BICSI
- Office Automation Association of Richmond (consecutively, Information Officer, Program Chair, Vice Chair, and Chair)
- Office Automation Society International (certified Office Automation Professional)
- Served two two-year non-concurrent terms on the FRB Employees' Council (vice chair and chair for two years of the terms)
- Postgraduate Professional Teacher Certificate: Jr. High / High School English, Speech, Journalism, and Library Science, Virginia Department of Education (subject to renewal)

### **EDUCATION**

- 1975 Master of Library Science (minor in Criminal Justice): Sam Houston State University, Huntsville, TX
- 1967 BA in English (Speech / Journalism) / minor in Religion: Trevecca University, Nashville, TN
- Graduate work in education (including services to the handicapped and learning disabled), computing, and radio / television production

### **INTERESTS**

Have Virginia Extension Service certification as a producer/director of public access television programming. Am a semi-professional photographer. Served as Lighting / Sound director for several Richmond, Virginia, theatre groups. Was director for the Chamberlayne Actors' Theatre 1987/88 Winter Show; also a member of the Board of Directors. Have had articles published in local Virginia and Tennessee journals; also have been published in international trade journals. Was a contributing editor for a regional theatrical magazine. Actively participate in various volunteer organizations

### **VITALS**

Marital Status: Single

Citizen of the United States – holder of current US Passport

Available for immediate employment

Available for positions that require travel, relocation, or overtime to complete project

### **REFERENCES**

References furnished upon request

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End of Application for

Dunaway, Gene

For Board:

Board of Building and Housing Code Appeals

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# City of Oak Ridge Board Application

BoardName: Board of Building and Housing Code Appeals

2011

Application Submitted

Applicant: Nipper, Philip

Choice

1

10/31/2011

10:08

167 Hendrix Drive

HomePhone

865-272-3035

Email

Oak Ridge

TN

MobilePhone

pnipper09@comcast.net

OfficePhone

Retired?

Y

Occupation

Former plumber, pipefitter, Navy enlisted leader

Position

Senior Chief, USN (ret.)

Employer

USN

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

Trade Licensing Board

Education, Professional and or Community Activity

EDUCATION:

-K thru 12 Oak Ridge School graduating ORHS in 1975

-High Pressure Pipe Welding Class "C" School, San Diego, Ca. 1988

-Nuclear Componenets Welding Schoo, San Diego, Ca. 1988

-U.S. Navy Chief Petty Officer Leadership School, Kings Bay, Ga. 2000

-Department of the Navy / Department of Labor Asbestos Containment / Rip-out Supervisor School, La Maddalenda, Italy, 2001

-Member of the Trade Licensing Board

-Licensed Master Plumber with the City of Oak Ridge. License #880 first issued 1980

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

I have enjoyed being a part of this board since first being appointed in July 2008. It allows me to interact in some small way to help improve our city while at the same time acting as a "sounding board" for the citizens who may wish to appeal their case and come before this board. I feel it is important to maintain a high level of property maintenance and code enforcement in order to help meet the common goal of "not in my city". This board I hope, helps in that effort and I am glad to be a part of it.

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

-Former business owner in Oak Ridge in the early 1980's. I have vast experience in mechanical repair to many of the city's homes and commercial buildings.

-A "native" Oak Ridge I have lived most of my life here since 1961.

-Current board member since 2008.

Notes

**PHILIP W. NIPPER  
167 HENDRIX DRIVE  
OAK RIDGE, TN 37830  
865-272-3035  
pnipper09@comcast.net**

**EMPLOYMENT HISTORY / EXPERIENCE**

-SENIOR CHIEF HULL MAINTENACE TECHNICAIN UNITED STATES NAVY (RET). DECEMBER 7  
1987 - JUNE 30 2008

- SELF EMPLOYED PLUMBER IN OAK RIDGE, TN FROM 1982 TO 1986

- PIPE FITTER / PLUMBER WITH DANIELS CONSTRUCTION INTERNATIONAL, BOISE CASCADE  
PAPER MILL PROJECT, RUMFORD MAINE AND A. E. STALEY PROJECT LOUDON, TN, 1980-1982

LICENSED MASTER PLUMBER WITH THE CITY OF OAK RIDGE. LICENSE NUMBER 880 ISSUED IN  
1980

APPRENTICE / JOURNEYMAN / MASTER PLUMBER 1975 - 1987. EMPLOYED WITH FLATT  
PLUMBING, KNOXVILLE, TN., A&M PLUMBING, OAK RIDGE, TN,  
NICK PESCE PLUMBING, OAK RIDGE, TN AND HAYDEN PLUMBING, OAK RIDGE, TN

- OVER 38 YEARS COMBINED CIVILIAN AND MILITARY EXPERIENCE IN MECHANICAL SYSTEM  
REPAIR AND INSTALLATION. TRAINED IN NAVAL NUCLEAR PROPULSION SYSTEM  
MAINTENANCE INCLUDING SURFACE SHIP AND SUBMARINE HIGH PRESSURE PIPING REPAIR,  
STRUCTURAL SYSTEM AND COMPONENT REPAIR AND VENTILATION SYSTEM INSTALLATION  
AND REPAIR

- OVER 13 YEARS OF SENIOR ENLISTED MILITARY LEADERSHIP EXPERIENCE

- SERVED AS DIVISION LEADING CHIEF PETTY OFFICER / DIVISION OFFICER FOR PLANNING  
AND ESTIMATING AND HULL REPAIR DIVISIONS AT SHORE BASED NAVAL COMMANDS AND  
FORWARD DEPLOYED SUBMARINE REPAIR SHIPS INCLUDING:  
TRIDENT REPAIR FACILITY, KINGS BAY GA  
NUCLEAR PROPULSION TRAINING UNIT, CHARLESTON, SC  
USS EMORY S. LAND (AS 39) LA MADDALENA, ITALY

**EDUCATION**

- OAK RIDGE SCHOOL SYSTEM K-12. ORHS GRADUATE CLASS OF 1975

- HIGH PRESSURE PIPE WELDING SCHOOL, UNITED STATES NAVY, SAN DIEGO, CA. 1988

- NAVY NUCLEAR COMPONENTS WELDING SCHOOL, UNITED STATES NAVY, SAN DIEGO, CA. 1988

- U. S. NAVY CHIEF PETTY OFFICER LEADERSHIP SCHOOL, KINGS BAY SUBMARINE BASE, GA.  
2000

- DON / DOL ASBESTOS CONTAINMENT / RIP-OUT SUPERVISOR SCHOOL, USN LA MADDALENA,  
ITALY 2001

CITY OF OAK RIDGE, TENNESSEE  
BOARDS AND COMMISSIONS

**TIME IN OFFICE AND ATTENDANCE RECORD**

NAME: Philip W. Nipper

BOARD OR COMMISSION: Board of Building and Housing Code Appeals

TIME IN OFFICE: Term of Office 3 Years

Date Appointed 8/18/08

Number of Terms Served 1

ATTENDANCE RECORD (MOST RECENT TERM OF OFFICE):

Number of Meetings Held 34

Number of Absences 0

Date Prepared 12/02/11

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End of Application for

Nipper, Philip

For Board:

Board of Building and Housing Code Appeals

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# City of Oak Ridge Board Application

BoardName: Board of Building and Housing Code Appeals

2011

Application Submitted

Applicant: Seiber, Amy

Choice

1

11/17/2011

11:21

301 East Forest Road

HomePhone

865-924-2021

Email

Oak Ridge

TN

MobilePhone

ridger2bellsouth.net

OfficePhone

Retired?

N

Occupation

Electrician

Position

Co-owner

Employer

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

Owner Ridge Electric Service Co. since 1997

Master Electrician since 2005

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

I enjoy serving the City of Oak Ridge and the citizens of Oak Ridge as an appeal option on housing issues.

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

I have worked in the electrical industry since 1987.

I have served on the Board of Building and Housing Code Appeals since 2002.

Notes

Incumbent

**Amy L. Seiber**  
**301 East Forest Road**  
**Oak Ridge, TN 37830**  
**865-483-3325 865-924-2021**  
[Ridger2@bellsouth.net](mailto:Ridger2@bellsouth.net)

**Employment History:**

08/01-present	Ridge Electric Service Co. 175-C Robertsville Road Oak Ridge, TN 37830	General Partner Responsible for all accounting including payroll and all state, federal and local taxes. Field work includes estimating and installation. Master Electrician License 2005. Proficient in Excel, Quickbooks, Powerpoint, Ms. Word. Jerry Seiber 481-3588
08/01-present	Ridge Tax Service	Registered tax preparer
07/97-08/01	Aid to Distressed Families of Appalachian Counties, Inc. (ADFAC) P.O. Box 5953 Oak Ridge, TN 37831-5953	Financial Director. Responsible for all accounting of non-profit agency. Proficient in Quickbooks, Excel, Word, Powerpoint. Kathy Womack, Executive Director 865-425-0256 Ext. 0
12/87-05/97	Lewis Electric Service Co. 101-B Valley Court Oak Ridge, TN 37830	Office Manager and Bookkeeper. Responsible for all accounting including payroll and taxes for corporation and three partnerships. Proficient in Peachtree Accounting, Excel and Ms Word. Jeff Lewis, Owner 865-483-5774
09/87-12/87	Dean Stallings Ford 480 South Illinois Avenue Oak Ridge, TN 37830	Accounts Receivable. Responsible for all billing and collections. 865-483-4352

**Education:**

03/77-06/80	Roane State Community College	Graduated Magna Cum Laude Associate of Science Degree Emphasis on English and Accounting
07/89-05/91	University of Tennessee	30+ hours toward Bachelor in Accounting Degree

Registered tax return preparer.

**Community Service:**

2002 to present	Oak Ridge Board of Building and Housing Code Appeals	Secretary
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CITY OF OAK RIDGE, TENNESSEE  
BOARDS AND COMMISSIONS

**TIME IN OFFICE AND ATTENDANCE RECORD**

NAME: Amy L. Seiber

BOARD OR COMMISSION: Board of Building and Housing Code Appeals

TIME IN OFFICE: Term of Office 3 Years

Date Appointed 2/18/02

Number of Terms Served 3

ATTENDANCE RECORD (MOST RECENT TERM OF OFFICE):

Number of Meetings Held 34

Number of Absences 1

Date Prepared 12/02/11

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End of Application for

Seiber, Amy

For Board:

Board of Building and Housing Code Appeals

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# City of Oak Ridge Board Application

BoardName: Board of Building and Housing Code Appeals	2011	Application Submitted	
Applicant: Willison, Marci	Choice	2	11/21/2011 13:17
106 W. Pawley Rd.	HomePhone	865-481-4881	Email
	MobilePhone		marcihart12@yahoo.com
Oak Ridge	TN	OfficePhone	Retired? Y

Occupation
Retired
Position
Employer
Bechtel National
Do you currently serve on any other City board, commission or committee?
NONE
Education, Professional and or Community Activity
B.S. - Business Management B.A. - English Literature Board Member - Friends of the Library Board Member - Oak Ridge Civic Music Association Board Member League of Women Voters Volunteer - Methodist Medical Center Volunteer - Friends of the Library Volunteer - Children's Sunday School Teacher Member - Altrusa of Oak Ridge; Hospitality Committee Chairman
Explain why you are interested in being appointed to this board, commission or committee
I love living in Oak Ridge. I love the dedication of many of the people here, and the natural beauty that surrounds and fills it. I sincerely believe that we absolutely must enhance what is working, find new ways to make it even better, and draw more of the people who work here to live here. We desperately need an infusion of quality young families to bring necessary vitality and longevity to our city. I believe this will be best accomplished by revitalizing the inner city areas that now contain many blighted properties which now can and do attract undesirable citizens and crime. I purposely bought an older home in central Oak Ridge, and completely updated and refurbished it for the purpose of doing my part in this effort. The inner city is located near many businesses and amenities, which makes it a wonderful area for convenience and "walkability". However, there are many city code violations throughout our city, especially in the inner core area. On my block alone, there are violations that have never been addressed in the more than a year that I've been back in Oak Ridge. This is unacceptable and hinders efforts to draw good people and young families here. Without the realization of both a strong revitalization effort and stiff code enforcement, Oak Ridge could simply rot from the inside out, and we do not want to see this happen. Beautiful patio homes and townhomes could be built in these areas replacing dilapidated apartments and homes, and existing homes should be enhanced.
Describe any special knowledge or past experience qualifying you for this appointment?
I have spent most of my more than 40 year career working as a government contractor for the Department of Energy. One of my most applicable positions was in Property Management, and I also have experience in Procurement and Accounting. When I lived in Washington State I worked as a volunteer for Habitat for Humanity, was captain of my neighborhood watch program, and brought teenagers from my church youth group to pick up trash and clean up blighted areas in a nearby town.

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End of Application for

Willison, Marci

For Board:

Board of Building and Housing Code Appeals

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# Board of Zoning Appeals

NumVacancies 1  
Total # of Members 5

Term of Office  
Five years commencing on January 1, 2012

## Qualifications

### Applicants

Board of Zoning Appeals		Submitted	Preference
Mr. David R. Gengozian	Incumbent	11/18/2011	1
Mr. Rick Lyon		11/21/2011	2

### Current Members

Board of Zoning Appeals	Term Expires
Keith Craft	2013
Susan Donnelly	2015
Judith Mason	2012

# City of Oak Ridge Board Application

BoardName: Board of Zoning Appeals

2011

Application Submitted

Applicant: Gengozian, David

Choice

1

11/18/2011

09:04

114 Capital Circle

HomePhone

865-483-3840

Email

Oak Ridge

TN

MobilePhone

drgengozian@comcast.net

OfficePhone

Retired?

Y

Occupation

Retired

Position

Employer

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

Board of Zoning Appeals

Education, Professional and or Community Activity

See attached Resume.

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

I view this opportunity as a way to continue contributing to the City of Oak Ridge and to use my knowledge and experience to ensure the quality growth of Oak Ridge.

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

I currently serve on the Board of Zoning Appeals

Notes

Incumbent

RECEIVED

2011 NOV 18 AM 9:04

OFFICE OF THE CITY CLERK

114 Capital Circle  
Oak Ridge, Tennessee 37830  
November 18, 2011

Diana R. Stanley  
City Clerk  
P.O. Box 1  
Oak Ridge, Tennessee 37831-0001

Dear Ms. Stanley:

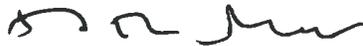
Enclosed is my application and resume for consideration for reappointment on the Board of Zoning Appeals (BZA).

I currently serve on the BZA and am the Board President of the Oak Ridge Neighborhood Watch Program. I have also served on the City's Environmental Quality Environmental Advisory Board and the Planning Commission. I grew up in Oak Ridge and graduated from Oak Ridge High School in 1968. As a resident of Oak Ridge, the future and quality of growth is of interest to me.

My professional career has been devoted to the environmental field. I graduated from East Tennessee State University in Environmental Health and retired from my environmental auditor position at TVA in April, 2010.

To continue serving on the BZA would be an honor. I believe I will be able to continue to provide a positive service to the BZA because of my background, experience, and interest in the community. Therefore, I appreciate City Council's consideration in reappointing me to the BZA.

Sincerely,



David R. Gengozian

Enclosures

**David R. Gengozian**  
114 Capital Drive  
Oak Ridge, Tennessee 37830  
865-483-3840  
[drgengozian@comcast.net](mailto:drgengozian@comcast.net)

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### **COMMUNITY ACTIVITES**

- Member, Oak Ridge Board of Zoning Appeals, June 2006 – Present
- Board President, Oak Ridge Neighborhood Watch Program, 2009 – Present
- Member, Oak Ridge Planning Commission, August 2003 – February 2004
- Member, Oak Ridge Environmental Quality Advisory Board, 1991 – 1997
- Awarded Environmental Quality Award for Design Guidelines, City of Oak Ridge, 1997

### **CAREER AND PROFESSIONAL EXPERIENCE**

- Retired
- Lead Environmental Auditor (1995-2010) Tennessee Valley Authority (TVA).  
Environmental Compliance Advisory, Knoxville, TN
- Senior Specialist (1993-1995), TVA, Environmental Management, Knoxville, TN
- Project Engineer and Environmental Engineer (1990-1993), TVA, Environmental Quality Staff, Knoxville, TN
- Program Analyst and Environmental Scientist (1985-1990), TVA, Environmental Quality Staff, Knoxville, TN
- Environmental Coordinator (1980-1985), TVA, Environmental Quality Staff, Knoxville, TN
- Environmental Engineer (1976-1980), TVA Regulatory Staff, Chattanooga, TN
- Research and Environmental Licensing Engineer (1972-1976), United Engineers and Constructors, Inc., Philadelphia, Pa
- Certifications
  - Certified Professional Environmental Auditor, Board of Environmental Auditor Certifications, May 1998-2010 (Currently – Inactive Status)
  - Awarded Certificate of Achievements (Excellence in Action), Waste Minimization and Waste Free Teams, TVA, 1996

### **EDUCATION AND TRAINING**

- B.S. – Environmental Health, East Tennessee State University, 1972
- University, EPA, and State seminars and training courses on environment and management

CITY OF OAK RIDGE, TENNESSEE  
BOARDS AND COMMISSIONS

**TIME IN OFFICE AND ATTENDANCE RECORD**

NAME: David R. Gengozian

BOARD OR COMMISSION: Board of Zoning Appeals

TIME IN OFFICE: Term of Office 5 Years

Date Appointed 5/22/06

Number of Terms Served

ATTENDANCE RECORD (MOST RECENT TERM OF OFFICE):

Number of Meetings Held 45

Number of Absences 9

Date Prepared 12/02/11

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End of Application for

Gengozian, David

For Board:

Board of Zoning Appeals

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# City of Oak Ridge Board Application

BoardName: Board of Zoning Appeals

2011

Application Submitted

Applicant: Lyon, Rick

Choice

2

11/21/2011

11:58

10 Palisades Pkwy

HomePhone

865-604-3401

Email

Oak Ridge

TN

MobilePhone

ricklyon09@gmail.com

OfficePhone

Retired?

N

Occupation

Exec Mgmt

Position

Director of Contracts &amp; Procurement

Employer

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

NONE

Education, Professional and or Community Activity

MBA - Finance, University of MD

BS -Industrial Engineering, VA Tech

Member. NCMA

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

Board of Zoning Appeals -

I have been a resident of Oak Ridge since 1993, leaving twice, but always finding my way back. I consider this to be my hometown, even though I wasn't born here. I feel that it is time to give something back to the city and serving on this board would be a good start.

This Board position would allow me to get involved in the policies and ordinances that can make Oak Ridge more successful. From my many years of living here, I have a good base of knowledge that I would like to apply to help with that success. And as a committed long-term resident, I am looking forward to lending my background and experience to this Board to assist in the successful achievement of its goals and objectives.

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

I have been an officer of both a large business (\$2B+) and a small business (<\$200M), spending most of the last twenty years in the nuclear industry. My background in contracts and procurement activities offers experience in interpreting and understanding any legal type documents, which should be a plus for this Board position. I believe this Board would also benefit from my interest in making the City of Oak Ridge work, through a balance of business and residential zones.

Notes

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End of Application for

Lyon, Rick

For Board:

Board of Zoning Appeals

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# Convention and Visitors Bureau

NumVacancies 4  
Total # of Members 10

Term of Office  
(3) Three years commencing on January 1, 2012; (1)  
Balance of an unexpired term ending on December 31,  
2012.

## Qualifications

### Applicants

Convention and Visitors Bureau		Submitted	Preference
Ms. Trina Baughn		11/18/2011	1
Mr. Frank P. Chmielewicz		11/9/2011	1
Mr. Kevin J. Corbett		11/21/2011	1
Mr. Gene R Dunaway		11/21/2011	1
Mr. David K. Hackett		11/21/2011	1
Mrs. Cindy Hagemann		11/21/2011	1
Mrs. Melinda K. Hillman		11/16/2011	1
Mr. William A Lawrence		11/12/2011	1
Mr. Ben Redmond		11/10/2011	2
Mrs. Patti Shelton	Incumbent	11/2/2011	1
Mrs. Carol Smallridge	Incumbent	11/16/2011	1
Dr. Barton Smith		11/21/2011	1
Mr. Aaron Wells		11/21/2011	1

### Current Members

Convention and Visitors Bureau	Term Expires
Kelly L. Ayers	2012
Mary Anne Damos	2012
J. Mark Harvey	2012
Gretchen A. Julius	2012
Ashley Walden-Richards	2012
Misty Williams	2012

# City of Oak Ridge Board Application

BoardName: Convention and Visitors Bureau

2011

Application Submitted

Applicant: Baughn, Trina

Choice

1

11/18/2011

15:28

119 Newport Dr.

HomePhone

865-384-5683

Email

Oak Ridge

TN

MobilePhone

bretrina@bellsouth.net

OfficePhone

Retired?

N

Occupation

Independent

Position

Employer

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

OR Bike &amp; Pedestrian Working Committee

Education, Professional and or Community Activity

Convention and Visitors Bureau - see attached resume.

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

BECAUSE I LOVE OAK RIDGE!

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

I regularly promote the City of Oak Ridge, its activities and facilities to visiting friends and family. In my past profession as a headhunter, I often recruited individuals from across the country and provided them information and sometimes personal tours of Oak Ridge. I participate and/or support local events and organizations such as AMSE, the Children's Museum (current membership), local 5K races, the Secret City Half Marathon, The Secret City Festival, the Secret City Train Excursion, the Grove Center Pumpkin Fest, Community Bike Ride and other Park and Recreation activities. I love everything about tourism! I travel extensively and love to learn about new places. In addition to my travels across the U.S., my family enjoys the numerous attractions that are available in this region. My international travels include visits to the Caribbean, West Indies and most of western Europe during the 6 years I lived in Germany. I've also worked in volunteer mobilization and coordinated events for various organizations including the ORHS Cross Country Team 2007 Annual Banquet, military annual volunteer recognition banquets, receptions, and change of commands and charitable events like a Christmas party for a large children's home. Finally, I have a proven record of being highly resourceful in both profit and non-profit environments. I have been directly responsible for bringing in over \$725K in profit, over \$100K in non-profit funds and in-kind gifts.

Notes

# Trina Baughn

119 Newport Drive  
Oak Ridge, TN 37830  
865.384.5683  
Trina.Baughn@gmail.com

## SUMMARY

Passionate about achieving optimal efficiency of fiscal and operational resources through clear communication, process development and continual research in the following areas:

*Project Management* ◇ *Marketing & Communications* ◇ *Business Development*  
*Research/Analysis* ◇ *Program Management*

## EXPERIENCE

**Small Business Consultant/Independent Writer** 2004- Present

- ◇ Assist various independent businesses owners with marketing strategies and content development for websites, local and social media, marketing copy and documentation.
- ◇ Guest Columnist with frequent appearances in The Oak Ridger, The Oak Ridge Observer, The Knoxville News Sentinel and The Tennessean
- ◇ Blog Author & Administrator <http://trinabaughn.blogspot.com>
- ◇ Owner/operator of a resume and career assistance service (Stand Out Resumes 2004-2005)

**AllMeds, Inc. - Oak Ridge, TN** 2005 – 2011  
Project/ program management and process development for a medical software company

- ◇ Jointly and directly managed over 200 implementation projects for physician practices ranging in size from 1-25 providers from the close of the contract through the final date of go live on practice management and electronic health record (EHR) software.
- ◇ Deconstructed implementation projects into a matrix that reflected 18 primary scenarios with differentiated installation, training and data conversion timelines, thus enabling the department to establish benchmarks and success criteria that had previously been non-existent. The results positioned the company to confidently communicate clear, reasonable expectations to clients regarding timelines and obligations specific to their project.
- ◇ Established and managed a bulk purchasing program that, in its initial year yielded **annual profits in excess of \$80K and totaled nearly \$500K** by the 4th year.
- ◇ Created and continually refined data tracking methods for the reporting of cost/benefit analysis information that assisted sales and finance staff during contract negotiations.

**Foster Parent/Child Advocate** 2002-2004

**Knoxville Area Church** 2003-2010  
Security Program Manager for the children's program of a 3,000+ member church

- ◇ Coordinate weekly multi-service schedule for up to 25 volunteers
- ◇ Develop and communicate policy and procedure information
- ◇ Recruit and train new volunteers

**Staff I.T. - Oak Ridge, TN** 2000 - 2003  
B2B sales, research analysis, strategic marketing and recruitment of I.T. professionals

- ◇ **Contributed over \$227K towards company's total gross profit** as a direct result of sales and recruiting efforts.

506 T. Baughn

- ◇ Developed and implemented new marketing strategies based on in depth research of target clientele and competition. Created content and design for both marketing copy and website.
- ◇ Identified prospective clients through media, network functions, and research; initiated contact, developed and cultivated relationships based on clients' needs.
- ◇ Located and placed information technology professionals. Negotiated terms of employment, overcoming any objections from the company and the candidate to finalize process.
- ◇ Developed automatic alert and tracking system for identifying new prospects and monitoring competitor activities.

**Dept. of the Army (Civilian) – Germany** 1995 - 2000  
 Program management, event coordination, fundraising, training development and instruction

- ◇ As a manager of a military base volunteer program, served as a centralized resource for volunteerism within the largest overseas U.S. community (population 53,000.)
- ◇ Assessed and addressed the needs of both agencies and volunteers through surveys, personal consultations, and research of similar programs in the private sector.
- ◇ Oversaw and coordinated all aspects of appreciation banquets with up to 400 attendees including high ranking military officials and dignitaries.
- ◇ Solicited sponsorship from local companies in the form of prizes, financial support, and reduced services; funds raised valued at up to \$4,000 for a single event.
- ◇ Worked closely with local media to advertise vacancies, promote local events, and elicit community support.
- ◇ Chaired an advisory council to address volunteer issues and coordinate upcoming events.
- ◇ Served in previous position as an executive level command secretary: assessed training needs of staff; developed curriculum to enhance job performance, administrative processes, and team building; conducted training program for class sizes up to 40 participants.

**Civic Participation** 2007- Present

- ◇ Current member of the Oak Ridge Bike and Pedestrian Working Committee
- ◇ Current member of the Oak Ridge chapter of the League of Women Voters
- ◇ Conduct thorough analysis of annual municipal (school) budgets; identify redundancies and inefficiencies; provide results and recommendations to city officials and inform the public through guest columns and editorials.
- ◇ Led efforts to improve student pedestrian safety within the Oak Ridge community. Researched problems and potential solutions; functioned as an unofficial crossing guard; collaborated with public officials (from the local to the state level) to arrive at solutions that included enhanced traffic safety measures, added crossing guards and legislation.
- ◇ Regular attendance and involvement in City Council, BOE and Charter Commission meetings with a focus on fiscal accountability and public safety.

## EDUCATION

University of Maryland University College 1996-2000  
 Bachelor of Science - Communications  
 Associate of Arts - Management Studies

## OTHER

- ◇ Experience with a wide variety of software applications including numerous Customer Relationship Management (CRM) programs, MS Office, Google+, Facebook and Google Analytics
- ◇ Previously held (and able to re-qualify for) a SECRET security clearance.

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End of Application for

Baughn, Trina

For Board:

Convention and Visitors Bureau

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# City of Oak Ridge Board Application

BoardName: Convention and Visitors Bureau

2011

Application Submitted

Applicant: Chmielewicz, Frank

Choice

1

11/9/2011

11:24

12 Windhaven lane

HomePhone

865-804-7091

Email

Oak Ridge

TN

MobilePhone

Frankchmihotmail.com

OfficePhone

Retired?

Y

Occupation

Position

Employer

U.S. POSTAL SERVICE

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

NONE

Education, Professional and or Community Activity

President, Oak Ridge Track Club

Race Director, Secret City Half Marathon

Past member, Oak Ridge Breakfast Rotary Club

Past Member, Bicycle and pedestrian advisory committee

Coach, Team in Training, Leukemia/Lymphoma Society

Member, Y12 Community Relations Council

Graduate, Leadership Oak Ridge 2002

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

In August 1999, I was appointed as Postmaster, Oak Ridge, TN. I served in that Position until October 2007 when I was promoted to Postmaster, Hilton Head Island, SC. I retired in 2009 and returned to Oak Ridge. I came back to Oak Ridge because of the quality of life and the cost of living. I want to continue to serve the city and help develop plans that will bring people and dollars to the city. (Please see attached resume)

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

While I have vast experience in Management and labor relations, my unique experience as an event director spanning decades will prove to be an asset to this board. I have been involved in coordinating and developing events for over twenty years. I have directed dozens of races ranging from 5k to half marathon distances. I have consulted on dozens of additional events that I did not have direct responsibility for. Most of these events created a positive financial gain for local businesses and the city.

I am currently the race director for the Secret City half marathon. This race, now in its second year, will bring in several hundred runners from 23 states to participate in a one day event on 20 November. This event not only will have a positive impact to the city in terms of visitors to the city, it will cost the city little or no money to host.

Notes

**FRANK P. CHMIELEWICZ**

12 Windhaven lane  
Oak Ridge TN  
37830

Tel: 865-804-7091

Email: frankchmi@hotmail.com

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**WORK HISTORY**

*Oct 2007*      **Postmaster**  
*to*              *U.S. Postal Service*  
*Jun 2009*      *Hilton Head Island, SC 29928*

Responsible for Postal Operations involving three facilities and over 100 employees in a city of 40,000 full time residents and 250,000 seasonal. Operations involved retail sales, distribution, mail processing, transportation, and delivery.

- Temporary Position: Postmaster, Brunswick GA. 2008

*Aug 1999*      **Postmaster**  
*to*              *U.S. Postal Service*  
*Sep 2007*      *Oak Ridge TN. 37830*

Directly responsible for Postal operations in two facilities in a city with a population of approximately 28,000. Was responsible for staffing recommendations and analysis for all small Post Offices in east Tennessee. Management arbitration advocate for labor disputes between USPS management and Unions in East Tennessee.

- Temporary Position: Postmaster, Destin, Fl 2005
- Temporary Position: Postmaster, Sevierville, TN 2006
- Temporary Position: Manager, Post Office Operations, Knoxville 2007

*Jun 1985*      **Manager, Customer Services**  
*to*              *U.S. Postal Service*  
*Aug 1999*      *Melbourne Fl 32901*

Area manager for a large Postal Operation with over 500 employees, 11 stations and branches serving customers in several communities.

**EDUCATION**

*1984*              **Rowan University**  
*Glassboro, NJ*  
*BA, Sociology*

**MEMBERSHIPS**

- President, Oak Ridge Track Club
- Past Member, Bicycle and pedestrian advisory committee
- Coach, Team in Training, Leukemia/Lymphoma Society

- Member, Y12 Community Relations Council
- Past Member, Breakfast Rotary club of Oak Ridge
- Graduate, Leadership Oak Ridge 2002

**CERTIFICATIONS**

RRCA certified endurance running coach

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End of Application for

Chmielewicz, Frank

For Board:

Convention and Visitors Bureau

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# City of Oak Ridge Board Application

BoardName: Convention and Visitors Bureau

2011

Application Submitted

Applicant: Corbett, Kevin

Choice

1

11/21/2011

14:01

124 Winchester Circle

HomePhone

865-924-9172

Email

Oak Ridge

TN

MobilePhone

kevin.corbett@eodt.com

OfficePhone

Retired?

N

Occupation

EOD Technology Director

Position

Corporate Quality and Internal Audit Director

Employer

EOD

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

NONE

Education, Professional and or Community Activity

- Current Director of Quality and Internal Audit at EOD Technology
- MBA from Dowling College
- Certified Quality Manager in Organizational Excellence
- Past President and current Board of Directors member for Girls Inc. of Oak Ridge

I have extensive experience in creating developmental, compliance and audit programs for several US Government contractors and multi-billion dollar companies. I have designed and implemented the internal oversight program for the largest ongoing construction and engineering project in the world. I have also created and managed leadership development, internal auditing and compliance programs for US Department of Energy's National Laboratories incorporating the basic concepts of systems, controls, training, compliance and feedback to implement improvements.

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

I am interested in being a part of the Convention and Visitors Bureau to assist in creating an outstanding experience for people coming to Oak Ridge. Hopefully, I can also bring my past experience and ideas to help create opportunities to bring more people to Oak Ridge.

I am currently in charge of an Organizational and Performance Excellence effort at EODT guiding the company towards maximizing it's potential. This effort includes the identification of strengths and weaknesses and working to bring out the best in our people and our work. I feel this can also work within a community environment to help maximize our strengths to benefit our customers/visitors.

I also grew up in a small community in coastal Connecticut with a population just about the size of Oak Ridge which tripled in size during the summer due to tourism. The community knew and appreciated the opportunities and challenges that came with this seasonal change. The objective should always be to do what's best for the community at large while maximizing the experience for the visitors.

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

I have over 30 years of experience as an endurance athlete and have raced in over 300 road races including, marathons, triathlons and Ironman competitions and qualified to three triathlon World Championships. During these events, I have combined the enjoyment for athletic competition with his passion for helping others by personally raising over \$150,000 for charity. Through this experience I had the opportunity to visit hundreds of cities and towns throughout the US and the world as a visitor. Because of this I am able to distinguish what is important to someone coming to visit from somewhere else. Prior to moving to Oak Ridge in 2004, I also have lived in 13 other states within the US and experienced what it feels like to be in communities that strive to be the best they can be. I feel that Oak Ridge has a lot to offer both our own community and people that come just to visit.

---

End of Application for

Corbett, Kevin

For Board:

Convention and Visitors Bureau

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# City of Oak Ridge Board Application

BoardName: Convention and Visitors Bureau

2011

Application Submitted

Applicant: Dunaway, Gene

Choice

1

11/21/2011

16:36

125 Vienna Road

HomePhone

865-934-9956

Email

Oak Ridge

TN

MobilePhone

GRDunaway@gmail.com

OfficePhone

Retired?

Y

Occupation

Computer System Engineer

Position

NA

Employer

Federal Reserve Bank

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

NONE

Education, Professional and or Community Activity

Education: BA English (Speech / Journalism) / Minor in Religion: Trevecca College (Nashville, TN) 1967; MA Library Science / Minor in Criminal Justice: Sam Houston State University (Huntsville, TX) 1975. Post-graduate work at University of Virginia, Virginia Commonwealth University, Longwood University, and several Virginia Community Colleges.

Professional: Served 2 non-consecutive terms (2 years per term) on the Richmond Federal Reserve Bank Employees' Council (vice chair and chair for two years of the terms. Held positions of Information Officer, Program Chair, Vice Chair, and Chair) of the Office Automation Association of Richmond, VA. Earned the highest certification offered by BICSI. Earned outstanding employee awards from most, if not all, of my employers.

Current: Volunteer with O. R. Rec and Parks (I have a closet full of T-shirts to prove it). Have assisted with Tabatha's Table, Ecumenical Storehouse, O. R. Theater, O. R. Senior Center, parade marshal with the O. R. Christmas Parade, and other organizations too many of list.

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

Convention and Visitors Bureau: This bureau seems to be the best fit of being able to use all of my training and experience. I have come to enjoy living in Oak Ridge and believe its story is worth sharing with the universe. Besides, Oak Ridge is more than just the reservation.

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

Where to begin? I have been on both sides of the equation: planning local, regional, or statewide events (making presentations to "the powers that be") and working with groups who were planning local, regional, or statewide events (as a reviewing member of "the powers that be"). I can take an idea and follow it to the end: publicity, site acquisition, talent booking, clean-up, governmental coordination, community involvement .... you get the idea. And I have fairly good people skills. I have had extensive catering experience.

Notes

Gene R Dunaway

PO BOX 5061  
Oak Ridge, TN 37831

Cell Phone: 865-934-9956  
E-Mail: Fastether@YAHOO.COM

**OBJECTIVES:**

Account Administration; Information Network Design / Operations; Data Cable Installation / Certification;  
Information Technology Instructor

**SUMMARY OF EXPERIENCE**

- 26 years experience in all phases of establishing and maintaining computer / telephone networks
- 22 years experience in all phases of cabling for computer / telephone networks
- 20 years experience in establishing and maintaining databases (mainframe and pc's)
- 18 years experience in lan / wan networking and information security
- 18 years experience in helpdesk and chip-level hardware repair
- 16 years accounting experience in budget preparation and administration, accounts payable, payroll, inventory control; also 16 years experience as office manager
- 16 years experience in printing, book / magazine editing, and desktop publishing
- 8 years teaching experience (junior high, high school, and adult); also 7 years experience as a librarian

**WORK HISTORY**

06/07-Present    *Active Retirement*

12/05-06/07    *Janitor (F/T), Kroger Supermarket, Oak Ridge, TN*

06/05-07/05    *Courtesy Clerk / Bagger (P/T), BI-LO Supermarket, Oak Ridge, TN*

08/04-06/05    *Family relocation*

10/03-08/04    *Information Systems Instructor, Beta Tech, Richmond, VA*

04/03-10/03    *Contract Employee, Venturi Staffing Partners, Richmond, VA*

04/03-10/03    *Janitor (P/T), The General Company, Richmond, VA*

11/02-04/03    *Overnight Stocking Clerk (Seasonal), Target Store, Brook Road, Richmond, VA*

11/95-02/02    *Senior DP Technical Analyst, Federal Reserve Bank, Richmond, VA (Early Retirement)*

09/94-11/95    *Telecommunication Analyst, Federal Reserve Bank, Richmond, VA*

06/92-09/94    *PC Maintenance Technician, Federal Reserve Bank, Richmond, VA*

12/91-06/92    *Helpdesk Technician, Fox Temporaries assigned to the Federal Reserve Bank, Richmond, VA*

05/89-12/91    *Office Manager, Signet Investment Banking, Richmond, VA*

08/88-05/89    *Librarian, Beaumont Learning Center, Beaumont, VA*

12/82-08/88    *Computer Systems Coordinator, College of Humanities & Sciences, VCU, Richmond, VA*

02/82-12/82    *Scientific Typesetter, William Byrd Press, Richmond, VA*

06/81-02/82    *Fiscal & Accounts Technician, Department of Physiology, MCV/VCU, Richmond, VA*

07/78-06/81    *Photographic Sales Counselor and Trainer, Best Products, Inc. Richmond, VA (PT & FT)*

02/79-09/80    *Junior High English Teacher, Hopewell (VA) Public Schools*

09/75-11/78    *Coordinator of Library Services, VA Dept. of Correctional Education, Richmond, VA*

12/72-09/74    *Librarian/Teacher, Virginia State Farm, State Farm, VA*

09/70-12/72    *Information (Public Relations) Technician, VA Dept. of Personnel, Richmond, VA*

### **PROFESSIONAL AFFILIATIONS**

- BICSI
- Office Automation Association of Richmond (consecutively, Information Officer, Program Chair, Vice Chair, and Chair)
- Office Automation Society International (certified Office Automation Professional)
- Served two two-year non-concurrent terms on the FRB Employees' Council (vice chair and chair for two years of the terms)
- Postgraduate Professional Teacher Certificate: Jr. High / High School English, Speech, Journalism, and Library Science, Virginia Department of Education (subject to renewal)

### **EDUCATION**

- 1975 Master of Library Science (minor in Criminal Justice): Sam Houston State University, Huntsville, TX
- 1967 BA in English (Speech / Journalism) / minor in Religion: Trevecca University, Nashville, TN
- Graduate work in education (including services to the handicapped and learning disabled), computing, and radio / television production

### **INTERESTS**

Have Virginia Extension Service certification as a producer/director of public access television programming. Am a semi-professional photographer. Served as Lighting / Sound director for several Richmond, Virginia, theatre groups. Was director for the Chamberlayne Actors' Theatre 1987/88 Winter Show; also a member of the Board of Directors. Have had articles published in local Virginia and Tennessee journals; also have been published in international trade journals. Was a contributing editor for a regional theatrical magazine. Actively participate in various volunteer organizations

### **VITALS**

Marital Status: Single

Citizen of the United States – holder of current US Passport

Available for immediate employment

Available for positions that require travel, relocation, or overtime to complete project

### **REFERENCES**

References furnished upon request

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End of Application for

Dunaway, Gene

For Board:

Convention and Visitors Bureau

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# City of Oak Ridge Board Application

BoardName: Convention and Visitors Bureau

2011

Application Submitted

Applicant: Hackett, David

Choice

1

11/21/2011

12:43

101 Burgess Lane

HomePhone

865-483-0058

Email

Oak Ridge

TN

MobilePhone

woktela@comcast.net

OfficePhone

Retired?

Y

Occupation

Engineer/Educator

Position

Employer

self employed

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

Adhoc Pedestrian/Bike advisory

Education, Professional and or Community Activity

Professional Engineer

Teaching Certificate -- Secondary Sciences

Member of the Oak Ridge Heritage Preservation Assoc.

Member of Foothills Craft Guild -- Honorary

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

I believe that Oak Ridge has more to offer in tourism then it has so far cultivated. I am particularly interested in the potential of heritage and corridor tourism, and integration of deeper heritage & recreational opportunities with these assets.

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

I am an ethnohistorian working with the Yuchean Indigenous Culture (former residents of the Clinch River Valley and East Tennessee). I am interested in laying the ground work for a heritage trail along the rout of the old Emory Road (Avery Trace! Great Stage Road) similar to the Natchez Trail and Chattahoochee Trails. The Emory Road was a major corridor in the peopling of the Southeast and connected to the Natchez Trail. It deserves to be commemorated and should be treasured for its historical nature. As such it could become a focus for both heritage tourism and a corridor to connect such tourism from Washington to Nashville. Such a project is a long range effort, but would tie Oak Ridge into its deeper history, as well as into the neighboring communities.

Notes

**DAVID KRAMER HACKETT, PE**

101 Burgess Lane • Oak Ridge, TN 37830  
(865) 483-0058 • woktela@comcast.net

**CONSULTANT**

*Engineer Scientist Educator Investigator Researcher  
Technical Writer Factotum Business Manager*

**Areas of Expertise:** Problem Solving • Applied Science Methodology • Failure Analysis • Investigations • Research Ethics • Educational Program Development • Science Enrichment • Critical Thinking • Systems Science Curriculum Development • Student Motivation • Business Administration • Technical Writing • Client Relations

**CAREER PROFILE**

Established a successful record of experience and accomplishments for directing the start-up and growth of an interdisciplinary, multi-dimensional consulting firm providing services in areas of science and problem solving including: engineering, investigation, research, education, and technical writing. Worked with and provided consulting services to clients, including Oak Ridge National Laboratory, Oak Ridge Associated Universities, University of Tennessee, Pellissippi State Technical Community College, American Museum of Science and Energy, and many others. A few of my distinctions include:

**Engineering / Investigations / Research:** Performed engineering and investigative services related to systems failure, failure analysis and forensics for major corporations. Conducted government and ethics research on the Center for Government Accountability contract.

**Education:** Developed comprehensive science enrichment and teacher training programs for schools throughout East Tennessee as well as Oak Ridge National Laboratory and area museums. Developed hands on science curriculum.

**Technical Writing:** Provided printing, publishing, and technical writing for the medical and technical industries.

**Business Operations:** Directed operations of a large wholesaler of rare minerals from around the world.

**PROFESSIONAL EXPERIENCE**

1980 - Present

Knoxville/Oak Ridge, TN

**AZTECH RESEARCH SERVICES  
Business Manager / Consultant**

Directed the start-up and growth of this multidisciplinary consulting firm that was comprised of several subsidiary organizations developed to provide services in key focus areas, including engineering, science, investigation, research, education, and technical writing. The following highlights significant contributions by organization or project:

**Private Practice Forensic & Failure Scientist & Engineer (1980-2007):**

- Performed engineering and investigative services related to systems failure and forensics for major corporations.
- Investigated failures and developed solutions for a wide array of technical and techno-managerial problems for a spectrum of industrial and business clients, including insurance, manufacturing, and litigation.
- Trained investigators on techniques for identifying key indicators of failure mode.
- Conducted extensive research and investigation of systems science, failure modes, science inquiry, plate tectonics, energy conservation, and strip mine reclamation.

**Executive Director / Educator / Researcher, Pellissippi Science Enrichment Programs, Inc. (1985-Present):**

- Conceptualized and developed comprehensive science enrichment programs for K-12 students as well as teacher training programs across East Tennessee.
- Made presentations as a science ambassador in hundreds of school classrooms throughout East Tennessee.
- Developed and presented science enrichment programs at Oak Ridge National Laboratory's Ecological and Physical Science Study Center.
- Developed science programs such as Space Week, Astronomy Day, Earth Day, I.D. Day, and Super Saturdays.
- Developed and presented an innovative science curriculum for Greenway Middle School, an experimental private school in Knoxville, TN.
- Worked for the American Museum of Science and Energy's outreach program and developed science programs and exhibits for most of the area museums.
- Initiated the physics program and conceptual physics for freshman at Hardin Valley Academy.

**DAVID KRAMER HACKETT, PE**

Page 2

AZTECH RESEARCH SERVICES (continued):

**Writer / Business Manager, Teknowledgy Press / Starbuck Graphics (1981-2007):**

- Started this press and graphics subsidiary and managed all aspects of operations to provide printing, publishing, and technical writing for the medical and technical industries.
- Wrote and published numerous books, booklets, and magazine articles on topics as diverse as Extreme Lighting Photography, Mineral Identification, Earth Systems, Critical Thinking Skills and Yuchi Ethnology.
- Presented papers in geosciences, ethics, and education and served as a ghost writer and technical writer/editor.

**Principal Investigator, Center for Government Accountability (1993-2005):**

- Conducted comprehensive government and ethics research as a Principal Investigator and Ethics Consultant on the Center for Government Accountability contract for 12 years.
- Identified numerous weaknesses within the bureaucratic system and made recommendations for improvement.

**COO, Nature's Own / Mineral Wells (1993-1998):**

- Directed operations of a large wholesaler of rare minerals from Brazil, Morocco, India, South Africa, and other countries. Sold to museums and educational institutions.

**Principal Investigator, Pellissippi Geological Survey (1986-1989):**

- Served as the Principal Investigator on paleontology and geological research including salvage paleontology for large land development projects.

**Principal Investigator, Yuchi National Archive (1990-Present):**

- Served as the Principal Investigator on ethnology and history program to acquire and archive materials for the Yuchi Indian Nation.
- Researched and wrote historic profiles for submission to BIA/BAR on behalf of tribal recognition.
- Partial fluency in the Yuchean Language.
- Developed, wrote and published [www.yuchi.org](http://www.yuchi.org).

**EDUCATION & CERTIFICATIONS**

LINCOLN MEMORIAL UNIVERSITY, Harrogate, TN  
**Masters of Education**

UNIVERSITY OF TENNESSEE, Knoxville, TN  
**Bachelor of Science in Materials Science & Engineering**

**Professional Engineering License, Tennessee #16639**

**Tennessee Teacher's Certificate, 7-12 Chemistry, Physics, Earth Science**

Publications Listing and References available upon request.

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End of Application for

Hackett, David

For Board:

Convention and Visitors Bureau

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# City of Oak Ridge Board Application

BoardName: Convention and Visitors Bureau

2011

Application Submitted

Applicant: Hagemann, Cindy

Choice

1

11/21/2011

17:10

106 Baker Lane

HomePhone

865-483-7469

Email

Oak Ridge

TN

MobilePhone

crhagemann@gmail.com

OfficePhone

Retired?

N

Occupation

Manager - Operations Dept.

Position

Business Services Associate

Employer

Pershing Yoakley &amp; Associates

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

NONE

Education, Professional and or Community Activity

Convention &amp; Visitors Bureau Board:

I previously worked for four years as a marketing director for the City of Kingsland, Georgia in their Convention & Visitors Bureau. I learned about the industry of tourism and economic development while in this position. I worked closely with other city departments as well as the City Manager, Mayor and City Council. In 2006, I was nominated by the City Manager as the Downtown Development Director for the city.

Marketing Degree - North Georgia College

Georgia Economic Development Academy - graduate

Georgia Leadership Academy - graduate

Southeast Tourism Society's Marketing College - graduate (certified TMP - Tourism Marketing Professional)

Fanning Institute, Downtown Development Training - graduate

Oak Ridge Rotary Breakfast Club - current member (membership committee)

Knoxville American Marketing Association (KAMA) - current member (membership committee)

Public Relations Society of American (PRSA) - current member

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

My husband recently retired from the U.S. Navy and accepted a position in Oak Ridge at Y-12. In June 2011, I moved to Oak Ridge after 25 years of moving around for the military, I am ready to establish roots in East Tennessee and call Oak Ridge my home. My love for tourism and economic development developed when I started working for the City of Kingsland at the Convention & Visitors Bureau in 2003. During my four years at the CVB, I learned the valuable impact that tourism has on the economy and how important it is to maintain for a community. I spent countless hours traveling around the country promoting my local city, region and state. I also did many speaking engagements educating the public about the importance of tourism and economic development. Additionally, I volunteered for the City of St. Marys, Georgia on their Downtown Development Authority Board and with the CVB. I feel that my experience and passion for the industry would be beneficial to the City of Oak Ridge. Being new to Oak Ridge, I would love the opportunity to learn more about the city, region and state through economic development.

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

With my experience in marketing and economic development, I should be able to bring new ideas, insight and knowledge to the CVB Board. Even though I have not worked in the industry for a few years, I still keep up with industry reports and trends and read the U.S. Travel's 2010 Economic Impact Report that was addressed at the 2011 Tennessee Governor's Conference in Memphis. I have attended several past Governor's Conferences and know the value of the information as well as the contacts that can be made at these events.

Notes

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End of Application for

Hagemann, Cindy

For Board:

Convention and Visitors Bureau

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# City of Oak Ridge Board Application

BoardName: Convention and Visitors Bureau

2011

Application Submitted

Applicant: Hillman, Melinda

Choice

1

11/16/2011

11:50

832 West Outer Drive

HomePhone

865-607-4114

Email

Oak Ridge

TN

MobilePhone

hillmanmk@roanestate.edu

OfficePhone

Retired?

N

Occupation

Administrator

Position

Vice President for Oak Ridge and Satellite Campuses

Employer

Roane State Community College

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

Oak Ridge Preschool Policy Committee

Education, Professional and or Community Activity

Education:

Master of Public Administration from University of TN Chattanooga

Bachelor of Communications from Tennessee Wesleyan College

Currently serve:

Oak Ridge Chamber of Commerce Board of Directors

Oak Ridge Chamber of Commerce Advocacy Task Force

Oak Ridge Chamber of Commerce Youth Leadership Program

Oak Ridge Preschool Policy Committee

Rotary Club of Oak Ridge

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

I am interested in serving on the Convention and Visitors Board because I believe that Oak Ridge is a hidden jewel that tourists from all over the country would enjoy visiting. We have a unique history, wonderful outdoor recreation opportunities and a quaint, friendly community that is in close proximity to the Great Smoky Mountains - one of the most popular vacation destinations in the United States.

Great progress has already been made to promote the attributes of our community, but perhaps I could bring new ideas and different perspectives to the table since my family and I have only lived in Oak Ridge for a few years. I would thoroughly enjoy the opportunity to work with the team that helps put Oak Ridge on the map as a tourist destination.

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

My undergraduate degree is in Communications and I have had many years of experience in marketing and public relations. For six years, I held the position of Advertising Manager for the Daily Post Athenian newspaper in Athens, TN. In my 20 years of experience in higher education, I have always been involved with marketing and advertising. I currently supervise Roane State's Marketing and Public Relations Department that produces all publications, media releases, advertising, social media communications and the website for the college. I work daily promoting the college.

Notes

832 West Outer Drive  
 Oak Ridge, TN 37830  
 Home Phone 865-685-0393  
 Cell Phone: 865-607-4114  
 E-mail [mhillman@comcast.net](mailto:mhillman@comcast.net)

# Melinda K. Hillman

---

Education	2008 Yale University	New Haven, CT	
	Common Fund Endowment Investment Institute		
	2004 - present	Washington, DC	
	Internationally recognized credential in the fund raising profession <a href="http://www.cfre.org">www.cfre.org</a> Certified Fund Raising Executive		
	Summer 1999	Williamsburg, VA	
	College of William & Mary National Planned Giving Institute		
1995 – 1997	University of Tennessee - Knoxville	Knoxville, TN	
21 hours in Master's level Communications courses			
1992 – 1994	University of Tennessee - Chattanooga	Chattanooga, TN	
Master's of Public Administration – Public Policy concentration			
1985 – 1987	Tennessee Wesleyan College	Athens, TN	
Bachelor of Arts – Communications			
<ul style="list-style-type: none"> <li>▪ Work Scholarship – 2 years</li> <li>▪ Summer internship with CNN - Washington, DC Bureau in 1986</li> </ul>			
1983 – 1985	Cleveland State Community College	Cleveland, TN	
Associate of Science – General Transfer			
<ul style="list-style-type: none"> <li>▪ Outstanding student photography award - 1985</li> <li>▪ Academic scholarship – 2 years</li> </ul>			
Professional Experience	June 2009 - Present	Roane State Community College	Harriman, TN
	Vice President for Oak Ridge and Satellite Campuses Executive Director of the Roane State Foundation		
	<ul style="list-style-type: none"> <li>▪ Serve on the college's executive council; report to the president of the college</li> <li>▪ Manage the day-to-day operations on the Oak Ridge Branch Campus (2,588 students Fall semester 2010)</li> <li>▪ Serve as the primary liaison between the College and the Oak Ridge/Anderson County community</li> <li>▪ Supervise the seven Campus Directors for all of the Roane State Higher Education Centers – Campbell, Cumberland, Fentress, Knox, Loudon, Morgan, and Scott counties</li> <li>▪ Serve as Executive Director of the Roane State Foundation: supervise</li> </ul>		

fiscal management of the Foundation's \$10 million in assets which includes \$6 million endowment; all state audits have had no findings;

- Recently completed major gifts campaign to raise \$2.5 million for the Oak Ridge Campus that will be matched with \$9 million state grant to build a 48,000 sq. ft. facility on the existing campus;
- Supervise the Foundation Office, Webmaster, Marketing and Public Relations Office and the Alumni Relations Office

July 2004 – May 2009 Roane State Community College Harriman, TN

Vice President for Institutional Advancement

- Serve as Executive Director of the Roane State Foundation and on the college's executive council; report to the president of the college
- Supervise fiscal management of the Foundation's \$8 million in assets which includes \$5 million endowment; all state audits have had no findings
- Planned, implemented and completed a successful campaign to raise \$2 million to build and equip a campus in Morgan County;
- Planned, implemented and completed a successful campaign to raise \$450,000 to furnish and equip the Loudon County Satellite Campus; coordinated and supervised installation of all furnishings and equipment for the new facility
- Planned and implemented a capital campaign to raise \$2.6 million to build a permanent satellite campus in Campbell County (completed August 2006)
- Supervise the Foundation Office, Webmaster, Marketing and Public Relations Office and the Alumni Relations Office
- Manage Foundation Scholarship Program that provides approximately \$225,000 in scholarships annually
- Manage Faculty Development program that provides \$25,000 in mini-grants for Roane State Faculty annually
- Planned and implemented the college's first alumni initiative. To date, current addresses for 15,000 graduates have been identified and integrated into the Raiser's Edge database; ten editions of the alumni magazine have been published and mailed; alumni chapters are forming and special alumni events occur annually; solicitation of alumni nets more than \$25,000 annually and growing

Jan. 1998 – June 2004 Roane State Community College Harriman, TN

Executive Director of the Roane State Foundation

- Planned and implemented complete computerization of all Foundation donor and financial records using Blackbaud's Raiser's Edge and General Ledger
- Developed and implemented administrative policies and procedures manual for the Roane State Foundation
- Planned, implemented and completed a successful \$1 million capital campaign to furnish and equip the new Oak Ridge Branch Campus
- Planned and implemented and completed a successful \$250,000 furnishings and equipment campaign for the new Cumberland County Satellite Campus
- Supervised Foundation Office Staff including secretary, special events coordinator, and accountant

June 1993 – Dec. 1997 Cleveland State Community College Cleveland, TN

Director of Institutional Advancement

- Planned and implemented complete computerization of all Foundation

donor and financial records

- Solicited new scholarship endowments
- Developed and implemented new investment policy for scholarship endowment; prior to policy, all funds were invested in CD's; instituted professional management of \$2.5 million endowment with 50 percent invested in stocks and 50 percent invested in bonds
- Developed and implemented a successful marketing and enrollment management plan for the college; advertising and marketing plan won numerous regional and national awards; college enrollment increased 14 percent in fall semester 1995
- Supervised the production of all college publications, press releases and advertising
- Supervised a secretary, the coordinator of public information and the college print shop

Nov. 1991 – May 1993 **Cleveland State Community College**      Cleveland, TN  
Coordinator of Public Information

- Prepared all press releases for the college
- Developed and designed college advertising and publications
- Served as college photographer

July 1987 – Oct. 1991 **Daily Post Athenian**      Athens, TN  
Advertising Manager

- Managed six retail sales representatives and classified advertising dept.
- Exceeded sales goals every year
- Won several Tennessee Press Association Awards for advertising campaigns and marketing programs for local business and industry

#### Teaching Experience

2010 **Roane State Community College**; Introduction to Speech

1997 **Cleveland State Community College**; Developmental Study Skills for College Students

1987 & 1988 **Tennessee Wesleyan College**; Introduction to Photography

#### Professional Memberships

1994 – present Tennessee Advancement Resources Council member

1994 – present Member of the Tennessee Council for Resource Development– president 2000 – 2001, 1999 –2000 Vice-president

#### Presentations & Publications

2006 Tennessee Council for Resource Development – presenter on establishing an alumni association for community colleges

2000 Tennessee Council for Resource Development Winter Workshop – facilitator for breakout discussion on enhancing the community college image in Tennessee

1996 American Marketing Association National Symposium for the Marketing of Higher Education Presenter – “All Aboard the Enrollment Ride: A Successful Comprehensive Enrollment Strategy”

Community  
Activities

Current member Rotary Club of Oak Ridge

Current member Oak Ridge Chamber of Commerce Board of Directors

2010 Graduate Leadership Oak Ridge

2008 – 2009 Roane County Fly Ash Committee

2004 – 2008 Keep Roane Beautiful Board of Directors

2000 – 2004 Roane County Chamber Diplomat

Awards  
Received

2007 Second Place Paragon Award for Alumni Magazine

2006 Outstanding Administrator at Roane State Community College

1999 Honorable Mention CASE award for Special Event Promotion

1999 Third Place Paragon Award for Best Promotional Campaign of a  
Special Event (national)

1998 Third Place Paragon Award for Best Billboard Campaign (regional)

1996 First Place ADDY for Best Billboard Campaign

1996 First Place Paragon Award for Best Marketing and Recruitment  
Program (national)

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End of Application for

Hillman, Melinda

For Board:

Convention and Visitors Bureau

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# City of Oak Ridge Board Application

BoardName: Convention and Visitors Bureau

2011

Application Submitted

Applicant: Lawrence, William

Choice

1

11/12/2011

08:12

111 Golfcrest Lane

HomePhone

865-425-2908

Email

Oak Ridge

TN

MobilePhone

billglobalwhiz.com

OfficePhone

Retired?

N

Occupation

Travel Executive

Position

Director, Global Supplier Relations

Employer

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

NONE

Education, Professional and or Community Activity

My experience in travel and tourism spans more than 40 years, both here in the United States and overseas. I have direct experience in tourism marketing, sales, sales promotion and e-commerce. In the course of my career I have designed and implemented programs involving hotel sales, destination marketing, travel publishing and travel agent programs.

I've worked with tourism offices, CVBs and DMOs my entire career. I have lived in Oak Ridge for more than 5 years and am active in regional tourism (with UT) and with professional associations.

It would be a pleasure to use my experience and skills in support of and in connection with current and future plans to expand cultural, intra-state and regional tourism to Oak Ridge.

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

As stated above I have been an active and eager member of the travel and tourism community my entire working career.

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

I have extensive and relevant knowledge, experience and industry connections that will be valuable to the City of Oak Ridge in the planning and execution of tourism plans and programs.

Notes

RECEIVED  
2011 NOV 14 AM 8:12  
OFFICE OF THE CITY CLERK

Bill Lawrence  
111 Golfcrest Lane  
Oak Ridge, TN 37830  
Email: [bill@globalwhiz.com](mailto:bill@globalwhiz.com) Phone: (865) 425-2908

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12 November 2011

Diana Stanley  
City Clerk  
City of Oak Ridge  
PO Box 1  
Oak Ridge, TN 37830

Good morning, Diana:

I am submitting my name to apply for one of the three-year appointments to the Board of the Oak Ridge Convention Bureau, commencing on January 1, 2012. I have extensive experience in all phases of travel and tourism, and have worked with travel partners, destinations, hotels and tourism marketing professionals my entire career.

When I think of what I'd bring to the new appointment, five things stand out in my skill set:

1. I have extensive and relevant tourism experience.
2. I am very familiar with destination marketing and programs.
3. I have top level contacts in national and international markets.
4. I am especially skilled at relationship building.
5. I enjoy and encourage "out of the box" thinking.

I've lived in Oak Ridge for 5 ½ years and am aware of the importance of regional, cultural and social tourism to the City of Oak Ridge and to the existing and emerging hospitality providers in our City.

I'd be happy to share my career experience with the tourism team here in Oak Ridge.

Cordially,



WAL:me  
cc: Mark Watson



Bill Lawrence  
Director of Supplier Relations

111 Golfcrest Lane • Oak Ridge, TN 37830  
Cell: 865.963.6169 • Fax: 865.685.0341

**Résumé of experience -- William A. Lawrence**  
**Phone: (865) 425-2908 – Email: bill@globalwhiz.com**

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**Director-Global Supplier Relations – CCRA Travel Solutions**

Management of hotel consortia activities with domestic/international hotels. Work directly with chains, regional and local operations to build travel agent and corporate business. Plan and execute hotel marketing programs, promotions and activities. Handle RFP and contracting; rate negotiation, tracking and evaluation.

Full responsibility for Global Travel Partner sales development in all categories. Develop sales pipeline to enhance and support sales call strategies; handle all marketing proposals, pricing and placement.

***Relevant Hotel and Travel Sales Experience***

Sales development for corporate travel programs of ACTE. Responsible for all relationships within the business travel community. Generated \$2.3 million in sales in 12-month period.

***Bahamas Ministry of Tourism (www.bahamas.com)***

Director of Communications; handled advertising, PR and marketing for The Islands of the Bahamas. Team leader for \$12 million consumer/trade marketing campaign, including direct marketing, promotions, collateral and placement of print/online material and trade show activity.

**Travel Publishing Experience**

***Associate Publisher -- ASTA Agency Management Magazine - Greensboro, North Carolina***

Complete management of monthly travel trade magazine with circulation of 40,000. Led national and international sales team. Served on ASTA National Marketing Committee. Designed, developed and implemented ASTA CruiseFest issues.

***Publisher, Ad Sales Director -- Official Hotel & Resort Guide - New York, New York***

Accountable for complete operation. Designed and implemented hotel sales, marketing and advertising programs for retail travel agency market. Created and executed all-new Official Cruise Guide for travel agency sales personnel. Developed "OHRGeographic" newsletter for travel agent use worldwide.

**Hotel Sales and Marketing Development, North America**

***Senior Vice President, Sales -- CIGA Hotels, Inc. - New York, New York***

Built business from travel agencies, corporate, group travel, incentive and meetings market for 20 international hotel properties.

***Director-Hotel Marketing, Thomas Cook, Inc. - New York, New York***

Designed and implemented new corporate hotel program for TCI offices, system-wide.

***Director of Sales, Western Region -- InterContinental Hotels,***

Led western US sales team. Developed business from all major markets. Opened three new hotels.

**Hotel Sales and Marketing Assignments, Asia and Australia**

***Area Director of Sales, East Asia and Asia.***

Held property, area and regional hotel sales positions for ITT Sheraton and Hilton International based in Hong Kong. Opened five hotels, three reservations offices and two regional sales centers. Supervised sales, marketing, advertising and trade promotion through East Asia, Asia and Australia.

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End of Application for

Lawrence, William

For Board:

Convention and Visitors Bureau

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# City of Oak Ridge Board Application

BoardName: Convention and Visitors Bureau	2011	Application Submitted	
Applicant: Redmond, Ben	Choice	2	11/10/2011 08:13
1369 Tuskegee Drive	HomePhone	865-384-5511	Email
Oak Ridge TN	MobilePhone		ben.redmond@ch2m.com
	OfficePhone		Retired?

Occupation
Community of Practice Director
Position
Vice President
Employer

Do you currently serve on any other City board, commission or committee?
NONE

Education, Professional and or Community Activity
Project Management Professional Training (2009) Pellissippi State Community College
Foundations of Leadership, University of Michigan Ross School of Business, 2006
Building & Negotiating a Better Deal, CH2M HILL Learning & Development Program (2005)
Financial Leadership/Decision Skills, University of Michigan Ross School of Business (2004)
B.A., Human Resource Management, Pepperdine University, 1981
A.A., General Education, Marine Associate Degree Completion Program, Pensacola Junior College, 1973
Member of the Oak Ridge Breakfast Rotary club since 1991

Explain why you are interested in being appointed to this board, commission or committee
My desire to serve in government has been a lifelong passion starting with 22 years' service in the United States Marine Corps and continues to this day. I have made Oak Ridge my home and plan to remain here the rest of my life. This great country has provided me with many opportunities and I would like to give something back through community service. I have children and grandchildren here in Oak Ridge and want to set an example of community service.

Describe any special knowledge or past experience qualifying you for this appointment?
I came to Oak Ridge in 1990 to start a small business after retirement from the Marine Corps along with two business partners. The small business was successful and I sold my ownership shares in 1997. Today this company is a successful large business employing over a hundred people in East Tennessee.

I have been elected to the Board of Directors for the National Association of Ordnance Contractors (NAOC) twelve times, have served as the President three times, Vice President once, and chaired multiple committees including the Government Affairs Committee where I routinely visited members of Congress in Washington, D.C to represent NAOC. NAOC consists of 65 member companies that have over 250,000 employees worldwide operating in more than 35 countries performing environmental cleanup. I have twice provided testimony (2006 & 2009) before Congress as a subject matter expert on environmental cleanup of Munitions.

I served as Member of the Board of Trustee for my church for three years.

Notes
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## Resume`

**BEN REDMOND**

President	1369 Tuskegee Dr
Vice President/General Manager	Oak Ridge, Tennessee 37830
Program/Project Manager	Cell: (865) 384-5511
Engineering Manager	Fax: (865) 220-8679
	email: bredmond@ch2m.com

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**EDUCATION**

Project Management Professional Training, Pellissippi State College (2009)  
 Foundations of Leadership, U. of Michigan Ross School of Business (2006)  
 Building & Negotiating Better Deal, CH2M HILL Learning/Development Program (2005)  
 Financial Leadership/Decision Skills, U. of Michigan Ross School Business (2004)  
 B. A. Human Resources Management, Pepperdine University (1981)  
 OSHA Hazardous Waste Operations (8 Hr), Oak Ridge, TN (Annually 1991 thru 2011)  
 OSHA Hazardous Waste Training (40 Hr), Knoxville, TN (1990)  
 EOD Advanced Course (2 occasions) (1983 & 90)  
 Chemical Technical Escort Course (1989)  
 Advanced Access & Disablement of Improvised Nuclear Devices (1983)  
 FBI Bomb Scene Investigation Course (2 occasions) (1981 & 89)  
 Northern Ireland Pre-operational Improvised Explosive Device Training,  
 Kington, UK (1981)  
 The Basic School, (Marine Corps Officers Training), (1980)  
 EOD Refresher Course (2 occasions) (1977 & 80)  
 Nuclear Emergency Team Operations Course (2 occasions), (1977 & 1989)  
 Basic Explosive Ordnance Disposal Course, Phase I & II (1974)  
 Marine Associate Degree Completion Program, A. A. General Education, Pensacola  
 Junior College, (1973)  
 Ammunition Technician, USMC, (1969)

**CERTIFICATIONS AND CLEARANCES**

Master EOD Technician 1980  
 Master Training Specialist 1981  
 Senior UXO Supervisor 1990, CEHNC #0723  
 Top Secret Clearance, Department of Defense, U. S. Marine Corps 1974 - 1990  
 Secret Clearance, Department of Defense Contractor, 1991 - 1994 & 2007 to Present

**EMPLOYMENT**

Technology & Practice Director Munitions Response Services, CH2M HILL Jan11 -  
 President, CH2M HILL Demilitarization Nov09 - Jan11  
 Vice President/Global Business Director Munitions Response, Program Manager for:  
 \$940M WERS contract Huntsville, USACE, Nov08 - Present;  
 \$160M MAMMS contract Baltimore District, CH2M HILL, Jul00 - July 2011  
 \$250M MMRP FPRI contract Huntsville, USACE, July 2004 - 2009  
 Member DOE Interlaboratory UXO/Mine Detection Task Force, Jun96 - Sep03  
 Consultant (Senior Military Advisor) to LMER, ORNL-DOE, EOD/UXO/CWM/Geophysical  
 Surveying and Ordnance Demilitarization Jun96 - Sep03  
 Director UXO Service Center, IT Corporation, Jun98 - Jul00  
 Vice President Allied Technology Group, Inc., HTRW, LLRAD Waste, D&D, & UXO  
 Operations, May96 - May98  
 Consultant to LMAES, Inc., EOD/OEW/UXO Nov97 - Jan98  
 Consultant to AETC EOD/OEW/UXO/Geophysical Surveying Mar96 - Dec96  
 Consultant to LMES (HAZWRAP), OEW/UXO Oversight (Williams AFB) Jan96 - Jun96  
 Consultant to LMAES (Mechatronic Solutions, Inc.), EOD/OEW/UXO Jan96 - May96  
 Consultant to LMES (HAZWRAP), OEW/UXO Oversight (Norton AFB) Jan96 - May96

Consultant to Allied Technology Group, Inc. EOD/OEW/UXO Jan 96 - May96  
 Program/Project Manager EOD Technology International, Ltd., CWM Demil Nov95 -Jan96  
 Vice President/General Manager, EODT Services, Inc. 1991 - 1995  
 Program Manager/Project Manager, EODT Services, Inc., OEW 1991 - 1995  
 Engineering Services Manager, EOD Technology, Inc., 1989 - 1991  
 Counter-Terrorism Instructor ATAP, U.S. Department of State, 1988 - 1991  
 EOD Officer, U.S. Marine Corps 1980 - 1990  
 EOD Technician, U.S. Marine Corps 1974 - 1980  
 Ammunition Technician, U.S. Marine Corps 1969 - 1974

## ACCOMPLISHMENTS

Developed profitable munitions response services program in four different Corporations - Currently have overseen the growth at CH2M HILL from zero to >\$36M per year and nominated as "Mentor of the Year 2009"

Co-Founder of the National Association of OEW Contractors (NAOC)- President (2004 to 2007), once Vice President, twelve times as Director. Awarded NAOC Life Time Leadership Award 2009

Provided testimony (2006 & 2009) before Congress as a subject matter expert on munitions response industry

Co-Founder of the EOD Technology Group of Companies.

Charter Member of The National Association of Unexploded Ordnance Technicians Global Market Technology & Practice Director for Munitions Response within CH2M Hill and responsible for:

- the successful transitioned from an initiative to a market segment in less than 3 years with an increase in revenue from \$200k the year prior to an expected revenue of \$36M this year and \$40M estimated for next year.

Program Manager for first U.S. Army MMRP FPRI contract valued at \$250M & U.S. Army MAMMS contract valued at \$160M, and US Army WERS contract at \$945M.

Program Manager for commercial redevelopment of munitions contaminated land

Office Manager for HTRW/D&D/LLRW/Brokerage & Transportation/Surveillance & Inspection Operations

Program Manager for OE/UXO Value Engineering contract Huntsville COE.

Program Manager for OE/UXO Geophysical Surveying.

Program Manager for OE/UXO Bioremediation Services.

Program Manager for OE/UXO Remediation

Program Manager for Ordnance Disassembly

Developed operational plans for refurbishment of hazardous "dud" contaminated impact ranges including Preliminary Environmental Assessments.

DoD Project Manager to Establish "Advanced Access and Disablement of Improvised Nuclear Devices Division, Naval EOD School".

Responsible within DoD, in Beirut 1982, for acquisition and procurement of foreign ordnance for exploitation purposes and development and documentation of EOD procedures on recovered unknown foreign ordnance.

## CAPABILITIES

To lead planning and execution of HTRW/Military Munitions Response Programs/ Demilitarization, technical programs, including Performance Based Acquisitions.

To apply the systems approach to solution of program, technology, and organizational problems.

To improve organizational performance by integration of individual and group personality traits and approaches to problems, and conflict avoidance processes, with other common business and technical methods.

To improve skills and performance within an organization in leadership, managerial, and administrative areas.

## REFERENCES AVAILABLE UPON REQUEST

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End of Application for

Redmond, Ben

For Board:

Convention and Visitors Bureau

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# City of Oak Ridge Board Application

BoardName: Convention and Visitors Bureau

2011

Application Submitted

Applicant: Shelton, Patti

Choice

1

11/2/2011

16:01

29 Riverside Drive

HomePhone

865-272-3339

Email

Oak Ridge

TN

MobilePhone

pattishelton@comcast.net

OfficePhone

Retired?

Y

Occupation

Retired

Position

Employer

Girls Incorporated

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

Convention and Visitors Bureau

Education, Professional and or Community Activity

Please see resume

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

Enjoy promoting our city and working with the CVB staff

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

Please see resume

Notes

Incumbent

**Patti Loch Shelton Bio:**

**Married to Ron Shelton**

**Son Bryan, his wife Hope and grandson Riley live in Palm Beach Gardens FL**

**Daughter Tracy her husband Ryan and grandson Rogan live in Oak Ridge**

**Grew up in Grosse Pointe Michigan**

**Graduated from Northwood University with a business degree**

**Moved to TN in 1989**

- **Director of the Oak Ridge Recycling Center**
- **Executive director of Oak Ridge's 50<sup>th</sup> Birthday Celebration**
- **Executive Director of Girls Incorporated**

**Elected to serve on the Oak Ridge City School Board**

**Boards that I have been affiliated with**

**American heart Association, The Rotary Club of Oak ridge, Altrusa International, The Convention & Visitors Board, The Emory Valley Center Foundation Board, The Keep Anderson County Beautiful, The Willow Place Homeowners, St. Francis Guild**

**Worked on numerous campaigns and events**

**The Chamber of Commerce**

CITY OF OAK RIDGE, TENNESSEE  
BOARDS AND COMMISSIONS

**TIME IN OFFICE AND ATTENDANCE RECORD**

NAME: Patti Loch Shelton

BOARD OR COMMISSION: Convention and Visitors Bureau

TIME IN OFFICE: Term of Office 3 Years

Date Appointed 9/22/08

Number of Terms Served No full term

ATTENDANCE RECORD (MOST RECENT TERM OF OFFICE):

Number of Meetings Held 27

Number of Absences 10

Date Prepared 12/02/11

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End of Application for

Shelton, Patti

For Board:

Convention and Visitors Bureau

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# City of Oak Ridge Board Application

BoardName: Convention and Visitors Bureau

2011

Application Submitted

Applicant: Smallridge, Carol

Choice

1

11/16/2011

16:38

108 Carnegie Drive

HomePhone

865-483-0797

Email

Oak Ridge

TN

MobilePhone

leadershipcarol@yahoo.com

OfficePhone

Retired?

Y

Occupation

Community Volunteer

Position

Employer

Leadership Oak Ridge

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

Convention and Visitors Bureau

Education, Professional and or Community Activity

Education/Professional: Please see resume already on file

Current Community Activities: Oak Ridge Altrusa Board; Methodist Medical Center Foundation Board; United Way Loan Executive; ADFAC volunteer;

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

I know much can be done to grow Oak Ridge! I love this community and feel I have the energy, enthusiasm and ideas to help contribute to its growth!

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

I've had 21 years of leading the Leadership Oak Ridge program. I feel I'm tuned into the community's assets and needs. I've also chaired many successful events both in my volunteer involvement and in my past marketing jobs.

Notes

Incumbent

Carol Smallridge  
108 Carnegie Drive  
Oak Ridge, Tennessee 37830

Originally from Rochester, New York  
Has lived in Oak Ridge since 1972  
Married for almost 44 years to Bob Smallridge (also from Rochester) and former O.R. Schools Supt.  
Has 3 children-Cheryl Kress and Julie Dallas of Oak Ridge; son, Tim Smallridge of Knoxville  
11 grandchildren

Has a degree in Marketing/Retailing

**Work Experience:**

Clothing Buyer for large department store in Rochester, N.Y.  
Event and Marketing Representative for shopping centers in 3 states  
Welcome Wagon Representative for Oak Ridge  
Community Co-ordinator for Oak Ridges 50<sup>th</sup> birthday celebration  
Business for Russia Co-coordinator at ORAU  
Public Relation and Marketing Executive for Apartment Housing  
Has also retained (as a part time job) the position of Leadership Oak Ridge Co-ordinator/Director for 21 years

**Past to present Community Involvement:**

PTA Boards, Mental Health Advisory Board; YWCA Board; Big Brothers/Big Sisters Board; Campfire Leader and Board Member; Altrusa Board; United Way of Anderson County Board; American Heart Board; Methodist Medical Hospital Foundation Board; Regional Leadership Board; Tennessee Association of Community Leadership Board  
Other involvements:  
YWCA Aerobic Dance Instructor  
BB/BS "Bowl for Kids Sake Chairperson '84, '85, '86, '87  
United Way Campaign Chair (with husband Bob) 1995  
Have chaired many community fund-raisers

**Most memorable "fun accomplishments"**

Co-ordinating the arrival of Alex Haley in a horse drawn carriage to the first BB/BS Bowl for Kids Sake fundraiser and netting over \$18K!  
Co-chairing the first Anderson County American Heart Golf Tournament (as one who has never played golf) and netting 14K !  
Bringing Lee Greenwood to Oak Ridge to put on a fantastic concert for Oak Ridges 50<sup>th</sup> Birthday Celebration

**Most humbling accomplishment:**

Received United Ways Volunteer of the Year Recognition in '95

CITY OF OAK RIDGE, TENNESSEE  
BOARDS AND COMMISSIONS

**TIME IN OFFICE AND ATTENDANCE RECORD**

NAME: Carol Smallridge

BOARD OR COMMISSION: Convention and Visitors Bureau

TIME IN OFFICE: Term of Office 3 Years

Date Appointed 10/20/08

Number of Terms Served No full term

ATTENDANCE RECORD (MOST RECENT TERM OF OFFICE):

Number of Meetings Held 26

Number of Absences 3

Date Prepared 12/02/11

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End of Application for

Smallridge, Carol

For Board:

Convention and Visitors Bureau

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# City of Oak Ridge Board Application

BoardName: Convention and Visitors Bureau

2011

Application Submitted

Applicant: Smith, Barton

Choice

1

11/21/2011

09:55

112 W Melbourne Rd

HomePhone

865-482-2544

Email

MobilePhone

mrbix@bellsouth.net

Oak Ridge

TN

OfficePhone

Retired?

Occupation

Physicist

Position

Senior R&amp;D Staff

Employer

ORNL

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

NONE

Education, Professional and or Community Activity

I received a B.S. in physics from Baylor University and an M.S. and Ph.D. in physics from the University of Kentucky. I have been employed by ORNL as a staff scientist since 1989.

My wife and I have lived in Oak Ridge for 23 years, since we moved to Tennessee, because it is the only place in this area that we would care to live. While our children attended OR Schools we made it a point to be active participants in parent support organizations such as booster clubs. I served as president of the Oak Ridge Nursery School Board of Directors in 1997, during which time I helped lead the 50-plus-year-old organization in a successful fund-raising drive to accomplish needed capital improvements in the parent-operated school. During the fund-raising campaign for the new ORHS my wife and I supported the Oak Ridge Public Schools Education Foundation in their quest to raise their \$8M goal, by soliciting donations from our neighbors and by our own giving. My wife has served on the Girls, Inc., board of directors, and we continue to financially support the ORPSEF and Girls, Inc. each year. We are also active in our church in Oak Ridge.

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

My motivation for applying for a position on the Convention and Visitors Bureau is my concern that we must strive to obtain the best possible promotion of Oak Ridge as the first place to do business. I have never been a business owner in Oak Ridge, having worked at ORNL the entire time I've lived here, but I have made it a point to support local business and special events whenever possible. Unfortunately, it is becoming increasingly difficult to do this.

I readily admit that I have no direct experience at facilitating convention and visitor tourism. I do, however, have some thoughts about areas that could be better promoted or even developed. For example, there appear to be few, if any, appropriate and affordable locations for large- or medium-sized wedding receptions in OR. There is no venue for the ORHS prom. There are plentiful hotel rooms for most days of the year, but a scarcity of lodging in town for our biggest tourist events - the rowing regattas and events. This is more than just money out the door of our town - it's a perceptible decline in our community's quality of life.

I am in full agreement with, and supportive of, the CVB's five marketing and promotion goals for 2011-2012.

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

When presented with a problem, I enjoy researching possible solutions, discussing the solutions with others, and working together to accomplish a resolution to the problem. I don't have direct experience in convention and visitor tourism, but I am willing to listen, cooperate, and work hard to improve our fortunes in this vital area in the life of Oak Ridge.

Notes

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End of Application for

Smith, Barton

For Board:

Convention and Visitors Bureau

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# City of Oak Ridge Board Application

BoardName: Convention and Visitors Bureau

2011

Application Submitted

Applicant: Wells, Aaron

Choice

1

11/21/2011

12:31

107 Bradley Ave.

HomePhone

898-7471

Email

Oak Ridge

TN

MobilePhone

aaronwellsoakridge@gmail.com

OfficePhone

Retired?

N

Occupation

Commercial Insurance

Position

Business Development Rep. Midwest Region

Employer

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

2001 graduate of Oak Ridge High School, Licensed Property & Casualty Insurance Producer. Currently serving second term on the Building and Housing Code Appeals Board, Charter member of the Young Professionals of Oak Ridge, current President of the Boys Club Alumni Association, active coach for the Boys and Girls Club.

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

As a lifelong resident of O.R. and a young citizen who is starting a family here I have a driving passion to help our community grow and prosper. I want to help maximize the potential income that our city can generate from visitors coming into Oak Ridge. There are many opportunities for people traveling here to spend money and stimulate our local economy such as sporting events that take place on a weekly basis. Our local business owners depend on this flow of traffic and my personal relationship with many of them has helped to create a sense of urgency in making sure they stay open for years to come.

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

I have an in depth understanding of our civic organizations and local sports programs that create a large influx of traffic into our city on a daily basis. The relationships I have developed with our local restaurant and retail stores over my lifetime give me the knowledge needed to focus marketing and promotion of each business in a way that will help to achieve optimum growth of revenue.

I understand that the Government and Not For Profit organizations create a large portion of our local job market, but I strongly feel that if we do not make every possible effort to promote our private sector and especially our retail industry then we are destined to see a serious decline in overall tax revenues coming into our City Government. Oak Ridge is a magnificent place to live and many people find themselves visiting here for different periods of time, it is my goal to encourage them in spending their money while they are here thus strengthening our towns economic growth.

Notes

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End of Application for

Wells, Aaron

For Board:

Convention and Visitors Bureau

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# Elder Citizens Advisory Board

NumVacancies 5  
Total # of Members 11

Term of Office  
(4) Three years commencing on January 1, 2012; (1)  
Balance of an unexpired term ending on December 31,  
2012.

## Qualifications

The vacancies are for representatives from each of the following: Oak Ridge Retired Teachers Association; American Association of Retired Persons, Oak Ridge Chapter; The 43 Club. The remaining vacancies is for the public-at-large.

## Applicants

Elder Citizens Advisory Board		Submitted	Preference
Mrs. Lakaisha Gallaher		11/14/2011	1
Dr. James T Gillespie Sr.	Incumbent (Member of the 43 Club)	11/18/2011	1
Mrs. Barbara A Gunn	Member of AARP	11/18/2011	1
Mr. David McCoy	Incumbent (Public-at-large)	11/21/2011	1
Mr. Alfred Skyberg		11/21/2011	1
Mr. Robert Smallridge	Retired Teachers Organization	11/15/2011	1
Mrs. Minnie Thompson	Incumbent (Public-at-large)	11/17/2011	1

## Current Members

Elder Citizens Advisory Board	Term Expires
Mr. Leonard Abbatiello	2014
Elizabeth Batchelor	2013
Lynne Burchell	2012
Margaret Gottshall	2013
William A. Pryor	2012
Mary Helen Rose	2012
Kerry Trammell	2013

# City of Oak Ridge Board Application

BoardName: Elder Citizens Advisory Board

2011

Application Submitted

Applicant: Gallaher, Lakaisha

Choice

1

11/14/2011

08:56

289 Royce Circle apt 223

HomePhone

865-973 -0859

Email

Oak Ridge

TN

MobilePhone

kaisha.gallaher@yahoo.com

OfficePhone

Retired?

N

Occupation

Position

Dining Room Coordinator

Employer

Greenfield Senior Assisted Living

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

NONE

Education, Professional and or Community Activity

Roanestate Community College I am pursuing a degree in Health Science and Radiology.

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

I love change and I have a passion for helping people. I hope to become a valuable asset with the city in better serving and helping other individuals.

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

I have worked with the elderly for over 10 years. I have worked with the young over the years my love and compassion toward another human being help nurture their lives. I have received rewards and certificates from jobs well done even Employee of the Month. June 2011 which the residents themselves voted me most caring

Notes

289 Royce Circle apt 223  
Oak Ridge ,TN 37830  
Phone: (865) 973 -0859  
E-mail : kaisha.gallaher@yahoo.com

RECEIVED  
2011 NOV 14 AM 8:56  
OFFICE OF THE CITY CLERK

Lakaisha Gallaher

Objective : Entry – level position with public health care Educational Corporations

Experience : Mar. 2008 Dining Room Supervisor / Coordinator : Greenfield Senior Living, Oak Ridge,

Nov. 2011 Tennessee

: Assisted elderly in proper selection of meal choices

: Assisted in health care

: Worked on Safety Committee

1992 -2005 : National Health Care Corporations , Oak Ridge , Tennessee

: Assisted in Physical Therapy

: Prepared nourishment for fragile souls

2005 -2007 : Preschool Teacher , Clinton , Tennessee

: Taught basic fundamentals

Education : 2000 : Roane State Community College

2011 :Pursuing a degree in Health Science and Radiology

: Attending full –time while holding down a part time job

: Plan to graduate in 2012 or early 2013

Personal Data : : Award Winning Employee of the Month , June 2011

: Certified C .P. R. Training, and many certificates from jobs well done

References : Available on Request

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End of Application for

Gallaher, Lakaisha

For Board:

Elder Citizens Advisory Board

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# City of Oak Ridge Board Application

BoardName: Elder Citizens Advisory Board

2011

Application Submitted

Applicant: Gillespie, James

Choice

1

11/18/2011

09:34

101 Graceland Road

HomePhone

865-483-5285

Email

Oak Ridge

TN

MobilePhone

OfficePhone

Retired?

Y

Occupation

Retired

Position

Physician

Employer

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

Elder Citizens Advisory Board

Education, Professional and or Community Activity

MD

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

Previous experience 1998-99

Previous experience 2011

Original discussions on planning for senior center

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

See above.

Notes

Incumbent (Member of the 43 Club)

CITY OF OAK RIDGE, TENNESSEE  
BOARDS AND COMMISSIONS

**TIME IN OFFICE AND ATTENDANCE RECORD**

NAME: James T. Gillespie, Sr.

BOARD OR COMMISSION: Elder Citizens Advisory Board

TIME IN OFFICE: Term of Office 3 Years

Date Appointed 12/15/08

Number of Terms Served No full term

ATTENDANCE RECORD (MOST RECENT TERM OF OFFICE):

Number of Meetings Held 33

Number of Absences 8

Date Prepared 12/02/11

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End of Application for

Gillespie, James

For Board:

Elder Citizens Advisory Board

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# City of Oak Ridge Board Application

BoardName: Elder Citizens Advisory Board

2011

Application Submitted

Applicant: Gunn, Barbara

Choice

1

11/18/2011

09:03

157 Whippoorwill Dr

HomePhone

865-483-9220

Email

Oak Ridge

TN

MobilePhone

OfficePhone

Retired?

Y

Occupation

Professor, Family and Community Sciences

Position

Extension Specialist

Employer

University of Nevada, Reno

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

NONE

Education, Professional and or Community Activity

Please see attached resume.

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

As the Elder Citizens Advisory Board representative of AARP Chapter 625, I would work diligently to bring before the Board concerns of AARP members and friends which need to be addressed in the Board's reports to City Council.

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

- 40 years experience with senior and intergenerational programs.
- Knowledge of funding sources and preparation of proposals
- Leadership experience in AARP-local, state, and national.
- Advocacy for seniors and future seniors in Oak Ridge.

Notes

Member of AARP

## Brief Résumé – Barbara Gunn

### **Education:**

B.S. Univ. Of Oregon (Journalism)

M.A. UCLA (Sociology – Family Studies emphasis)

Ph.D. Stanford Univ. (Social Psychology – Attitude and Behavior Change emphasis)

### **Current Memberships:**

AARP Chapter 625 (Legislative Chair)

Retired Federal Employees Chapter 1476

Anderson County Council on Aging

League of Women Voters

Tennessee Mountain Writers

Writers Group, Senior Center

NOTE: I'm a frequent guest columnist for the *Oak Ridger*. I focus on advantages of Oak Ridge as a great place to retire for seniors and future seniors.

My writing for the *Oak Ridger* continues my long-time interest in senior and intergenerational topics. For example, see enclosed clips from 1971 and 1987. I have probably 60 more I can reference – just ask me!

### **Employment:**

September 1984-June 1992 – Professor and Extension Specialist, Adult Development and Aging, University of Nevada Reno. Emeritus Status, 1992

1973-1984 – State Program Leader, Home Economics, U. of Nevada Reno

1969-1973 – Extension Specialist, Human Relations, University of California

1968-1969 – Director, San Bernardino Mental Health Association

1948-1968 – Teacher, Counselor, Elementary and Secondary Schools in California

## Brief Résumé – Barbara Gunn –continued

### **Community Service (Nevada):**

Member and Chair, Nevada Governor's appointee, Nevada Older Americans  
Advisory Council  
Member and Chair, Washoe County Health Dept., Board of Directors  
Member, Board of Directors, State Health Coordinating Council  
Member, Board of Directors, Greater Nevada Health Systems Agency  
Member, Board of Directors, Family Counseling Center, Reno and Carson City  
Member, City of Reno Bicycle Committee  
Registered Nevada State Lobbyist for AARP  
Member, Nevada State Leadership Council, AARP  
Member, National AARP Housing Committee

### **Grants (principal investigator):**

UNR Foundation  
Community Services Agency Nevada  
U.S. Health and Human Resources (4 grants)  
Nevada Division of Health  
Robert Wood Foundation and Nevada Rural Health  
U.S.D.A. Nutrition Program

### **Also:**

IRS Section 501(c)(3)

FAMILY FOOD MINISTRY

Granting "bequests, estate, charitable (including in-kind contributions)" eligible for deduction from income taxes.

I was program administrator and filed the papers for this and received approval from IRS.

**Note:** A more detailed résumé including job responsibilities, program descriptions and a list of publications is available upon request.

# PUBLIC POLICY FOR AN AGING SOCIETY: THE CASE FOR PROACTIVISM

BARBARA A. GUNN

Recent public policy debates have portrayed two dramatically different scenarios for aging America. On the one hand are those who raise the spectre of "Age Wars—The Coming Battle Between Young and Old." They contend that as the number of persons eligible for retirement benefits increases and the number of workers contributing to Social Security decreases, that system will collapse (1). On the other hand are those who envision a Social Security system that continues to provide a modicum of economic security for the elderly of the future and fosters a sense of public responsibility for the vulnerable of all ages (2).

What role can home economists have in furthering either of these—or other—scenarios for an aging America? The purpose of this paper is to encourage home economists to become proactive in helping frame a public policy agenda for today's aging society. To wait until that agenda is set by what may be the special interests of various groups is to risk having to live with public policy decisions that could foster conflict among genera-

tions that might damage persons of all ages. At stake is not only the well-being of today's elderly, but also the well-being of today's baby-boom generation who will become tomorrow's elderly, and their children who in turn will make up the work force of tomorrow.

## Policy Issues Are Complex

Never before have the United States and other developed nations had the wonderful "problem" of planning for a future in which there are unprecedented proportions of elderly in the population. In the United States unfortunately that planning is complicated by a mounting federal deficit and uncertainty about the ability of the public sector to support both defense and domestic programs. There is also concern over the growing rate of poverty among children who as a group now have a higher poverty rate than the elderly. For the elderly especially, the high cost of health care is another concern. Given these factors, it is understandable that various groups differ in their approach to planning for an aging society.

## Two Views, Two Scenarios

Currently there are at least two different views toward framing public policy for an aging society. One view is that emanating from a Washington, D.C.-based nonprofit research and

education group called Americans for Generational Equity (AGE). AGE spokespersons contend that we currently have "intergenerational inequity," that is, the elderly are receiving more than their fair share. As a consequence young adults are burdened by elderly dependents, and the poverty of children is increasing as the elderly become well off. In their view the situation will only get worse when the baby-boom generation enters retirement and as their children, relatively few in number, move into the work force. To bring about their goal of generational equity, AGE proposes cuts in Social Security in the form of reducing the FICA tax rate by about 2 percent, raising the age of eligibility for benefits, removing cost-of-living adjustments, and taxing benefits. In

In 1977 AHEA established issues priorities on which national and state program initiatives would focus. Starting with this issue, the *Journal* will devote space to articles and information on various aspects of AHEA's current priority issues—"Single Parenthood" and "Aging in the Family." In addition to this article on aging, a special insert on school-based home economics programs focusing on teen pregnancy and parenting, which contribute significantly to single parenthood, starts on page 29.

*Dr. Gunn is Professor and Cooperative Extension Specialist, Adult Development and Aging, School of Home Economics, University of Nevada, Reno. She is also a member of AHEA's Priority Issues Subcommittee on Aging.*

AUGUST 31, 1969

SOCIETY  
CLUB NEWS  
FASHION  
FEATURES

T H E S  
*World*

*The Age  
Gap Is  
Age Old*

By ELAINE REED  
Tribune Staff Writer

The generation gap is not confined to youth and their parents. Sociologist Barbara A. Gunn finds the term can be applied to the 35 to 60 year age group and their parents as well.

The newly appointed family life specialist for the University of California's Agricultural Extension at Davis blames her own generation, wedged in between the young and the old, for failing to recognize what the needs of the two really are.

The 35 to 60 year age group might well be labeled the "too busy, too over organized generation," Dr. Gunn said. "We are too busy scheduling activities for the young and old,



Dr. Barbara A. Gunn believes 'many of us

'... about the gap between us and the

# U N D A Y      T R I B U N E

## of Women

imposing our ideas of what we think they would like instead of asking and listening to what they want."

Dr. Gunn takes a dim view of the current trend of making recreation centers the hub around which the lives of the old and young revolve. "We tend to think of leisure time in terms of recreation only. They want and deserve something more vital than that."

Studies indicate, Dr. Gunn notes, that when young people and older ones are put together in working situations they complement each other and get along extremely well. "Youngsters and retired persons make our best volunteers in community assistance programs," she says. She reports cases of foster grandparents working successfully with retarded or delinquent children and in reverse of

old people responding to the young who work as volunteers in geriatric wards.

"Unfortunately we've tried to keep the young and old apart," the sociologist laments. She believes that by showing the contributions of our older people we are, in effect, giving our young folk a greater perspective of the continuity of life. Involvement with the elderly can be especially helpful, she finds, in reviving family ties so often lost in today's transient society.

Dr. Gunn insists that young people are not put off by unpleasantness, are much more willing to talk about death and what life really means than their parents.

She resents the fact that retirement is sometimes equated with being old, helpless or poor. It needn't be any of these things. A 65-year-old can be productive and active, she says, noting that one-fourth of our senators and our Supreme Court justices — leaders whom we trust — are over 65.

The sociologist looks to no one program to fulfill the needs of the old for they are a diverse group with a variety of needs, subject to constant change. However, health permitting, she favors a phasing out retirement program, allowing them to slow down while continuing to make a vital contribution to society.

She suggests bridging the generation gap with the establishment of greater dialogue within the family itself.

Dr. Gunn points out that the middle generation is often so busy shouldering the financial burden of the young, and in some cases of the old, that it fails to make use of the hands burning to be of some assistance. For instance, a grandmother often has the time and patience to teach a youngster to tie shoes, the workings of the alphabet or how to knit. A grandfather may take a grandson under his wing and show him the delights of gardening, carpentry or fishing. In any case, the result will be rewarding for both.

Older people's skills can be used to advantage outside of the home as well, Dr. Gunn says, using teacher-aide programs as an example.

But by the same token, Dr. Gunn feels young people can benefit by performing vital func-



Tribune photos by Lonnie Wilson

'... even more so with the one involving

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End of Application for

Gunn, Barbara

For Board:

Elder Citizens Advisory Board

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# City of Oak Ridge Board Application

BoardName: Elder Citizens Advisory Board

2011

Application Submitted

Applicant: McCoy, David

Choice

1

11/21/2011

11:30

24 Brookside Drive

HomePhone

865-482-9392

Email

Oak Ridge

TN

MobilePhone

baldypop1@aol.com

OfficePhone

Retired?

Y

Occupation

Semi Retired

Position

Covenant Senior Health

Employer

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

Elder Citizens Advisory Board

Education, Professional and or Community Activity

- Graduated from ORHS
- United Way Board and Fund Raising Chair
- Graduated Leadership Knoxville
- Graduated Leadership Oak Ridge
- Founded Leadership Anderson County
- Presently selected for Community Leadership Knoxville

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

- Would like to continue work on Senior Center.
- Have been heavily involved up to present.
- Enjoy working with senior citizens in community.
- Kind of like a payback for all the senior citizen who built Oak Ridge

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

All my board experience certainly gave me knowledge and experience. Feel I'm well equipped to stay on the ECAB again.

Notes

Incumbent (Public-at-large)

CITY OF OAK RIDGE, TENNESSEE  
BOARDS AND COMMISSIONS

**TIME IN OFFICE AND ATTENDANCE RECORD**

NAME: David L. McCoy

BOARD OR COMMISSION: Elder Citizens Advisory Board

TIME IN OFFICE: Term of Office 3 Years

Date Appointed 5/20/96

Number of Terms Served 5

ATTENDANCE RECORD (MOST RECENT TERM OF OFFICE):

Number of Meetings Held 39

Number of Absences 5

Date Prepared 12/02/11

---

End of Application for

McCoy, David

For Board:

Elder Citizens Advisory Board

---

# City of Oak Ridge Board Application

BoardName: Elder Citizens Advisory Board

2011

Application Submitted

Applicant: Skyberg, Alfred

Choice

1

11/21/2011

13:23

115 Bermuda Rd

HomePhone

865-483-5557

Email

Oak Ridge

TN

MobilePhone

carriagetrade@bellsouth.net

OfficePhone

Retired?

Y

Occupation

N/A

Position

N/A

Employer

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

NONE

Education, Professional and or Community Activity

Bucknell Univ.

Roane St. Comm. College

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

Being an elder citizen and Oak Ridge resident (35 years) I am familiar w/ needs and hopes of the older members of our city, and I am anxious to work towards improving the quality of life for us. There are many things that need to be addressed to improve the lives of Oak Ridge's senior citizens.

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

Past member of EQAB and Chair.

Notes

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End of Application for

Skyberg, Alfred

For Board:

Elder Citizens Advisory Board

---

# City of Oak Ridge Board Application

BoardName: Elder Citizens Advisory Board

2011

Application Submitted

Applicant: Smallridge, Robert

Choice

1

11/15/2011

11:01

108 Carnegie

HomePhone

865-483-0797

Email

Oak Ridge

TN

MobilePhone

rjsmal@yahoo.com

OfficePhone

Retired?

Y

Occupation

Position

Employer

Oak Ridge Schools

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

NONE

Education, Professional and or Community Activity

Ph.D. Ed. Admin

Lions Club

Bd Director, Clinch River Home Health

President, Oak Ridge Retired Teachers

Anderson County, Ground Jury Foreman (alternate)

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

Interested in issues dealing with seniors and city/county government in general.

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

Supt. Oak Ridge Schools for 20 years. Familiarity with city gov.

Notes

Retired Teachers Organization

---

End of Application for

Smallridge, Robert

For Board:

Elder Citizens Advisory Board

---

# City of Oak Ridge Board Application

BoardName: Elder Citizens Advisory Board

2011

Application Submitted

Applicant: Thompson, Minnie

Choice

1

11/17/2011

15:39

280 Wilberforce Avenue

HomePhone

865-483-9543

Email

Oak Ridge

TN

MobilePhone

OfficePhone

Retired?

Y

Occupation

Retired

Position

Employer

X-10-ORNL

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

Elder Citizens Advisory Board

Education, Professional and or Community Activity

Work with the Office on Aging with Anderson County

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

I am concerned about the elderly in our local community

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

I have been a board member for quite a long time and am still concerned with representing seniors, particularly in the Scarboro Community area.

Notes

Incumbent (Public-at-large)

CITY OF OAK RIDGE, TENNESSEE  
BOARDS AND COMMISSIONS

**TIME IN OFFICE AND ATTENDANCE RECORD**

NAME: Minnie L. Thompson

BOARD OR COMMISSION: Elder Citizens Advisory Board

TIME IN OFFICE: Term of Office 3 Years

Date Appointed 9/3/96

Number of Terms Served 5

ATTENDANCE RECORD (MOST RECENT TERM OF OFFICE):

Number of Meetings Held 39

Number of Absences 9

Date Prepared 12/02/11

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End of Application for

Thompson, Minnie

For Board:

Elder Citizens Advisory Board

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# Environmental Quality Advisory Board

NumVacancies 6  
Total # of Members 12

Term of Office  
(2) Balance of an unexpired term ending on December 31, 2013; (4) Three years commencing on January 1, 2012.

## Qualifications

The vacancies are for the public-at-large while one vacancy is a representative of the Oak Ridge Planning Commission

## Applicants

Environmental Quality Advisory Board		Submitted	Preference
Mr. Frances Alston		11/20/2011	1
Dr. Gray Dean		11/20/2011	1
Mr. Perry Jones		11/18/2011	1
Mr. Robert G Kennedy III, PE	Incumbent	11/20/2011	1
Mr. Stephen Todd Kenworthy		11/11/2011	1
Mrs. Patricia Imperato	Incumbent	11/16/2011	1
Mr. Rick Lyon		11/21/2011	1
Dr. Sylvia Milanez		11/21/2011	2
Mr. James G. Placke Jr.		11/21/2011	1

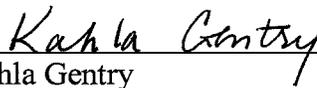
## Current Members

Environmental Quality Advisory Board	Term Expires
Leslie E. Agron	2012
R. Boyd Carter	2012
Patricia M. Fain	2013
James Groton	2012
David Hughes	2013
Austin Morgan	2012

**COMMUNITY DEVELOPMENT MEMORANDUM**  
11-78

DATE: November 29, 2011  
TO: Diana Stanley, City Clerk  
FROM: Kahla Gentry, Senior Planner  
SUBJECT: **Planning Commission Nomination for Environmental Quality Advisory Board**

At their regular meeting on November 17, 2011, the Oak Ridge Municipal Planning Commission voted unanimously to recommend Chuck Agle as the Planning Commission representative to serve on the Environmental Quality Advisory Board.

  
\_\_\_\_\_  
Kahla Gentry

# Chuck Agle

101 W Melbourne Road  
Oak Ridge TN 37830-8219

(423) 482-6979 (h)  
(423) 574-9349 (w)  
ChuckAgle@aol.com

RECEIVED  
OFFICE OF CITY CLERK

JUL 13 4 48 PM '99

## Objective

**Oak Ridge Regional Planning Commission appointment**

## Employment

**Corporate Information Manager, Lockheed Martin Energy Systems**

Employed with Energy Systems and predecessor agencies since 1976 in a variety of engineering and information technology positions.

## Community Service

**Oak Ridge Bypass Committee 1996-1997**

- In-depth study of the impact of a proposed I-40/I-75 bypass near or around Oak Ridge, including residential, business, economic development, and federal concerns.
- Multiple public hearings in Oak Ridge.

**Oak Ridge City Council Candidate 1997**

- Working knowledge of business and residential land-use issues

**Faith Lutheran Church 1976-present**

- Board of Trustees, [present - 1996]
- Head Trustee, [1998]
- Board of Elders, [1995-1993]
- Knoxville Rescue Mission, Team leader preparing Saturday noon meal every seventh Saturday, [present-1995]

**Oak Ridge Nursery School Board 1992-1996**

- Maintenance director, [1994-1995]

**Oak Ridge Section - Institute of Electronic and Electrical Engineering (IEEE)  
1980-1987**

- Secretary, [1985]
- Treasurer, [1986]
- Vice-Chairman, [1987]
- Chairman, [1988]
- WATTEC Representative, [1987-1988]
- Publish Section newsletter, [1986-1989]

## Education

**1974-1976 Michigan Technological University Houghton, MI**

- B.S., Electrical Engineering, graduated Magna Cum Laude

**1976-1980 University of Tennessee, Knoxville**

- Post-Graduate work in Electrical Engineering. Computer Science

CITY OF OAK RIDGE, TENNESSEE  
BOARDS AND COMMISSIONS

**TIME IN OFFICE AND ATTENDANCE RECORD**

NAME: Chuck Agle

BOARD OR COMMISSION: Environmental Quality Advisory Board  
(Planning Commission Representative)

TIME IN OFFICE: Term of Office 3 Years

Date Appointed 10/4/99

Number of Terms Served 4

ATTENDANCE RECORD (MOST RECENT TERM OF OFFICE):

Number of Meetings Held 29

Number of Absences 11

Date Prepared 12/02/11

# City of Oak Ridge Board Application

BoardName: Environmental Quality Advisory Board

2011

Application Submitted

Applicant: Alston, Frances

Choice

1

11/20/2011

21:40

180 Waterview #319

HomePhone

Email

MobilePhone

frances.alston@ettp.doe.gov

Oak Ridge

TN

OfficePhone

865-576-6150

Retired?

N

Occupation

Manager

Position

ES&amp;H Manager

Employer

UCOR

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

NONE

Education, Professional and or Community Activity

PhD. - Industrial and System Engineering

MSE - Industrial and System Engineering/Engineering Management

MS - Hazardous and Waste Materials Management/Environmental Engineering

BS - Industrial Hygiene and Safety/Chemistry

Certification:

Certified Hazardous Materials Manager (CHMM)

Professional Engineering Manager (PEM)

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

I am Interested in taking an active part in the Oak Ridge community. I would like to have an opportunity to contribute to the Environmental Quality Advisory Board through usage of my skills and knowledge to aid the community in preserving the environment.

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

I have extensive education, training, and practical skills in the environmental area. Please see resume.

Notes



## Frances Alston

Environmental, Safety, and Health (ES&H) Director

### Personal Profile

Frances Alston is a proven professional with over 25 years of in-depth experience in developing, managing and implementing environmental safety and health programs for Department of Energy sites. She is a bottom-line focused professional with outstanding interpersonal skills, and has developed and implemented protocols that have been benchmarked at

other DOE sites. She served as an Environmental, Safety, and Waste Management manager for a large scale laboratory with an outstanding safety program. Frances also has a broad background and understanding regarding Occupational Safety and Health Administration (OSHA) regulations and compliance.

### Major Accomplishments

Frances built a solid career foundation in 24 years at the Savannah River Site, where she managed, led, and implemented health and safety programs. This includes working with over 1,000 staff members in developing environmental, safety, health, and environmental programs and a safety posture for working with specialty chemicals, and radioactive materials. While functioning as the Environmental, Safety, and Waste Management manager at the Savannah River National Laboratory (SRNL), she helped lead the lab to a Total Recordable Rate of 0.21 and 0 Days Away Restricted Time.

Frances was the lead for the Environmental Compliance Authority (ECA) at the F Closure/H Completion project, which covered two full-scale, 1950s-vintage radiochemical separations plants. She designed and championed implementation of an occupational hygiene program based upon European Health and Safety Standards for the Sellafield site, located in the United Kingdom

Throughout her career, she has delivered superior performance within complex, multi-stakeholder situations and has dealt effectively with challenging safety, operational, regulatory, and environmental issues. She excels at all phases of protecting project safety, health, and minimizing environmental impacts.

Her accomplishments include:

- ◆ Developed and implemented IH Programs for beryllium
- ◆ Developed an ESH program for SRNL to ensure work with nanomaterials was performed safely
- ◆ Instituted and championed an ES&H nanotechnology committee for SRNL
- ◆ Refined the Office of Worker Advocacy (OWA) IH response process to an efficient and cost effective process that served as a model for the DOE complex. Claims response accelerated from 22 per week to 100 per week while complying with budget and schedule
- ◆ Championed enhancements to an occupational database to increase search ability, prompt notification to customers on hazard profiles, and archival of exposure records
- ◆ Developed and implemented an exposure assessment process that supports hazard evaluation and documentation of exposures. The process has been benchmarked

### Skills and Expertise

- ◆ Development of safety and health programs involving radioactive and high hazard materials and waste
- ◆ Development, design and implementation of Industrial Hygiene program
- ◆ Experience regarding environmental safety and health at National Laboratories, operating facilities, and D&D projects

### Education

- ◆ PhD, Industrial and System Engineering, University of Alabama, 2007
- ◆ MSE, System Engineering/Engineering Management, University of Alabama, 2003
- ◆ MS, Hazardous and Waste Materials Management/Environmental Engineering, Southern Methodist University, 1996
- ◆ BS, Industrial Hygiene & Safety/Chemistry, Saint Augustine's College, 1980

### Training

- ◆ HAZWOPER
- ◆ Project Management
- ◆ Asbestos Supervisor
- ◆ Hazard Communications
- ◆ OSHA 1926
- ◆ Conventional safety
- ◆ Electrical Safety
- ◆ NQA-1 Lead auditor
- ◆ Elemental Industrial Hygiene
- ◆ Safety Management
- ◆ Environmental Management

### Certification

- ◆ Certified Hazards Material Manager (CHMM)
- ◆ Professional Engineering Manager (PEM)

by other DOE sites as a model exposure assessment process

- ◆ Implemented measures that enhanced the health and safety culture for H Canyon and HB Line at the Savannah River Site
- ◆ Implementation of a regulatory Consent Agreement from DHEC for the SRNL
- ◆ Served on the Board of Directors for the local Certified Hazardous Material Manager (CHMM) chapter for five years
- ◆ Published article in the American Society of Engineering Managers Journal and conference proceedings

### Immediate Past Assignment

*East Tennessee Technical Park, ESH/ESH&Q Deputy Manager (May 1 2011 – present)*

- ◆ Transition manager for ESH&QA activities
- ◆ Plans, develops and directs the personnel within ESH&Q functions to include Environmental, Safety, Industrial Hygiene, Radiological Controls, Fire Protection, VPP, ISMS, and Occupational Medicine.
- ◆ Function as the deputy ESH&QA manager and Cost Account manager for ES&H programs

*URS Safety Management Solutions (SMS), Aiken, SC Environmental, Safety, and Health (ES&H) Director (2009-April 2011)*

Manages, directs, and plans the environmental, safety, and health programs used on several SMS projects/facilities. Provides ESH leadership direction to management as well as develop and provide training to employees.

- ◆ Recognizes, evaluates, recommends, and implements policies and procedures to assure awareness of and compliance with ES&H requirements to prevent chemical/ biological/ physical hazards, and diseases
- ◆ Reviews and incorporates health standards in company policies and procedures published by regulatory authorities while promoting communication programs to enhance and encourage employee awareness of accident and fire prevention, industrial hygiene, safety, and environmental compliance
- ◆ Plans, develops and directs the personnel within ESH&Q functions to include Environmental, Safety, Industrial Hygiene, Quality Assurance, Radiological Controls, Fire Protection, and Nuclear Safety for SMS projects
- ◆ Conducts ESH&Q assessments

**Relevant Career Achievements** *Washington Savannah River Company, Aiken, SC (1986-2009)*

*Environmental Safety and Waste Management Manager, Savannah River National Laboratory (SRNL) (2007-2009)*

Developed, implemented, and improved environmental, safety, and waste management programs for SRNL. Directed environmental, safety, and waste management activities, including environmental media guidance, waste characterization and disposal, assay, material handling, radioactive material shipping, etc., and ensured they were performed safely and efficiently. Ensured facility compliance with federal, state, and local laws and regulations, site procedures and codes and standards, and DOE Orders and oversaw safety and industrial hygiene programs and personnel.

#### Key Accomplishments

- ◆ Managed a staff of Environmental, Safety, Health, Environmental, and Waste Management to develop a posture for working in a full-scale laboratory
- ◆ Total Recordable Rate of 0.21 for SRNL and 0 for Days Away Restricted Time
- ◆ Worked with over 1,000 staff members developing safety programs and a safety posture for working with specialty chemicals, radioactive materials, and highly radioactive materials

*Lead, Environmental Compliance Authority (ECA) F Closure/H Completion (3/2007 – 5/2007)*

Functioned as the Environmental Compliance Authority (ECA) for F/H Laboratories and F Canyon/FB Line. Provided leadership and management support for F Area Closure, H Area Material Disposition, and F/B Laboratory ECA programs. Provided support as needed between site personnel and DOE, SCDHEC, and EPA personnel with regard to regulatory compliance issues. Mentored and developed junior environmental professionals in regulatory facility support

*Industrial Hygiene Project Manager (2005–2007)*

Managed a staff of industrial hygiene professionals, nonexempt, and subcontract professionals assigned to establish, define,

**Frances Alston, Environmental, Safety, and Health (ES&H) Director****3**

and implement the Industrial Hygiene Program for the entire Savannah River Site. This includes radioactive waste, hazardous waste, and chemicals such as chromium, asbestos, beryllium, lead, and mercury.

**Key Accomplishments**

- ◆ Established and defined specifications for programs that ensures compliance with contract obligations, SRID requirements, DOE orders, and OSHA regulations *Industrial Hygiene Program Manager (1/2005-6/2005)* Led industrial hygiene professionals, nonexempt, and subcontract professionals assigned to establish, define, and implement the industrial hygiene program. Tracked financial status to ensure program operated within, and when feasible below, the prescribed budget.

**Key Accomplishments**

- ◆ Established and defined specifications for programs that ensures compliance with contract obligations, SRID requirements, DOE orders, and OSHA regulations
- ◆ Issued programmatic guidance and direction by maintenance of the site-level 4Q Manual and four lower-tier manuals, which outline the procedures, protocol, reporting, etc., to meet regulatory obligations and future claims processing needs
- ◆ Championed development and implementation of an IH program for beryllium, Worked closely with physicians regarding medical surveillance for beryllium

*Industrial Hygienist/Lead IH/Acting IH Program Manager (1992-2004)*

Defined program requirements, and process for producing responses to the EEOICPA and OWA Program claims. Developed and maintained systems of performance measures and tracking of deliverables from staff.

**Key Accomplishments**

- ◆ Provided technical advice on safety and health issues to management and employees on issues such as physical, chemical, and, biological stressors
- ◆ Provided workplace guidance and monitoring of activities involving potential chemical exposures

**Other experience**

- ◆ Health Physics/RCO Inspector (1987-1992)

**Professional Awards/Recognition**

- ◆ Four-time winner of the Champions of Excellence Award awarded by the Academy of Certified Hazardous Materials Managers (ACHMM).
- ◆ Member of Engineering Management Honor Society, Epsilon Mu Eta
- ◆ American Society for Engineering Managers - Fellow

**Professional Affiliations**

- ◆ Academy of Certified Hazardous Materials Managers (ACHMM)
- ◆ American Society for Engineering Management (ASEM)  
– Executive Board Member

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End of Application for

Alston, Frances

For Board:

Environmental Quality Advisory Board

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# City of Oak Ridge Board Application

BoardName: Environmental Quality Advisory Board

2011

Application Submitted

Applicant: Dean, Gray

Choice

1

11/20/2011

17:28

106 Westlook Circle

HomePhone

865-425-9836

Email

Oak Ridge

TN

MobilePhone

wgdean@pstcc.edu

OfficePhone

Retired?

N

Occupation

Adjunct faculty – Introductory geology, Department of Behavioral and Natural Sciences

Position

Employer

Pellissippi State Community College

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

NONE

Education, Professional and or Community Activity

Education:

Ph.D. – Geology, 2003, University of Tennessee, Knoxville

M.S. – Geology, 1997, University of Tennessee, Knoxville

B.S. – Geology, 1994, Georgia Southern University, Statesboro, GA

B.S. – Communication Arts, 1987, Georgia Southern University, Statesboro, GA

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

I recently relocated to Oak Ridge after working out of state for 6 years. I enjoy east Tennessee and am impressed and fond of the outdoor opportunities in Oak Ridge and surrounding areas. As you will note from my resume, my training and work is focused on earth science and environmental concerns. I hope to use my skills, training and personal interests towards my community and improve/maintain the excellent environment, lifestyle and wildlife opportunities that exist here.

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

I have a terminal degree in Geology focusing on environmental issues, including biodiversity and hydrology. I also have been in Knoxville area for 17 years and have a personal knowledge of local environmental issues as well as local geology and ecology. I am an avid hiker and have an excellent understanding and appreciation of the importance of trail/wilderness areas.

Notes

## **W. Gray Dean**

[wgdean@pstcc.edu](mailto:wgdean@pstcc.edu)

106 Westlook Circle  
Oak Ridge, TN 37830  
(865) 425-9836

### **Skills, Knowledge and Abilities**

- Diverse educational background – two undergraduate BS degrees; MS & PhD in Geology
- Knowledge of local geology and ecology
- Understanding of hydrology and the relationship of water issues to environmental changes
- Familiarity with local and regional environmental issues
- Experienced and dedicated trail user
- Interest and desire to explore/implement improved energy and transportation options at local to regional scales

### **Current status (Fall 2011)**

**Adjunct faculty** – Introductory geology  
Department of Behavioral and Natural Sciences  
Pellissippi State Community College, Knoxville, TN

### **Education:**

- Ph.D. – Geology, 2003**, University of Tennessee, Knoxville  
Dissertation: “Biodiversity Trends of the Cenozoic Caribbean”
- M.S. – Geology, 1997**, University of Tennessee, Knoxville  
Thesis: “Evolutionary Flux in Fossil Echinoids: New Metrics for Old Dogmas”
- B.S. – Geology, 1994**, Georgia Southern University, Statesboro, GA  
Senior Thesis: “Wetland Delineation and Mitigation, Wilkinson County, Georgia”
- B.S. – Communication Arts, 1987**, Georgia Southern University, Statesboro, GA  
Emphasis: Radio and Television Production

### **Work History:**

#### **2010-2011 – Five Introductory geology courses**

##### **1) Lecturer, part time**

(Physical and Environmental Geology - 3 lecture sections)  
Department of Earth and Planetary Sciences  
University of Tennessee, Knoxville

##### **2) Adjunct Faculty**

(Physical and Historical Geology - 2 lecture sessions)  
Department of Behavioral and Natural Sciences  
Pellissippi State Community College, Knoxville

- 2004 – 2010. Geology Lecturer and Introductory Lab Supervisor** (Full time faculty)  
Clemson University, Clemson, SC  
Responsibilities: Lecturer for Introductory and Upper division Geology courses;  
New course development; supervising and training Graduate Teaching Assistants;  
scheduling labs and teaching assignments; maintaining lab samples and  
equipment; organizing and leading introductory geology field trips.  
Taught 300+ students per semester  
Supervised 7-9 graduate teaching assistants per semester
- 2002 – 2004. Lecturer and Introductory Lab Supervisor** (Full time faculty)  
University of Tennessee, Knoxville  
Responsibilities: Lecturer for Physical, Environmental and Historical Geology  
courses; Supervising and training Graduate Teaching Assistants; scheduling labs  
and teaching assignments; maintaining lab samples and equipment; organizing  
and leading introductory geology field trips.  
Taught 150+ students per semester  
Supervised 20 – 24 graduate teaching assistants per semester.
- 1998 – 2002. Instructor** (Summer Sessions), University of Tennessee  
Environmental and Historical Geology Lecturer.  
Taught 6 sections of 30-40 students
- 1994 – 2002. Graduate Teaching Assistant**, University of Tennessee  
Taught a wide variety of Introductory and upper-division labs, including extra  
assignments for Field Camp, Night School and Summer sessions.  
Taught 60-70+ lab students per semester
- 1993 – 1994. Television Producer**, WBH-TV Statesboro, GA  
Contributed to the start-up of low-power community TV station,  
including technical direction of local programming, commercial production, and  
staff training.
- 1993 – 1994. Geology Tutor and Research assistant, Georgia Southern University**  
Tutored introductory labs and research assistant
- 1991 – 1994. Free-Lance Video Producer** – Videographer for a variety of tape-delayed  
Sportscasts including Georgia Southern football games with coach's show.
- 1987 – 1991. Video Production Manager**, Statesboro CATV, Statesboro, GA  
Responsible for all facets of commercial and news production, including:  
scriptwriting, video acquisition and editing, technical broadcast, scheduling, and  
billing. Produced approximately 1100 commercials and assisted in the creation  
and development of a daily newscast. Duties included talent, creative and  
technical directing, supervising and training of reporters/news photographers.

**1986 – 1987. Station Manager, WVGS – FM 91.9 Statesboro, GA (Campus Radio)**  
Responsible for the hiring and training of DJ's and paid staff, supervision of daily activities, broadcast content and FCC compliance.

**References:** The following individuals will provide information concerning my abilities as an effective communicator, mentor, teacher and geoscientist directly to you. More references can be provided upon request.

1. Dr. Thomas Broadhead  
Earth and Planetary Sciences  
University of Tennessee, Knoxville  
Knoxville, TN 37996  
twbroadhead@utk.edu  
(865) 974-1151

2. Dr. Michael L. McKinney  
Director, Environmental Studies Program  
Professor of Earth & Planetary Sciences and  
Ecology/Evolutionary Biology  
University of Tennessee  
Knoxville, TN 37996  
[mmckinne@utk.edu](mailto:mmckinne@utk.edu)  
(865) 974-6359

3. Dr. Larry McKay,  
Department Chair &  
Jones Prof. of Hydrology  
Department of Geological Sciences  
1412 Circle Drive  
University of Tennessee  
Knoxville, TN 37996-1410  
[lmckay@utk.edu](mailto:lmckay@utk.edu)  
(865) 974-0821

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End of Application for

Dean, Gray

For Board:

Environmental Quality Advisory Board

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# City of Oak Ridge Board Application

BoardName: Environmental Quality Advisory Board

2011

Application Submitted

Applicant: Imperato, Patricia

Choice

1

11/16/2011

22:37

131 Whippoorwill Dr.

HomePhone

865-776-9248

Email

MobilePhone

psimperato@aol.com

Oak Ridge

TN

OfficePhone

Retired?

Y

Occupation

retired

Position

Executive Director - non-profits

Employer

Tanasi Girl Scout Council

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

Environmental Quality Advisory Board

Education, Professional and or Community Activity

B.S. Chemistry, Graduate work in Hydrology, I have been an Executive Director for a non-profit statewide non-profit environmental organization and for a faith-based social service agency in the Philadelphia. I have been a citizen advocate on numerous state (PA) boards, including the PA Solid Waste Advisory Board, The PA Recycling Advisory Fund Board (\$50 million annual budget), PA Safe Drinking Water Commission, PA Radon Commission, PA Environmental Council, Chester County Planning Commission, Member of the Philadelphia Archdiocese Nutritional Development Services Board, Member of the Delaware County Inter-faith Food Assistance Network, Charter Member of the Delaware Valley Green Building Council. I served a 6-year term as an elected supervisor for my town (Easttown Township). I moved to Oak Ridge 4 years ago. I serve as president of The Children's Museum of Oak Ridge - Chair of Keep Anderson County Beautiful, Vice Pres. Breakfast Rotary, District Leader for Neighborhood Watch of O.R., and worked on the planning committee for the Oak Ridge Earth Day Festival for 3 years. I am a current member of EQAB.

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

I was appointed to EQAB first in September. of 2008. I worked diligently over 2 years in helping to develop the Climate Action Plan for the City and would like to continue on EQAB to help in the implementation of the plan. I am also very interested in helping to re-establish energy on the Tree Board which is part of EQAB. I think as an official "Tree City", we should do be doing more than planting one tree a year at Arbor Day.

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

My most important experience was gained in helping to develop the Climate Action Plan for the City. In organizing the public forum, analyzing the data, working with other volunteers, staff and the City Council, I learned the importance of consensus building and strategic visioning. Technically, I have experience in community planning and development, community organizing, and broad based environmental education. Plus I have a passion to make the world a better place for generations that follow us.

Notes

Incumbent

Patricia S. Imperato  
865-776-9248 (cell)

131 Whippoorwill Dr.  
Oak Ridge, TN 37830  
[psimperato@aol.com](mailto:psimperato@aol.com)

## RESUME

**BASIC GOAL:** I want to provide leadership within a non-profit organization that seeks vision and energy to improve the sustainability and quality of life for individuals and communities.

### KEY QUALIFICATIONS:

- 15 years leadership experience creating, merging and managing non-profits in environmental and social service areas
- Experienced manager of government and foundation grants
- Experienced advocate at local, state and federal government levels on issues of consequence to the organizations I represented.
- Responsive to Boards of Directors in providing stewardship for organizational growth and stability
- Proven results in fundraising from foundations and corporations
- Served as member/ leader on more than 25 non-profit and government Boards, Commissions, and Advisory Councils throughout professional life
- Polished communication skills in conveying advocacy/education messages using television, radio and print media; and speaking to large and small groups
- High energy, detail-oriented, skilled at multi-tasking and setting priorities with ability to quickly comprehend complex technical information
- Skilled in building consensus and partnerships to take visions through strategic planning and into final implementation of plans
- Trained and experienced in conflict resolution
- Experienced in providing training and professional development for staff and volunteers
- Proficient with Microsoft Office and Quick-Books

### JOBS AND ACCOMPLISHMENTS:

#### **The Girl Scouts of Tanasi Council** Chief Development Officer 2008

Responsible for developing and implementing fundraising strategies to increase financial resources to support the organization

- Organized existing and new fund raising events
- Created a tracking system for monitoring grants
- Supervised grant development
- Improved integration of program and fund development priorities and strategies
- Increased external networking in the community

#### **The Bernardine Center** Director/Executive Director 2004 - 2007

Responsible for administration of a faith-based social service agency in the 4<sup>th</sup> poorest city in the U.S. Tasked to provide more diversity in programs and sustainable funding. Within 3 years.

- Increased cash reserves from \$3,500 to \$122,000
- Increased material donations 30%
- Increased cash donations more than 3-fold
- Increased service population 50%
- Expanded volunteer participation 300%
- Improved operational efficiency, service hours and staff morale

- Expanded and created programs
- Assisted clients in navigating social and legal aid services.
- Created new community partnerships leading to first-time fee for service contracts
- Improved the organization's visibility in the community that led to increased donations
- Improved communication with donors which increased donations
- Developed feasibility study/resource analysis on inherited strategic plan

### **Pennsylvania Resources Council**

Director/Executive Director

1992-2003

Responsible for administration of statewide non-profit environmental organization; promoting organization's mission and program; developing coalition partners; and growing the organization

- Reported directly to a 40-member statewide Board of Directors; organized and guided multiple board committees. Managed 2 regional directors, multiple contractors and consultants. Oversight of program development and organizational/grant budgets.
- Increased budget five-fold; increased staff from 5 to 18; initiated over \$5 million dollars in new revenue sources, expanding funding sources and organizational visibility
- Negotiated and coordinated move to 76-acre property in Ridley Creek State Park and developed an environmental education center
- Initiated \$1 million capital campaign to develop Environmental Living Education Center
- Merged two non-profits; established a supporting non-profit, and co-founded two other non-profit organizations
- Sponsored successful coalitions/partnerships to support new and re-authorized environmental legislation in Harrisburg. Helped develop legislative language.
- Worked a 5-year strategic plan to improve non-profit's programming, funding, communications, advocacy, and organizational strength. Introduced computer and Internet technology to organization operation and programs. Expanded existing programs to address broader audiences and attract new funders
- Wrote and executed grants for program development/expansion and capacity building
- Developed and supervised large program contracts with state agencies
- Initiated a land bank program to encourage storm water recharge
- Assisted in the creation of a statewide Recycling Markets Development Center to create markets for recycling materials collected throughout PA with a \$1 million start-up budget
- Assisted in start-up of Keep Pennsylvania Beautiful Chapter of Keep America Beautiful
- Served on multiple environmental advisory committees serving the organization and political leaders
- Provided oversight for development of model municipal ordinances to address environmental issues
- Encouraged coalition and partnerships with other organizations to create more effective environmental programs

### **Pro-bono Board Positions in PA:**

Member of the Philadelphia Archdiocese Nutritional Development Services Board

Member of the Delaware County Inter-faith Food Assistance Network

Member of Pennsylvania Environmental Council

Vice-Chair of the Chester County Planning Commission

Charter Member and Treasurer of the Delaware Valley Green Building Council

Vice-chair of the Pennsylvania Solid Waste Advisory Council

Member of the Pennsylvania Recycling Advisory Fund

## OTHER IMPORTANT JOB EXPERIENCES

**Delaware Valley Green Building Council** Board Member and Treasurer for organization's first 5 years **2002-2007**

Assisted in creating new non-profit to promote the design and construction of energy and resource efficient buildings in the Delaware Valley area to enhance the region's sustainability. Involved in coordinating development efforts. Established a forum of green building advocates in Pennsylvania to promote principles of sustainable development at top government levels and in legislation. Worked with Philadelphia School District in providing oversight for \$1.5 billion building/renovation program to encourage inclusion of green building practices in RFP specifications.

**Chester County Planning Commission** Member- Vice-Chair **1999 – 2004**

Appointed by County Commissioners to serve on commission to oversee implementation of nationally recognized Landscape Plan to promote orderly development within the county. Provide recommendations to the County Board of Commissioners on new initiatives to preserve open space and reduce suburban sprawl. Involved in task force to develop strategies/incentives to reduce amount of land consumed per dwelling unit. Planning Commission staff provides technical assistance to municipalities on comprehensive plan development thus exposing me to best land use management practices and model ordinance programs.

**Easttown Township** Board of Supervisors **1991-1997**

Elected to serve Easttown Township in eastern Chester County. Successfully set an agenda to establish schedule of regular road maintenance and road reconstruction; acquired first Township Park; initiated construction of new library; and initiated \$10 million bond for infrastructure improvements. From 1989 through 2002, served on the local planning commission and Municipal Waste Commission. Designed successful curbside recycling program for community with an ultimate 42% waste diversion rate. Developed first (and 3 subsequent) proposals for Township-wide contracted waste and recycling collection.

**League of Women Voters** Local President and State Environmental Chair **1980-1991**

Developed environmental education programs and conferences for communities throughout the state. Through consensus developed organization position on environmental issues and then created advocacy campaigns to promote position. Worked over 6 years in coalition with other organizations to create Act 101, Pennsylvania's mandatory recycling law.

**Stay-Home Mom** **1978-1992**

Raised 2 children. Active volunteer leadership in school, church, scouting, and community organizations.

**Resource Management Associates** Project Manager **1975 – 1978**

Conducted research for environmental consulting firm. Responsible for managing nutrient transport mathematical model project on Lake Erie for Army Corps of Engineers.

**Brandywine Conservancy** Project Researcher/manager **1973-1975**

Developed one of the earliest computerized database systems for storing and retrieving water quality data. Developed land use-water quality model for the Brandywine River under a project led by Tom Cahill with the U.S Geological Survey. Assisted in the development of the first computer generated land use maps—precursor to today's GIS (Geographical Information System)

**Chester County Health Department** Laboratory Director **1969-1973**

Developed the first analytical water quality laboratory for Chester County Health Dept. Inspected all industrial and municipal waste treatment facilities and water treatment plants in Chester County. Prepared documents for enforcement.

**AWARDS:**

- Leadership Award, Chester Rotary, 2007
- Outstanding Environmental Achievement Award, Pennsylvania Resources Council, 2003
- Anna Estes Strawbridge Award for outstanding leadership and service to the community, League of Women Voters, 1993
- SWEP Touchstone Award for setting a standard for quality and excellence in the environmental field, Society for Women Environmental Professionals Greater Philadelphia 1997
- Stafford Award for Protection of the Scenic Environment, Scenic America, 1999
- Special Service Award, Pennsylvania Department of Environmental Protection, 2000
- Variety of awards, citations, and legislative acknowledgement for programmatic achievement

**EDUCATION:**

BA Chemistry – West Chester University

Post Graduate training in analytical laboratory techniques – variety of government training centers

Post Graduate work in Water Resources Engineering – Villanova University

Environmental Dispute Resolution Training – PennAccord

**VOLUNTEER PARTICIPATION IN LOCAL OAK RIDGE COMMUNITY ORGANIZATIONS:**

The Children’s Museum of Oak Ridge – President of Board of Trustees

Keep Anderson County Beautiful – Charter Board Member and vice-president– coordinating implementation of strategic plan, developing program and implementing fundraising campaign, part of the planning committees for Secret City Festival and Earth Day Festival.

Oak Ridge Environmental Quality Board – Member- assisting in the development of a sustainability plan for the City of Oak Ridge

The Oak Ridge Breakfast Rotary Club – Member, Vice-President of Internal Affairs – Initiated and developed a new fundraising project – insert into the *Oak Ridger*, chair of Rotary Scholarship Committee, member of the District Scholarship Committee

The Oak Ridge League of Women Voters – Member

Neighborhood Watch – District Leader for the Westwood Home Association

Member of St. Mary’s Church in Oak Ridge, TN - Eucharistic Minister, and Member of the St. Francis Guild

**REFERENCES:** On Request

CITY OF OAK RIDGE, TENNESSEE  
BOARDS AND COMMISSIONS

**TIME IN OFFICE AND ATTENDANCE RECORD**

NAME: Patricia S. Imperato

BOARD OR COMMISSION: Environmental Quality Advisory Board

TIME IN OFFICE: Term of Office 3 Years

Date Appointed 2/18/08

Number of Terms Served 1

ATTENDANCE RECORD (MOST RECENT TERM OF OFFICE):

Number of Meetings Held 29

Number of Absences 2

Date Prepared 12/02/11

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End of Application for

Imperato, Patricia

For Board:

Environmental Quality Advisory Board

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# City of Oak Ridge Board Application

BoardName: Environmental Quality Advisory Board

2011

Application Submitted

Applicant: Jones, Perry

Choice

1

11/18/2011

12:06

195 Latimer Road

HomePhone

540-397-0455

Email

Oak Ridge

TN

MobilePhone

perryj@slind.net

OfficePhone

Retired?

N

Occupation

Position

Project Manager

Employer

Street Legal Industries, Inc.

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

NONE

Education, Professional and or Community Activity

Graduate of the University of Tennessee - 1988 Business Degree in Information Management.

Lived and worked in Oak Ridge since moving back to the East Tennessee area in 2006.

Volunteered for Secret City Festival through Street Legal and Keep Anderson County Beautiful.

Own rental property in Oak Ridge, Knoxville and Chattanooga. Please see attached resume.

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

Since moving back to East Tennessee, I have settled in Oak Ridge. I have made a commitment to live in the community, and I would like to do my part to make sure the area grows and prospers. The company I work for, Street Legal, is involved with several other entities aimed at energy management and savings. There are opportunities that have barely been tapped.

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

I have 3 years in the finance industry, and 15 years as a project manager. I currently work for an environmental company in Oak Ridge. We are focused on the continuation of energy efficient ideas and products. There are many potential solutions to save the city money through energy saving products.

Notes

**William Perry Jones, PMP**  
**865-483-6373**  
**540-397-0455**  
[perryj@slind.net](mailto:perryj@slind.net)

**Clearances/****Education/**

**Certifications:** Department of Energy Q Clearance (Inactive)  
 Bachelor of Science, Information Management; University of Tennessee; Knoxville, TN (1988)  
 Project Management Professional (PMP) Certification (2009)  
 Advanced Training Certifications (Achieve Global and Edmond Howard) (2005)  
 OSHA 10 (2009)  
 RADWORKER II (2009)  
 HAZWOPER 40 (2009)  
 Hazardous Materials Instructor Training (2009)  
 Project Management Institute (PMI.ORG) (Active Member, 2009)  
 East Tennessee Chapter of PMI (Active Member, 2009)  
 American Society of Training and Development (ASTD) (Active Member, 2009)

**Professional Overview:**

As a Project Manager and Training Manager with more than fifteen (15) years of experience directing business project outcomes and technical training projects for major government and commercial organizations

- Remarkable record of success in the planning and execution of advanced projects, including Digital CDMA and TDMA Network and Information Technology implementation and support five state region.
- Lead cross-functional teams through all stages of the project lifecycle, delivering exceptional results on time and under budget through expert strategic planning, benchmarking, and issue resolution.
- Dynamic facilitator of project management, leadership, sales and management groups utilizing Brainstorming, Delphi and Nominal Group techniques.
- Expertise in the design of employee training and enrichment protocols, propelling workforce excellence by developing highly effective curricula, instructional materials, and in-class methodologies.
- Proven ability to implement, analyze, and improve training programs and courses to ensure professional knowledge in compliance with company and regulatory requirements.
- Demonstrated skill preparing and presenting technical documentation and lessons while improving training policies and processes to build successful personnel teams.

Mr. Jones' core competencies include:

- |  |  |
|--|--|
| • Project Life Cycle Management        | • Group & Individual Training Courses          |
| • Training Management                  | • Call Center, Inside Sales and Sales Training |
| • Procedure Writing                    | • Budgeting & Forecasting                      |
| • Problem Solving                      | • Purchasing and vendor contract negotiations  |
| • Program Design & Management          | • Client & Employee Relations                  |
| • Product Development & Education      | • Knowledge Testing                            |
| • Account Acquisition                  | • Team Building & Leadership                   |
| • Scheduling                           | • Strategic Planning                           |
| • Technical Training                   | • Process Improvement                          |
| • Productivity/Performance Improvement | • Conflict Resolution                          |

## Professional History:

- 2009 - Present **Street Legal Industries, Inc.**  
**Certified Project Manager; Oak Ridge, TN**  
 As a Project Manager and Trainer, is responsible for the following:
- Project manager supporting DOT FMCSA Safety Technologies Electronic On-Board Recorders (EOBR), Commercial Vehicle Information Systems Network (CVISN) and Collision Warning Systems (CWS)
  - Project Manager interfacing with client and subcontractor managing and controlling deliverables, scope, schedule according to contract for the Department of Interior Smoky Mountain National Park Integrated Waste Management project
  - Project Manager managing deliverables, scope, schedule and cost according to contract language for the 19<sup>th</sup> Squadron Command Little Rock Air Force Base Integrated Waste Management project
  - Managing company training projects in both the government and private industry utilizing SAT model
  - Internally auditing accounts payable, accounts receivable and invoices for errors or process improvement opportunities
  - Specializing in training for PMP Exam and Process Improvement
  - Creating proposals and writing procedures for conducting business utilizing ISMS and PMI protocols
  - Conducting Project Management (PMP), Risk Management and Sales and Process Improvement training for The Training Associates, ExecuTrain, Connecticut Computer Services, Army Corp of Engineers, Army, DOE, Pro2Serve, AECOM and Agile Engineering
- 2006 - 2009 **Bank of America**  
**Manager & Trainer; Oak Ridge, TN**  
 While serving as Manager & Trainer, performed the following:
- Propelled sales team success by developing pioneering training, leadership, and product education protocols.
  - Assessed operating procedures and implemented strategic improvements as needed to enhance productivity, efficiency, and service quality.
  - Oversaw accounts for United States' largest bank to ensure solvency, efficiency, profitability, and operational integrity.
  - Accelerated account acquisition and sales in diverse categories with commercial and consumer clients.
- Key Contributions:
- Improved company performance by implementing Six Sigma management strategies.
  - Galvanized sales and exceeded revenue goals across 3 locations.
  - Generated 33% year over year sales growth in 2007 and 22% increase at new institution in 2008 utilizing needs based sales approach and product bundling techniques.
  - Received National Award of Excellence for quality of service.
- 2002 - 2006 **Ntelos Wireless**  
**Project Manager & Training Manager; Waynesboro, Virginia**  
 Responsibilities, as Project & Training Manager, were as follows:
- Spearheaded development and launch of sales training department.
  - Established new hire and sales associate training procedures and objectives.
  - Oversaw manager and trainer education, led management and training teams, and assessed leadership performance.

William Perry Jones, PMP

Resume

Page 3 of 4

- Strategically modified training and enrichment programs as needed. Provided cost justification and secured approval from senior leadership and stakeholders.
- Training Program Project \$325K- Reported to Denise Ramey VP of Sales and Carl Rossberg President of Wireless Division utilized Excel and Word to report research results and milestones

Key Contributions:

- Earned certification to teach advanced training courses, including Sales: The Other Side of Service (Achieve Global) and Edmond Howard Sales Skills courses.
- Won numerous honors for outstanding performance, including 4 Circle of Excellence Awards, 2 President's Club Awards, and the Spirit of Ntelos Award.

1995 -  
2001

**US Cellular Corporation**

**Project & Product Manager; Knoxville, TN**

As Project and Product Manager, performed the following:

- Analog to Digital CDMA/TDMA Network Conversion (Excess of \$100M) - Reported to Dick Geihring VP of Engineering used Excel, Primavera Software, Word and Conference Calls for reporting progress. Coordinated with Engineering, Data Services, Network Support, Sales Directors, Marketing, Nortel Vendors, Nokia and Motorola hardware providers throughout project
- Paging Reseller Program (\$300K) - Reported to Michael Mutz VP Sales for East Region utilized Primavera, Excel and Word for tracking and reporting
- Voice Mail Conversion from Comverse to Nortel (\$1.5M) - Reported to Dick Geihring VP of Engineering used Excel, Primavera software, Word and Conference Calls for reporting progress. Coordinated with Engineering, Data Services, Network Support, Sales and Marketing throughout project
- Planned, developed, and launched new products and services in collaboration with corporate product services, engineering and data services
- Coordinated management, representative, and support staff training
- Designed job aids and facilitated new product/service education
- Advanced sales, service, and customer loyalty through product and procedural innovation
- Provided technical support for Southeast Region, including implementing and testing wireless technologies
- Outlined product and service offerings, pricing plans, and marketing strategies
- Acted as buyer negotiating contracts with major clients and vendors for products and services
- Provided technical support and training on Panasonic and SpectraLink Wireless PBX phone systems

Key Contributions:

- Led the planning, installation, and support of advanced digital systems for the Southeast Region.
- Orchestrated Digital TDMA/CDMA Network development and installation to ensure market dominance through competitor analysis, market needs assessment, and competitive positioning.
- Coordinated Voice Mail and Billing System conversion to optimize customer service.

1991 -  
1994

**Analysis Corporation**

**Project & Department Manager; Oak Ridge, TN**

As Project & Department Manager, responsibilities included:

- Initial spearheading of the installation of a 300 node Novell Ethernet Network

William Perry Jones, PMP

Resume

Page 4 of 4

- Purchasing negotiation of vendor contracts for servers, workstations, Ethernet and phone installation
- Development and facilitation of training for end users on network applications, accessing network applications and Microsoft applications
- Managing and monitoring server and maintained hardware and software
- Oversight of daily operation of Information Technology department
- Devised training, implementation, and support policies for workstations, servers, and end users
- Orchestrated special projects and technical support for diverse clientele, including the Department of Energy (DOE). Earned Q clearance.
- Ethernet Network Project (\$350K) - Reported to Director David Job utilized Primavera software and Excel for progress management and reporting milestones.
- Support of Transcom Project (\$1.25M) - Maintained system hardware and software

Key Contributions:

- Project Manager for 300 node IT Network
- Drove project development as member of Department of Energy (DOE) TRANSCOM Project Team.
- Provided technical support for Oak Ridge National Laboratory's Y-12 and K-25 departments.
- Earned Can-Do Award for performance excellence

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End of Application for

Jones, Perry

For Board:

Environmental Quality Advisory Board

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# City of Oak Ridge Board Application

BoardName: Environmental Quality Advisory Board

2011

Application Submitted

Applicant: Kennedy, Robert

Choice

1

11/20/2011

22:43

209 Whippoorwill Drive

HomePhone

865-220-4736

Email

Oak Ridge

TN

MobilePhone

robot@ultimax.com

OfficePhone

Retired?

N

Occupation

engineer

Position

senior systems engineer VI

Employer

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

Environmental Quality Advisory Board

Education, Professional and or Community Activity

SPECIAL MASTER OF ARTS in NATIONAL SECURITY STUDIES June 1988

California State University, San Bernardino

BACHELOR OF SCIENCE in MECHANICAL ENGINEERING June 1986

California State Polytechnic University, Pomona

2007-present: Systems engineering consulting on energy-efficiency and renewable resource policy and business development at the local, state, regional and national levels for Tetra Tech. Work includes energy audits, conceptual design of alternative energy systems and green remediation at U.S. Air Force bases across the country as well as renewable components of asset management/urban brownfield redevelopment. Built proprietary economic models from scratch for full lifecycle cost analysis of renewable polygeneration systems.

Currently, VICE-CHAIR of EQAB

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

opportunity to put my professional training into practice in my community where it counts most.

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

engineering economist; renewable energy expert; long volunteer service in civic, social and professional organizations

Notes

Incumbent

CITY OF OAK RIDGE, TENNESSEE  
BOARDS AND COMMISSIONS

**TIME IN OFFICE AND ATTENDANCE RECORD**

NAME: Robert G. Kennedy, III

BOARD OR COMMISSION: Environmental Quality Advisory Board

TIME IN OFFICE: Term of Office 3 Years

Date Appointed 3/17/08

Number of Terms Served 1

ATTENDANCE RECORD (MOST RECENT TERM OF OFFICE):

Number of Meetings Held 29

Number of Absences 8

Date Prepared 12/02/11

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End of Application for

Kennedy, Robert

For Board:

Environmental Quality Advisory Board

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# City of Oak Ridge Board Application

BoardName: Environmental Quality Advisory Board

2011

Application Submitted

Applicant: Kenworthy, Stephen

Choice

1

11/11/2011

10:06

101 Bridgewater Lane

HomePhone

865-202-4271

Email

Oak Ridge

TN

MobilePhone

stkts@gmail.com

OfficePhone

Retired?

N

Occupation

Environmental Consultant

Position

Employer

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

NONE

Education, Professional and or Community Activity

Education: PhD, focus in hydrology and geomorphology

Professional: Worked for DOE engineering services contractor (Pro2Serve), May 2009 - May 2011 (laid off)

Community: Local Oversight Committee - Citizens Advisory Panel; Oak Ridge Nursery School Board

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

I'm interested in the local environment that my family spends most of their time inhabiting. I want to use my professional background help support decision making by the city council.

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

I have many years of experience working on water quality and land use issues. See the resume for details.

Notes

## RESUME

**STEPHEN T. KENWORTHY, PhD**

**Hydrologist - Geomorphologist**

101 Bridgewater Lane, Oak Ridge, TN 37830

865-202-4271

stkks@gmail.com

### SUMMARY:

I am an experienced environmental scientist with a technical background in hydrology and geomorphology and recent work experience with the US Department of Energy cleanup program in Oak Ridge, Tennessee. I have expertise in developing and managing field data collection programs and synthesizing environmental data to support analysis of watershed hydrology, sediment loading, water quality, and aquatic ecosystem impacts.

My previous career in teaching and research was focused on surface and subsurface hydrology, erosion and sedimentation, and fluvial geomorphology. In this area I have over a decade of experience that includes field and laboratory research on stream hydrology and sedimentation, soil erosion, and water quality, as well as proposal preparation, research publication, grant and budget administration, and teaching, advising, and mentoring students.

Most recently, I have worked in the private sector as an environmental scientist supporting the Department of Energy Environmental Management program in Oak Ridge. My work responsibilities included technical project scope development and project management, technical writing and document preparation, cost estimating support, and development of custom project management tools. In the course of this work I have become familiar with environmental regulatory frameworks and requirements associated with the Clean Water Act, National Environmental Policy Act, and the Comprehensive Environmental Response, Compensation, and Liability Act.

### PROFESSIONAL EMPLOYMENT

2009-2011 **Environmental Scientist/Project Manager II, Professional Project Services Inc.**  
(Pro2Serve, Oak Ridge, TN)

- Co-created a new document summarizing the history, accomplishments, current mission, and personnel of the DOE Environmental Management Program in Oak Ridge.
- Co-managed the development of a pair of project management tools for maintaining and accessing cleanup project information, including an html-based Project Information Repository
- Developed scopes of work for nuclear and radiological facility Deactivation and Decommissioning projects and for facility Surveillance and Maintenance programs.
- Organized and summarized technical information in of DOE capital acquisition and operational planning documents for the Oak Ridge EM Program.
- Compiled technical data for cost estimating nuclear and radiological facility D&D projects, including quantity take-offs, sampling requirements, methods of accomplishment, and critical assumptions.
- Wrote *Preliminary Waste Management Plans* for radiological facility D&D projects, including development of summary waste generation quantities from cost estimates

**PROFESSIONAL EMPLOYMENT (continued)****2003 – 2008: Assistant Professor, Western Kentucky University, Dept. of Geography and Geology, Bowling Green, KY**

- Planned and supervised field data collection and reporting on hydrology, water quality and fine sediment loads in streams and karst aquifers in the Upper Green River Basin of Kentucky.
- Supported comprehensive hydrological, geological, and biological data synthesis for evaluation of the effectiveness of the Upper Green River Conservation Reserve Enhancement Program
- Planned, funded and built a high quality soil and sediment analysis laboratory
- Planned, funded and built a surface water quality monitoring network using multiparameter datasondes, data loggers, automatic samplers and cellular data telemetry
- Analyzed historical patterns of streambank erosion using air photo analysis and GIS
- Characterized subsurface alluvial stratigraphy using field coring and resistivity surveys
- Prepared job descriptions and hired and supervised field and lab technicians
- Prepared and administered externally funded research grants, including budgets
- Responsible for writing technical reports and research publications
- Developed collaborative relationships with environmental professionals from federal and state natural resource management agencies (e.g. NRCS and USGS) and with non-profit organizations (e.g. The Nature Conservancy)
- Served as co-instructor, Karst Hydrogeology Workshop (Southwest University of China, PRC): responsible for classroom instruction and field training in techniques for measurement of water quality in karst aquifers, including dye tracing and field instrumentation

**2001-2003: Postdoctoral Research Associate, University of North Carolina at Chapel Hill.**

- Conducted field study of nitrogen export from suburban watersheds in Baltimore, MD, including streamflow measurements, water quality sampling, installation of shallow piezometers, soil sampling and analysis, soil moisture measurement (time-domain reflectometry), and hydrologic modeling

**EDUCATION**

- 2002 Ph.D Johns Hopkins University, Baltimore, MD,  
Department of Geography and Environmental Engineering
- 1994: M.A University of Illinois, Urbana-Champaign. Department of Geography
- 1992: B.S University of Illinois, Urbana-Champaign. Department of Geography

**PROFESSIONAL REFERENCES**

**Anamary Daniel**, Ph.D., Senior Project Manager, Professional Project Services Inc., Oak Ridge, TN

**Phone:** 865-220-4439

**Email:** daniela@p2s.com

**Chris Wieland**, Senior Project Manager Professional Project Services Inc., Oak Ridge, TN

**Phone:** 865-294-6094

**Email:** wielandc@p2s.com

**Don Wierwille**, Project Manager Professional Project Services Inc., Oak Ridge, TN TN

**Phone:** 865-220-4339

**Email:** wierwilled@p2s.com

**Dr. Chris Groves**, Professor, Western Kentucky University, Dept. of Geography and Geology,

**Phone:** 270-745-5974

**Email:** chris.groves@wku.edu

**Dr. Michael May**, Professor, Western Kentucky University, Dept. of Geography and Geology

**Phone:** 270-745-6891

**Email:** michael.may@wku.edu

**Dr Rezaul Mahmood**, Professor, Western Kentucky University, Dept. of Geography and Geology

**Phone:** 270-745-5979

**Email:** rezaul.mahmood@wku.edu

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End of Application for

Kenworthy, Stephen

For Board:

Environmental Quality Advisory Board

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# City of Oak Ridge Board Application

BoardName: Environmental Quality Advisory Board	2011	Application Submitted	
Applicant: Lyon, Rick	Choice	1	11/21/2011 11:58

10 Palisades Pkwy	HomePhone	865-604-3401	Email
Oak Ridge TN	MobilePhone		ricklyon09@gmail.com
	OfficePhone		Retired? N

Occupation
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Exec Mgmt
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Position
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Director of Contracts & Procurement
-------------------------------------

Employer
----------

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Do you currently serve on any other City board, commission or committee?
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NONE
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Education, Professional and or Community Activity
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MBA - Finance, University of MD
---------------------------------

BS -Industrial Engineering, VA Tech
-------------------------------------

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

Environmental Quality Advisory Board -
--

I have been a resident of Oak Ridge since 1993, leaving twice, but always finding my way back. I consider this to be my hometown, even though I wasn't born here. I feel that it is time to give something back to the city and serving on this board would be a good start.

As an avid recycler and owner of a Toyota Prius, this Board position is of great interest to me. I believe that if each one of us recycles, reuses or reduces our consumption, the world's resources will last much longer and there will be less of a footprint left by all of us. Applying this to the City of Oak Ridge would be a challenging, but rewarding endeavor. And as a committed long-term resident, I am looking forward to lending my background and experience to this Board to assist in the successful achievement of its goals and objectives.

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

I have been an officer of both a large business (\$2B+) and a small business (<\$200M), spending most of the last twenty years in the nuclear industry. My background in contracts and procurement activities offers experience in preparing any kind of official documentation necessary in fulfilling the Board's goals. I am also personally interested in reducing consumption and reusing/recycling items to reduce the strain on natural resources and to save money for the City of Oak Ridge.

Notes
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End of Application for

Lyon, Rick

For Board:

Environmental Quality Advisory Board

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# City of Oak Ridge Board Application

BoardName: Environmental Quality Advisory Board

2011

Application Submitted

Applicant: Milanez, Sylvia

Choice

2

11/21/2011

10:02

108 Winchester Circle

HomePhone

865-482-1771

Email

Oak Ridge

TN

MobilePhone

sylviamilanez@yahoo.com

OfficePhone

Retired?

N

Occupation

Toxicologist

Position

Senior staff

Employer

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

NONE

Education, Professional and or Community Activity

Education: B.S. in Biology, M.S. in Biochemistry, and PhD in Biochemistry/Molecular Biology

Professional: Employed since 1991 at Oak Ridge National Laboratory (ORNL), during which time I became trained in the field of Toxicology, and became certified by the American Board of Toxicology. I have served for 6 years as ORNL's representative to the Oak Ridge Site-Wide Institutional Review Board for human studies, which is tasked with ensuring that humans are protected when they are subjects in research projects.

Activities: While my children were in the Oak Ridge schools, I volunteered in the PTA at Linden and Robertsville schools; the ORHS girls volleyball team, the tennis team, and the swim team; ORHS graduation celebration, and the CISV (Children's International Summer Village, Smoky Mountain Chapter). I have volunteered for various church activities. Since I moved to Oak Ridge in 1983, I have consistently participated in various exercise classes, including at the Oak Ridge YWCA, the OR Children's Museum, OR Grace Lutheran Church, OR Civic Center, and most recently, I take yoga classes at the OR Rush. For the past 8 years I have participated in the OR City Volleyball leagues.

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

I am interested in being On the Environmental Quality Advisory Board because of my concern about the quality of the air we breathe, and the water that we drink, in Oak Ridge. The City of Oak Ridge has provided myself and my family with a wonderful quality of life, and I would like to give back to the community with skills that I have (my background in biology and in toxicology) to help address the unique environmental issues that Oak Ridge faces.

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

Knowledge/past experience that qualifies me to be on the EQAB includes my education (B.S. in Biology, M.S. in Biochemistry, and PhD in Biochemistry/Molecular Biology) and work experience as a toxicologist at ORNL. I have worked on numerous projects that involve setting exposure limits of environmental air and water pollutants that are safe for humans. I have also participated for the past 6 years as ORNL's representative to the Oak Ridge Site-Wide Institutional Review Board, which reviews research that involves human subjects to ensure they are treated safely.

Notes

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End of Application for

Milanez, Sylvia

For Board:

Environmental Quality Advisory Board

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# City of Oak Ridge Board Application

BoardName: Environmental Quality Advisory Board	2011	Application Submitted	
Applicant: Placke, James	Choice	1	11/21/2011 07:32

16 Radisson Cove	HomePhone	865-574-1446	Email
Oak Ridge	MobilePhone		jimplacke@hotmail.com
TN	OfficePhone		Retired? N

Occupation
------------

Management
------------

Position
----------

Manager
---------

Employer
----------

Global Security Technologies
------------------------------

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

NONE
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Education, Professional and or Community Activity
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Education:
------------

Vanderbilt University, Nashville, Tennessee: Ph.D. (2002), M.S. (1993), Chemical Engineering
--

University of Tennessee, Knoxville, Tennessee: M.BA (2010), Business Administration
---

Jacksonville State University, Jacksonville, Alabama: M.PA (1990), Public Administration
--

University of Tennessee, Knoxville, Tennessee: B.S. (1983), Chemical Engineering
--

Environmental Compliance Officer Course (2003)
--

Radiological Safety Officer Course (1990)
---

Current Community Activities: Leadership Oak Ridge (2011)
---

Professional affiliations:
----------------------------

International Nuclear Material Management (Member)
--

American Chemical Society (Member)
------------------------------------

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

I am interested in serving on the Environmental Quality Advisory Board (EQAB) so that I can advise and provide assistance to the Council and other city officials on local environmental quality issues from a resident perspective. I feel that I can provide unbiased recommendations from a technical perspective in order to:
---

- |   |
|---|
| <ul style="list-style-type: none"> <li>- help improve the City's efforts in environmental protection and enhancement,</li> <li>- provide guidance on the prioritization of future environmental activities,</li> <li>- recommend environmental policies to the City Council, and</li> <li>- identify potential impacts on residents.</li> </ul> |
|---|

I have been a resident of Oak Ridge for approximately 3.5 years and would like to take an active role in city government. My technical background and experience can be leveraged to make Oak Ridge a better place to live in the future.
---

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

Special knowledge:
--------------------

<ul style="list-style-type: none"> <li>- Graduate level courses in atmospheric pollution, solid waste management, industrial waste treatment, advanced physical and chemical waste treatment, hazardous waste treatment, biological waste treatment, and environmental chemistry.</li> </ul>
--

<ul style="list-style-type: none"> <li>- Advanced degrees in chemical engineering with emphasis in environmental engineering applications.</li> </ul>
---

Past experience:
------------------

<ul style="list-style-type: none"> <li>- Served as Environmental Compliance Officer for the Department of Chemistry and Life Science, United States Military Academy (USMA), West Point, New York. Participated in establishing West Point's</li> </ul>
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# City of Oak Ridge Board Application

BoardName: Environmental Quality Advisory Board

2011

Application Submitted

Applicant: Placke, James

Choice

1

11/21/2011

07:32

Installation Environmental Management System and received memorandum of appreciation from Director, Department of Housing and Public Works (DHPW), for support and assistance during the USMA's Environmental Performance Assessment System inspection (17-27 Feb 04). Significantly reduced the quantity of hazardous materials entering the waste stream which resulted in an estimated 40% savings in hazardous material disposal costs.

Notes

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**James G. Placke, Jr., Ph.D.**

16 Radisson Cove, Oak Ridge, Tennessee 37830  
 Office: (865) 574-1446; Mobile: (865) 209-2086  
 plackej@y12.doe.gov

**SUMMARY OF QUALIFICATIONS:**

Results oriented management professional experienced in providing vision, strategy, and innovative ideas to complex operations. Strong leadership skills, impeccable integrity, and solid work ethic. Skilled in coordinating efforts across multiple cross-functional teams and able to motivate others to exceed expectations. Demonstrated ability to deliver under pressure and produce desired results. Certified Level III acquisition professional in science and technology management. Subject matter expert in all facets of chemical, biological, radiological, and nuclear operations and warfare. Technically fluent and able to rapidly assimilate cutting edge technologies, ideas, and processes. Possess current "Q" w/SCI clearance.

**PROFESSIONAL EXPERIENCE:**

**-6/09 to Present Manager, Global Security Technologies** – Nuclear Nonproliferation and Global Security Programs, Y-12 National Security Complex, Oak Ridge, TN.

- Provide leadership, programmatic and fiscal direction, supervision and coordination of Y-12's advanced research portfolio consisting of the Department of Homeland Security (DHS), Department of Defense (DoD), Intelligence Community (IC), and selected National Nuclear Security Administration (NNSA) programs.
- Responsible for the significant expansion of Y-12's nuclear forensics, DHS, and uranium test object manufacturing programs:
  - Obtained and currently establishing the National Uranium Forensics Material Archive (DOE-IN) for the recovery and storage of uranium samples of interest.
  - Established DHS's Chemical Security Inspector Training Program (DHS-IP) at Y-12. Conducted design-basis threat analysis and continued support for DHS's Biodefense Program (DHS-S&T).
  - Significantly expanded uranium test object manufacturing to support DHS (TARD, SEED, RTNA), DoD (DTRA, ONR) and NNSA (NA-22, LANL).
- Led the strategic planning process and developed strategic business development and programmatic growth plans for DHS and DoD. Co-led the strategic planning process for nuclear forensics, intelligence community, and nuclear nonproliferation R&D programs (NA-22/24/42) and projects for Y-12's Nuclear Detector & Sensor Test Center.

**-5/08 to 6/09 Senior Program Manager** – International & Homeland Security, Global Security Directorate, Y-12 National Security Complex, Oak Ridge, TN.

- Provided programmatic and fiscal direction, leadership, and coordination of programs supporting the Department of Defense (DOD) in the areas of operational test and evaluation, nuclear and radiological training, emergency management, physical security and operational integration, and risk management and mitigation.
- Managed and directed the efforts of program managers, project control representatives, subcontractors, and others to maintain a highly efficient and productive program focused on meeting customer's requirements.
- Responsible for significant expansion of Y-12 National Security Complex support of DOD programs.

**-7/06 to 5/08 Chief, Nuclear Detection & Sensors Branch** - Nuclear Technologies Directorate, Research & Development Enterprise, Defense Threat Reduction Agency, Fort Belvoir, VA.

- Managed all facets of developmental testing and evaluation of nuclear detection technologies to include system components, prototypes, and technology-related risk areas in preparation of transitioning radiation detection technology to the user. Program management duties involved all facets of cost, schedule, and performance parameters for seven contracts (FY06: \$8.9M, FY07: \$10.8M) within the Department of Defense, academia and industry.
- Served as Technical Manager for the Smart Threads Integrated Radiological Sensors (STIRS) Joint Capability Technology Demonstration (JCTD). The STIRS JCTD was one of seven (out of 85 nominations) selected for Joint Requirements Oversight Council (JROC) approval and Office of the Secretary of Defense (OSD) funding. Responsible for managing \$45.6M operating budget for the three-year JCTD to include detection technology development & integration, modeling & simulation, and systems engineering. Served as the Integrated Product Team (IPT) leader for several key technological areas.
- Served as Lead Topic Reviewer (Radiological and Nuclear Detection Material Science) for DTRA's FY07 Combating Weapons of Mass Destruction Basic Research (CWMDBR) Review. Awarded \$3.6M (\$450k/3 years) to eight university researchers.

**James G. Placke**  
 (865) 574-1446  
[plackej@y12.doe.gov](mailto:plackej@y12.doe.gov)

**Resume - Page 2**

**6/02 to 7/06 Assistant Professor** - Department of Chemistry & Life Science, U.S. Military Academy, West Point, NY.

- Served as course director for Chemical Reaction Engineering/Reactor Design and taught Advanced General Chemistry/General Chemistry classes. Classroom and laboratory instruction emphasized problem solving techniques, independent thinking, and practical applications of chemistry. Classroom environment was characterized as positive, challenging, and conducive to learning and fostered teamwork and academic/military excellence.
- Assisted in the development of the chemical engineering program to meet the Accreditation Board for Engineering and Technology (ABET) standards.
- Served as Environmental Compliance Officer for the Department of Chemistry and Life Science. Participated in establishing West Point's Installation Environmental Management System and received memorandum of appreciation from Director, DHPW, for support and assistance during the USMA's Environmental Performance Assessment System inspection (17-27 Feb 04). Significantly reduced the quantity of hazardous materials entering the waste stream which resulted in an estimated 40% savings in hazardous material disposal costs.
- Proactively served as Building Commandant. Served as liaison for the Bartlett Hall Exterior and Roof Renovation Project (\$5.3M). Developed and maintained the "Three-Year Plan" to identify and managed major projects. Facilitated the real property improvements for the Biochemistry lab, Cadet Club room, installation of the department's new Atomic Absorption Spectrophotometer and Nuclear Magnetic Resonance Spectrometer, renovation of the Center for Molecular Science, and electrical upgrade (\$115K) to Bartlett Hall.

**6/98 to 6/99 Operations and Training Officer** - 2<sup>nd</sup> Chemical Battalion, Fort Hood, TX.

- Successfully developed and executed the battalion's training program valued at approximately \$750K to ensure that all subordinate units exceeded all standards of excellence for weapons qualification, physical fitness, specialty skill training, and unit mission readiness. The Battalion consistently improved its overall readiness rating each month.
- Significantly improved training area and resource management within the Battalion by consolidating individual and collective training events into synchronized Battalion training events. The training events culminated in a collective-level combat arms maneuver training exercise which received laudatory comments from Fort Hood's leadership.
- Assisted in the force modernization (new technology transition/equipment upgrades) to include new equipment training for the 2<sup>nd</sup> Chemical Battalion:
  - Implemented a new battalion force structure under the Army's Force XXI concept.
  - Fielded the Single-Channel Ground-Air Radio System (SINGARS) to subordinate units.
  - Fielded the M58 Smoke Generating System (Wolf) to the 46<sup>th</sup> Chemical Company.
- Significantly improved ammunition management and decreased personnel resource requirements by consolidating qualification ranges into prioritized Battalion training events.

**Summary activities:**

**7/97 to 6/98 Chemical Operations Officer and NBC Defense Planner**- 1<sup>st</sup> Calvary Division, Fort Hood, TX.

**6/93 to 7/96 Assistant Professor/Instructor** - U.S. Military Academy, West Point, NY.

**12/90 to 7/91 Security Manager** - U.S. Army Chemical School, Fort McClellan, AL.

**1/90 to 12/90 Company Commander** - Company D, 82<sup>nd</sup> Chemical Battalion, Fort McClellan, AL.

**4/89 to 1/90 Company Commander** - Company E, 3-48<sup>th</sup> Infantry, Fort McClellan, AL.

**6/87 to 4/89 Operations Officer and Instructor/Writer** - U.S. Army Chemical School, Fort McClellan, AL.

**7/85 to 1/87 Operations Officer and Platoon Leader** - 181<sup>st</sup> Chemical Company, Fort Hood, TX.

**07/83 to 7/85 Chemical Staff Officer** - 3<sup>rd</sup> Signal Brigade, Fort Hood, TX.

**EDUCATION:**

Vanderbilt University, Nashville, Tennessee: Ph.D. (2002), M.S. (1993), Chemical Engineering  
 University of Tennessee, Knoxville, Tennessee: M.B.A. (2010), Business Administration  
 Jacksonville State University, Jacksonville, Alabama: M.P.A. (1990), Public Administration  
 University of Tennessee, Knoxville, Tennessee: B.S. (1983), Chemical Engineering

**PROFESSIONAL AFFILIATIONS:**

International Nuclear Material Management (Member)  
 American Chemical Society (Member)  
 Chemical Corps Regimental Association (Life member)

**James G. Placke, Jr., Ph.D.**

16 Radisson Cove, Oak Ridge, Tennessee 37830  
 Office: (865) 574-1446; Mobile: (865) 209-2086  
 plackej@y12.doe.gov

**Training & Education Addendum**

**PRIMARY BRANCH:** Chemical Corps (18 years experience)

**FUNCTIONAL AREA:** Nuclear and CounterProliferation (6 years experience)

**SECURITY DATA:** Q Clearance, 25 July 2008; with SCI

**EDUCATION:** Vanderbilt University, Nashville, Tennessee  
 Ph.D., Chemical Engineering, 2002  
 Awarded a three-year, fully-funded U.S. Army fellowship to pursue a doctoral degree in chemistry engineering. Minored in environmental engineering.

University of Tennessee, Knoxville, Tennessee  
 M.B.A., Business Administration, 2010

Vanderbilt University, Nashville, Tennessee  
 M.S., Chemical Engineering, 1993  
 Awarded a two-year fully-funded U.S. Army fellowship to pursue a master's degree in chemistry engineering.

Jacksonville State University, Jacksonville, Alabama  
 M.P.A., Business Administration, 1990

University of Tennessee, Knoxville, Tennessee  
 B.S., Chemical Engineering, 1983

**PROJECT MANAGEMENT:** Certified Lean Sigma Green Belt, August 2011  
 Certified Project Management Professional (PMP), August 2011

**DEFENSE ACQUISITION TRAINING:** Certified Acquisition Professional, Level III Science & Technology Manager (STM), Systems Planning, Research, Development, and Engineering (SPRDE)

TST 203 Intermediate Test and Evaluation, February 2008  
 PMT 352A Program Management Office Course, December 2007  
 SYS 203 Intermediate Systems Planning, October 2007  
 PMT 250 Program Management Tools, September 2007  
 SYS 202 Intermediate Systems Planning, RDT&E, July 2007  
 SYS 101 Fundamentals of System Engineering, June 2007  
 ACQ 201B Intermediate Systems Acquisition, December 2006  
 LOG 101 Acquisition Logistics Fundamentals, December 2006  
 TST 101 Introduction to Acquisition Workforce Test & Evaluation, October 2006  
 STM 302 Advanced Science and Technology Management, July 2006  
 STM 201 Intermediate Science and Technology Management, June 2006  
 ACQ 201A Intermediate Systems Acquisition, April 2006  
 ACQ 101 Fundamentals of Systems Acquisition Management, January 2006

CLE 003 Technical Reviews, July 2007  
 CLG 003 Government Purchase Card, February 2007

JCTD Practical Operating Guide Training, January 2008  
 ACTD/JCTD Technology and Transition Course, November 2006  
 Contracting Officer's Representative Course, October 2006

**James G. Placke**  
 (865) 574-1446  
 plackej@y12.doe.gov

**Addendum - Page 2**

**EMERGENCY  
 MANAGEMENT  
 TRAINING:**

IS-001 Emergency Program Manager Orientation, May 2004  
 IS-301 Radiological Emergency Response, May 2004  
 IS-195 Basic Incident Command System, June 2004  
 IS-003 Radiological Emergency Management, May 2004  
 IS-055 Household Hazardous Materials, September 2004  
 IS-002 Emergency Preparedness, September 2004  
 IS-208 State Disaster Management, September 2004

**SPECIALTY  
 TRAINING:**

Introduction to Nuclear Forensics Analysis (DOE-IN), 2009  
 Nuclear Energy Proliferation Intelligence Overview (DOE), 2007  
 Nuclear Device Proliferation Intelligence Workshop (DOE), 2007  
 Nuclear Awareness and Technical Response to Nuclear Threats (DHS), 2007  
 Theater Nuclear Operations Course, 2004  
 Nuclear Research and Operations Officer Course, 2003  
 Environmental Compliance Officer Course, 2003  
 Instructor Training Course Refresher, US Military Academy, 2002  
 Command and General Staff Officer Course, Resident Course, 1997  
 Command and General Staff Officer Course, Correspondence, 1993  
 Instructor Training Course, US Military Academy, 1993  
 Combined Arms Service Staff Course, 1989  
 Radiological Safety Officer Course, 1990  
 Initial Entry Training Cadre Training, 1989  
 Psychological Operations Course, 1988  
 Toxic Agent Training, 1987  
 Instructor Training Course, US Army Chemical School, 1987  
 Chemical Officer Advance Course, 1987  
 Supply Staff Officer Course, 1986  
 Company Commander Preparatory Course, 1986  
 Special Forces Operations Course, 1985  
 Information Systems Officer Course, 1985  
 Electronic Warfare Staff Officer Course, 1985  
 Nuclear and Chemical Target Analysts Course, 1985  
 Airlift of Hazardous Materials Course, 1985  
 Junior Leaders Maintenance Orientation Course, 1984  
 Joint Deployment Officer Course, 1984  
 Military Airlift Command Load Planner Course, 1984  
 Basic Parachutist School, 1983  
 Chemical Officer Basic Course, 1983  
 Air Assault School, 1980

**MILITARY  
 ADDITIONAL  
 SKILL IDENTIFIERS:**

Air Load Planner (3S)  
 Nuclear/Chemical Target Analyst (5H)  
 Instructor (5K)  
 Parachutist (5P)

**MILITARY AWARDS:**

Legion of Merit x 1  
 Meritorious Service Medal x 4  
 Army Commendation Medal x 1  
 Army Achievement Medal x 3  
 National Defense Service Medal x 2  
 Global War on Terrorism Service Medal x1  
 Army Service Ribbon  
 Parachutist Badge  
 Air Assault Badge

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End of Application for

Placke, James

For Board:

Environmental Quality Advisory Board

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# Health and Educational Facilities Board

NumVacancies 3  
Total # of Members 9

Term of Office  
(3)Six years commencing on January 1, 2012

## Qualifications

### Applicants

Health and Educational Facilities Board	Submitted	Preference
Mr. Gene R Dunaway	11/21/2011	2
Mrs. Lakaisha Gallaher	11/14/2011	2
Dr. William S. Lenihan III	11/17/2011	1
Dr. Fay M. Martin Ph.D. <input type="text" value="Incumbent"/>	11/8/2011	1
Mr. David L Mason	10/28/2011	1
Dr. Sylvia Milanez	11/21/2011	1

### Current Members

Health and Educational Facilities Board	Term Expires
William J. Biloski	2013
Louise B. Dunlap	2015
Bruce Ryan LeForce	2015
Sue Anne Lewis	2015
H.D. Osucha	2013
David E. Wilson	2013

# City of Oak Ridge Board Application

BoardName: Health and Educational Facilities Board	2011	Application Submitted	
Applicant: Dunaway, Gene	Choice	2	11/21/2011 16:36

125 Vienna Road	HomePhone	865-934-9956	Email
Oak Ridge TN	MobilePhone		GRDunaway@gmail.com
	OfficePhone		Retired? Y

Occupation
Computer System Engineer

Position
NA

Employer
Federal Reserve Bank

Do you currently serve on any other City board, commission or committee?
NONE

Education, Professional and or Community Activity
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Education: BA English (Speech / Journalism) / Minor in Religion: Trevecca College (Nashville, TN) 1967; MA Library Science / Minor in Criminal Justice: Sam Houston State University (Huntsville, TX) 1975. Post-graduate work at University of Virginia, Virginia Commonwealth University, Longwood University, and several Virginia Community Colleges.

Professional: Served 2 non-consecutive terms (2 years per term) on the Richmond Federal Reserve Bank Employees' Council (vice chair and chair for two years of the terms. Held positions of Information Officer, Program Chair, Vice Chair, and Chair) of the Office Automation Association of Richmond, VA. Earned the highest certification offered by BICSI. Earned outstanding employee awards from most, if not all, of my employers.

Current: Volunteer with O. R. Rec and Parks (I have a closet full of T-shirts to prove it). Have assisted with Tabatha's Table, Ecumenical Storehouse, O. R. Theater, O. R. Senior Center, parade marshal with the O. R. Christmas Parade, and other organizations too many of list.

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

Health and Educational Facilities Board: This bureau would make use of my educational experience on the public school and university level, especially of my tour of duty as office manager of the Department of Physiology, a teaching department of the Medical College of Virginia / Virginia Commonwealth University. It would also use my experience as a site reviewer for the Southeastern Conference of Schools and Colleges (I don't have the name exactly correct, but it is the accreditation board for educational institutions).

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

In addition to the above statement, I also have experience in designing and building commercial (church) buildings. plus operating a regional campground.

Notes
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Gene R Dunaway

PO BOX 5061  
Oak Ridge, TN 37831

Cell Phone: 865-934-9956  
E-Mail: Fastether@YAHOO.COM

**OBJECTIVES:**

Account Administration; Information Network Design / Operations; Data Cable Installation / Certification;  
Information Technology Instructor

**SUMMARY OF EXPERIENCE**

- 26 years experience in all phases of establishing and maintaining computer / telephone networks
- 22 years experience in all phases of cabling for computer / telephone networks
- 20 years experience in establishing and maintaining databases (mainframe and pc's)
- 18 years experience in lan / wan networking and information security
- 18 years experience in helpdesk and chip-level hardware repair
- 16 years accounting experience in budget preparation and administration, accounts payable, payroll, inventory control; also 16 years experience as office manager
- 16 years experience in printing, book / magazine editing, and desktop publishing
- 8 years teaching experience (junior high, high school, and adult); also 7 years experience as a librarian

**WORK HISTORY**

06/07-Present    Active Retirement  
 12/05-06/07    *Janitor (F/T)*, Kroger Supermarket, Oak Ridge, TN  
 06/05-07/05    *Courtesy Clerk / Bagger (P/T)*, BI-LO Supermarket, Oak Ridge, TN  
 08/04-06/05    Family relocation  
 10/03-08/04    *Information Systems Instructor*, Beta Tech, Richmond, VA  
 04/03-10/03    *Contract Employee*, Venturi Staffing Partners, Richmond, VA  
 04/03-10/03    *Janitor (P/T)*, The General Company, Richmond, VA  
 11/02-04/03    *Overnight Stocking Clerk (Seasonal)*, Target Store, Brook Road, Richmond, VA  
 11/95-02/02    *Senior DP Technical Analyst*, Federal Reserve Bank, Richmond, VA (Early Retirement)  
 09/94-11/95    *Telecommunication Analyst*, Federal Reserve Bank, Richmond, VA  
 06/92-09/94    *PC Maintenance Technician*, Federal Reserve Bank, Richmond, VA  
 12/91-06/92    *Helpdesk Technician*, Fox Temporaries assigned to the Federal Reserve Bank, Richmond, VA  
 05/89-12/91    *Office Manager*, Signet Investment Banking, Richmond, VA  
 08/88-05/89    *Librarian*, Beaumont Learning Center, Beaumont, VA  
 12/82-08/88    *Computer Systems Coordinator*, College of Humanities & Sciences, VCU, Richmond, VA  
 02/82-12/82    *Scientific Typesetter*, William Byrd Press, Richmond, VA  
 06/81-02/82    *Fiscal & Accounts Technician*, Department of Physiology, MCV/VCU, Richmond, VA  
 07/78-06/81    *Photographic Sales Counselor and Trainer*, Best Products, Inc. Richmond, VA (PT & FT)  
 02/79-09/80    *Junior High English Teacher*, Hopewell (VA) Public Schools  
 09/75-11/78    *Coordinator of Library Services*, VA Dept. of Correctional Education, Richmond, VA  
 12/72-09/74    *Librarian/Teacher*, Virginia State Farm, State Farm, VA  
 09/70-12/72    *Information (Public Relations) Technician*, VA Dept. of Personnel, Richmond, VA

### **PROFESSIONAL AFFILIATIONS**

- BICSI
- Office Automation Association of Richmond (consecutively, Information Officer, Program Chair, Vice Chair, and Chair)
- Office Automation Society International (certified Office Automation Professional)
- Served two two-year non-concurrent terms on the FRB Employees' Council (vice chair and chair for two years of the terms)
- Postgraduate Professional Teacher Certificate: Jr. High / High School English, Speech, Journalism, and Library Science, Virginia Department of Education (subject to renewal)

### **EDUCATION**

- 1975 Master of Library Science (minor in Criminal Justice): Sam Houston State University, Huntsville, TX
- 1967 BA in English (Speech / Journalism) / minor in Religion: Trevecca University, Nashville, TN
- Graduate work in education (including services to the handicapped and learning disabled), computing, and radio / television production

### **INTERESTS**

Have Virginia Extension Service certification as a producer/director of public access television programming. Am a semi-professional photographer. Served as Lighting / Sound director for several Richmond, Virginia, theatre groups. Was director for the Chamberlayne Actors' Theatre 1987/88 Winter Show; also a member of the Board of Directors. Have had articles published in local Virginia and Tennessee journals; also have been published in international trade journals. Was a contributing editor for a regional theatrical magazine. Actively participate in various volunteer organizations

### **VITALS**

Marital Status: Single

Citizen of the United States – holder of current US Passport

Available for immediate employment

Available for positions that require travel, relocation, or overtime to complete project

### **REFERENCES**

References furnished upon request

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End of Application for

Dunaway, Gene

For Board:

Health and Educational Facilities Board

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# City of Oak Ridge Board Application

BoardName: Health and Educational Facilities Board

2011

Application Submitted

Applicant: Gallaher, Lakaisha

Choice

2

11/14/2011

08:56

289 Royce Circle apt 223

HomePhone

865-973 -0859

Email

Oak Ridge

TN

MobilePhone

kaisha.gallaher@yahoo.com

OfficePhone

Retired?

N

Occupation

Position

Dining Room Coordinator

Employer

Greenfield Senior Assisted Living

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

NONE

Education, Professional and or Community Activity

Roanestate Community College. I am pursuing a degree in Health Science and Radiology.

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

I believe your Health end Education are very much important issues in your life they go hand, and hand, your health can cause many problems including an early death if your not properly educated about it. Learning and being knowledgeable are important keys in life. All citizens needs to be educated.

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

One of my courses at Roanestate is Wellness and studying so far it has educated me and taught me how to properly better care for my body. I have already lost 5 lbs. I have 10 to 15 more to go.

Notes

289 Royce Circle apt 223  
Oak Ridge ,TN 37830  
Phone: (865) 973 -0859  
E-mail : kaisha.gallaher@yahoo.com

RECEIVED  
2011 NOV 14 AM 8:56  
OFFICE OF THE CITY CLERK

Lakaisha Gallaher

Objective : Entry – level position with public health care Educational Corporations

Experience : Mar. 2008 Dining Room Supervisor / Coordinator : Greenfield Senior Living, Oak Ridge,

Nov. 2011 Tennessee

: Assisted elderly in proper selection of meal choices

: Assisted in health care

: Worked on Safety Committee

1992 -2005 : National Health Care Corporations , Oak Ridge , Tennessee

: Assisted in Physical Therapy

: Prepared nourishment for fragile souls

2005 -2007 : Preschool Teacher , Clinton , Tennessee

: Taught basic fundamentals

Education : 2000 : Roane State Community College

2011 :Pursuing a degree in Health Science and Radiology

: Attending full –time while holding down a part time job

: Plan to graduate in 2012 or early 2013

Personal Data : : Award Winning Employee of the Month , June 2011

: Certified C .P. R. Training, and many certificates from jobs well done

References : Available on Request

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End of Application for

Gallaher, Lakaisha

For Board:

Health and Educational Facilities Board

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# City of Oak Ridge Board Application

BoardName: Health and Educational Facilities Board

2011

Application Submitted

Applicant: Lenihan, William

Choice

1

11/17/2011

17:08

400 Laboratory Rd Su 104

HomePhone

865-482-1731

Email

MobilePhone

drbill@drwilliamlenihan.com

Oak Ridge

TN

OfficePhone

Retired?

N

Occupation

Dentist

Position

Prosthodontist

Employer

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

NONE

Education, Professional and or Community Activity

1969 Graduated from Oak Ridge HS, Oak Ridge, Tn

BS Zoology, Univ of Tenn, Knoxville, Tn. Dec 1973

DDS Univ of Tenn College of Dentistry, Memphis, Tn, Dec 1976

Dental License, Tenn Board of Dentistry, Jan 1977- Present Day

Faculty Appointment, Univ of Tenn College of Dent, Jan 1978- Dec 1978

US Air Force, Mac Dill AFB, Tampa, FL, Dec 78- Jun1,1982

US Air Force, Dept of Prosthodontics ( RESIDENCY), Wilford Hall MED CTR, Lackland AFB, Tx,  
Jun5, 1982- Jun 1985

US Air Force, Dover AFB, De Jun, 1985- Dec 1988

Dental License, Delaware Board of Dentistry, Fall 1988- Spring 1992 (retired- moved back to Oak Ridge)

Chairman, Professional Education, American Cancer Society, De 1989-1991

Assoc, Dr James Thmpson, Dr Ted Ledden 2004 Foulk Rd Wilmington, De 1988-1991

Private Practice, 400 Laboratory Rd Su 104 Oak Ridge, Tn Nov1991-Present

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

Since I returned to Oak Ridge in 1991, I have been involved in several civic organizations. My friend, Carol Smallridge, emphasized getting involved in the community and encouraged such while I was in Leadership Oak Ridge. I have been a member of Breakfast Rotary, and now Rotary club of O.R.. I was on the Public School Educational Foundation during the rebuild of ORHS and now enjoy the facility as do all Oak Ridgers. The community support during that effort was inspiring. Another project that showed the difference between Oak Ridgers and others was the SECRET CITY WALK sponsored by Oak Ridge Rotary and the City of O.R.. I have been able to help in the rebuild of Cedar Hill park, the relief efforts for Katrina victims, and several community activities and have enjoyed working with my fellow Oak Ridgers. Some of my other time obligations are ending and i would like to continue to help my city and community.

My family moved here in '43 and we are still here. My mother taught at ORHS for many years so the support for great Education is in my blood. I was on the Triage teams in the Hospital squadron of each Air Force base I was at and also was an evaluator for Mass Casualty exercises and Preparedness events.

I feel I could be of value to the Oak Ridge citizens. Thank you

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

See above.

Notes

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End of Application for

Lenihan, William

For Board:

Health and Educational Facilities Board

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# City of Oak Ridge Board Application

BoardName: Health and Educational Facilities Board

2011

Application Submitted

Applicant: Martin, Fay

Choice

1

11/8/2011

14:32

108 Meadow Rd.

HomePhone

482-2969

Email

Oak Ridge

TN

MobilePhone

faymart@bellsouth.net

OfficePhone

Retired?

Y

Occupation

Environmental Toxicologist

Position

Employer

Oak Ridge National Laboratory

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

Health and Educational Facilities Board

Education, Professional and or Community Activity

B.S. University of the West Indies

M.S. McMaster University, Ontario, Canada

Ph.D. The University of Tennessee, Knoxville, TN

Recently appointed to SSAB (Site Specific Advisory Board)

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

I have been on this board for a number of years. I am interested in continuing to serve.

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

I have served on other health-related boards while working at ORNL, eg The Board of Revision of ICRP 123 "Revisum of Referce Man."

Notes

Incumbent

CITY OF OAK RIDGE, TENNESSEE  
BOARDS AND COMMISSIONS

**TIME IN OFFICE AND ATTENDANCE RECORD**

NAME: Fay Maureen Martin

BOARD OR COMMISSION: Health and Educational Facilities Board

TIME IN OFFICE: Term of Office 6 Years

Date Appointed 11/20/00

Number of Terms Served 1 3/4

ATTENDANCE RECORD (MOST RECENT TERM OF OFFICE):

Number of Meetings Held 4

Number of Absences 0

Date Prepared 12/02/11

---

End of Application for

Martin, Fay

For Board:

Health and Educational Facilities Board

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# City of Oak Ridge Board Application

BoardName: Health and Educational Facilities Board

2011

Application Submitted

Applicant: Mason, David

Choice

1

10/28/2011

15:31

160 Whippoorwill Drive

HomePhone

865-483-7312

Email

Oak Ridge

TN

MobilePhone

dmason555@hotmail.com

OfficePhone

Retired?

Y

Occupation

Retired

Position

Employer

USEC Inc

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

Industrial Development Board

Education, Professional and or Community Activity

PhD, Physics, University of Florida

Member, Oak Ridge Industrial Development Board

Past member, State Supreme Court's Board of Professional Responsibility

Loaned Executive, United Way of Anderson County

Honorary Board member, Boys &amp; Girls Club of Oak Ridge

Board member, Coalition of Oak Ridge Retired Employees (CORRE)

Rotarian

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

I was asked to be on this Board by the then-IDB Chair. He said it was desired that at least one IDB member be on the Health & Education Board since the purposes and procedures are so similar.

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

My experience on the IDB is a qualifying factor.

Notes

CITY OF OAK RIDGE, TENNESSEE  
BOARDS AND COMMISSIONS

**TIME IN OFFICE AND ATTENDANCE RECORD**

NAME: David L. Mason

BOARD OR COMMISSION: Health and Educational Facilities Board

TIME IN OFFICE: Term of Office 6 Years

Date Appointed 7/20/09

Number of Terms Served No full term

ATTENDANCE RECORD (MOST RECENT TERM OF OFFICE):

Number of Meetings Held 4

Number of Absences 1

Date Prepared 12/02/11

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End of Application for

Mason, David

For Board:

Health and Educational Facilities Board

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# City of Oak Ridge Board Application

BoardName: Health and Educational Facilities Board

2011

Application Submitted

Applicant: Milanez, Sylvia

Choice

1

11/21/2011

10:02

108 Winchester Circle

HomePhone

865-482-1771

Email

MobilePhone

sylviamilanez@yahoo.com

Oak Ridge

TN

OfficePhone

Retired?

N

Occupation

Toxicologist

Position

Senior staff

Employer

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

NONE

Education, Professional and or Community Activity

Education: B.S. in Biology, M.S. in Biochemistry, and PhD in Biochemistry/Molecular Biology

Professional: Employed since 1991 at Oak Ridge National Laboratory (ORNL), during which time I became trained in the field of Toxicology, and became certified by the American Board of Toxicology. I have served for 6 years as ORNL's representative to the Oak Ridge Site-Wide Institutional Review Board for human studies, which is tasked with ensuring that humans are protected when they are subjects in research.

Activities: While my children were in the Oak Ridge schools, I volunteered in the PTA at Linden and Robertsville schools; the ORHS girls volleyball team, the tennis team, and the swim team; ORHS graduation celebration, and the CISV (Children's International Summer Village, Smoky Mountain Chapter), I have volunteered for various church activities. Since I moved to Oak Ridge in 1983, I have consistently participated in various exercise classes, including at the Oak Ridge YWCA, the OR Children's Museum, OR Grace Lutheran Church, OR Civic Center, and most recently, I take yoga classes at the OR Rush. For the past 8 years I have participated in the Oak Ridge City Volleyball leagues.

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

I am interested in being on the Health and Educational Facilities Board because education has been a large part of my life, as well as of my husband and children, and I want to help ensure that the opportunity for education in Oak Ridge is preserved for children, adults, and retirees, Promoting health facilities and staying healthy is key to the "health" of a community, and I strongly believe that Oak Ridge residents should have convenient access to quality medical care.

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

My "special" knowledge of education comes from having lots of it (BS, MS, and PhD), as well as taking various non-credit courses afterwards. I have a good understanding of health issues, through my education (which included medical-related courses), and my job experience as at ORNL as a toxicologist.

Notes

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End of Application for

Milanez, Sylvia

For Board:

Health and Educational Facilities Board

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# Housing Authority

NumVacancies 1  
Total # of Members 5

Term of Office  
Five years commencing on January 1, 2012

## Qualifications

### Applicants

	Submitted	Preference
Housing Authority		
Mrs. Lakaisha Gallaher	11/14/2011	3
Mr. Charlie Jernigan	11/18/2011	1
Mr. Perry Jones	11/18/2011	2
Ms. Frances L. Silver	Incumbent	11/3/2011
Mr. Benjamin J Stephens	11/1/2011	2
Mrs. Marci L. Willison	11/21/2011	1

### Current Members

	Term Expires
Housing Authority	
Karen A. Buckley	2014
Carol G. Cox	2013
Dorothy Hightower	2015
Judith L. Osucha	2012

# City of Oak Ridge Board Application

BoardName: Housing Authority

2011

Application Submitted

Applicant: Gallaher, Lakaisha

Choice

3

11/14/2011

08:56

289 Royce Circle apt 223

HomePhone

865-973 -0859

Email

Oak Ridge

TN

MobilePhone

kaisha.gallaher@yahoo.com

OfficePhone

Retired?

N

Occupation

Position

Dining Room Coordinator

Employer

Greenfield Senior Assisted Living

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

NONE

Education, Professional and or Community Activity

Roanestate Community College I am pursuing a degree in Health Science and Radiology.

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

I have struggled all my life financially. But I work very hard. After I get my degree I want to help other young mothers to overcome.

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

I can help other young parents, helping to lead them to higher education, and move toward their goals and dreams, so they may see if I can do it so can they.

Notes

289 Royce Circle apt 223  
Oak Ridge ,TN 37830  
Phone: (865) 973 -0859  
E-mail : kaisha.gallaher@yahoo.com

RECEIVED  
2011 NOV 14 AM 8:56  
OFFICE OF THE CITY CLERK

Lakaisha Gallaher

Objective : Entry – level position with public health care Educational Corporations

Experience : Mar. 2008 Dining Room Supervisor / Coordinator : Greenfield Senior Living, Oak Ridge,

Nov. 2011 Tennessee

: Assisted elderly in proper selection of meal choices

: Assisted in health care

: Worked on Safety Committee

1992 -2005 : National Health Care Corporations , Oak Ridge , Tennessee

: Assisted in Physical Therapy

: Prepared nourishment for fragile souls

2005 -2007 : Preschool Teacher , Clinton , Tennessee

: Taught basic fundamentals

Education : 2000 : Roane State Community College

2011 :Pursuing a degree in Health Science and Radiology

: Attending full –time while holding down a part time job

: Plan to graduate in 2012 or early 2013

Personal Data : : Award Winning Employee of the Month , June 2011

: Certified C .P. R. Training, and many certificates from jobs well done

References : Available on Request

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End of Application for

Gallaher, Lakaisha

For Board:

Housing Authority

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# City of Oak Ridge Board Application

BoardName: Housing Authority	2011	Application Submitted	
Applicant: Jernigan, Charlie	Choice	1	11/18/2011 15:40
118 Claymore Ln	HomePhone	865-482-4836	Email
Oak Ridge TN	MobilePhone		charlie@jernigans.net
	OfficePhone		Retired? N

Occupation
Computer Professional

Position
Senior Systems Administrator

Employer

Do you currently serve on any other City board, commission or committee?
NONE

Education, Professional and or Community Activity
---

BS, Engineering Science, Florida State University, 1968  
 MS, Electrical Engineering, Northwestern University, Evanston, IL, 1971  
 MBA, Marketing & Management, Kellogg Graduate School of Management, Evanston, IL, 1989  
 Professionally, I have worked in the Data Processing field for computer manufacturers, for consulting organizations, and for companies needing improvements in their computation capacity for 40 years. My work product has ranged from individual contribution to regional management over operations in 11 states. Currently I am employed at a Non-Profit, The General Board of Pension and Health Benefits of the United Methodist Church as a System Administrator involved in migrating their daily operations to modern equipment and technology.  
 Member of the Rotary Club of Oak Ridge, member of the Community Development committee  
 Member of the League of Women Voters of Oak Ridge, an administrator of the LWVOR Facebook page  
 Member of the UT Arboretum Society, active volunteer and data administrator

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

I believe that housing is the basis for many of the issues that Oak Ridge is experiencing. For example, our housing stock is older than typical of Tennessee, and many of our traditional neighborhoods have blighted areas. The Oak Ridge Housing Authority can play a larger role in seeking solutions. Improvements of these housing issues will make Oak Ridge more attractive for retail development, more attractive as a residential destination for job-seekers at our Federal facilities and supporting industries, and will improve Oak Ridge's tax base and our homeowners' residential investment and quality of life. The Oak Ridge Housing Authority has done admirable work in managing lower income housing in our community, but has done little, to date, in focusing on a broader role in neighborhood stabilization. I would be interested in encouraging and developing projects for the Oak Ridge Housing Authority with this additional goal.

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

In the past few years, I have researched the goals, operations and successes of Land Banks as tools for community redevelopment and neighborhood stabilization across the country. I found that a Land Bank could match up well with the needs of Oak Ridge to address our blighted areas and form a basis to materially encourage redevelopment where needed. I have presented my findings to city officials and at public meetings of Oak Ridge's three Rotary clubs and a "Lunch with the League" meeting of the League of Women Voters of Oak Ridge.  
 In my own housing, I have substantially improved three older homes in the Chicago area while I lived there and am currently working on a second property I own here in Oak Ridge that needs serious updating.

# City of Oak Ridge Board Application

BoardName: Housing Authority

2011

Application Submitted

Applicant: Jernigan, Charlie

Choice

1

11/18/2011

15:40

These endeavors have given me personal insight into the effort, costs, and value of maintaining residential property which, together with my ability to consider and investigate novel solutions such as my work on Land Banks, will prove valuable to the Oak Ridge Housing Authority in developing new programs for our city.

Notes

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End of Application for

Jernigan, Charlie

For Board:

Housing Authority

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# City of Oak Ridge Board Application

BoardName: Housing Authority

2011

Application Submitted

Applicant: Jones, Perry

Choice

2

11/18/2011

12:06

195 Latimer Road

HomePhone

540-397-0455

Email

Oak Ridge

TN

MobilePhone

perryj@slind.net

OfficePhone

Retired?

N

Occupation

Position

Project Manager

Employer

Street Legal Industries, Inc.

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

NONE

Education, Professional and or Community Activity

Graduate of the University of Tennessee - 1988 Business Degree in Information Management.  
 Lived and worked in Oak Ridge since moving back to the East Tennessee area in 2006.  
 Volunteered for Secret City Festival through Street Legal and Keep Anderson County Beautiful.  
 Own rental property in Oak Ridge, Knoxville and Chattanooga. Please see attached resume.

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

I've owned rental property since 1996, and have dealt with KCDC, HUD and non assisted renters. I still own 4 properties in East Tennessee and Oak Ridge. I have been blessed with wonderful renters and see this business as a ministry and an opportunity to provide good people with a home they would not otherwise be able to afford.

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

Over the past 15 years I have bought, remodeled and either rented or sold properties. I have the ability to see what something can be and look beyond it's present condition. I work on a budget when entertaining an investment. When the numbers are right, I've been able to restore neglected properties.

Notes

**William Perry Jones, PMP**  
**865-483-6373**  
**540-397-0455**  
[perryj@slind.net](mailto:perryj@slind.net)

**Clearances/****Education/**

**Certifications:** Department of Energy Q Clearance (Inactive)  
 Bachelor of Science, Information Management; University of Tennessee; Knoxville, TN (1988)  
 Project Management Professional (PMP) Certification (2009)  
 Advanced Training Certifications (Achieve Global and Edmond Howard) (2005)  
 OSHA 10 (2009)  
 RADWORKER II (2009)  
 HAZWOPER 40 (2009)  
 Hazardous Materials Instructor Training (2009)  
 Project Management Institute (PMI.ORG) (Active Member, 2009)  
 East Tennessee Chapter of PMI (Active Member, 2009)  
 American Society of Training and Development (ASTD) (Active Member, 2009)

**Professional Overview:**

As a Project Manager and Training Manager with more than fifteen (15) years of experience directing business project outcomes and technical training projects for major government and commercial organizations

- Remarkable record of success in the planning and execution of advanced projects, including Digital CDMA and TDMA Network and Information Technology implementation and support five state region.
- Lead cross-functional teams through all stages of the project lifecycle, delivering exceptional results on time and under budget through expert strategic planning, benchmarking, and issue resolution.
- Dynamic facilitator of project management, leadership, sales and management groups utilizing Brainstorming, Delphi and Nominal Group techniques.
- Expertise in the design of employee training and enrichment protocols, propelling workforce excellence by developing highly effective curricula, instructional materials, and in-class methodologies.
- Proven ability to implement, analyze, and improve training programs and courses to ensure professional knowledge in compliance with company and regulatory requirements.
- Demonstrated skill preparing and presenting technical documentation and lessons while improving training policies and processes to build successful personnel teams.

Mr. Jones' core competencies include:

- |  |  |
|--|--|
| • Project Life Cycle Management        | • Group & Individual Training Courses          |
| • Training Management                  | • Call Center, Inside Sales and Sales Training |
| • Procedure Writing                    | • Budgeting & Forecasting                      |
| • Problem Solving                      | • Purchasing and vendor contract negotiations  |
| • Program Design & Management          | • Client & Employee Relations                  |
| • Product Development & Education      | • Knowledge Testing                            |
| • Account Acquisition                  | • Team Building & Leadership                   |
| • Scheduling                           | • Strategic Planning                           |
| • Technical Training                   | • Process Improvement                          |
| • Productivity/Performance Improvement | • Conflict Resolution                          |

## Professional History:

- 2009 - Present **Street Legal Industries, Inc.**  
**Certified Project Manager; Oak Ridge, TN**  
 As a Project Manager and Trainer, is responsible for the following:
- Project manager supporting DOT FMCSA Safety Technologies Electronic On-Board Recorders (EOBR), Commercial Vehicle Information Systems Network (CVISN) and Collision Warning Systems (CWS)
  - Project Manager interfacing with client and subcontractor managing and controlling deliverables, scope, schedule according to contract for the Department of Interior Smoky Mountain National Park Integrated Waste Management project
  - Project Manager managing deliverables, scope, schedule and cost according to contract language for the 19<sup>th</sup> Squadron Command Little Rock Air Force Base Integrated Waste Management project
  - Managing company training projects in both the government and private industry utilizing SAT model
  - Internally auditing accounts payable, accounts receivable and invoices for errors or process improvement opportunities
  - Specializing in training for PMP Exam and Process Improvement
  - Creating proposals and writing procedures for conducting business utilizing ISMS and PMI protocols
  - Conducting Project Management (PMP), Risk Management and Sales and Process Improvement training for The Training Associates, ExecuTrain, Connecticut Computer Services, Army Corp of Engineers, Army, DOE, Pro2Serve, AECOM and Agile Engineering
- 2006 - 2009 **Bank of America**  
**Manager & Trainer; Oak Ridge, TN**  
 While serving as Manager & Trainer, performed the following:
- Propelled sales team success by developing pioneering training, leadership, and product education protocols.
  - Assessed operating procedures and implemented strategic improvements as needed to enhance productivity, efficiency, and service quality.
  - Oversaw accounts for United States' largest bank to ensure solvency, efficiency, profitability, and operational integrity.
  - Accelerated account acquisition and sales in diverse categories with commercial and consumer clients.
- Key Contributions:
- Improved company performance by implementing Six Sigma management strategies.
  - Galvanized sales and exceeded revenue goals across 3 locations.
  - Generated 33% year over year sales growth in 2007 and 22% increase at new institution in 2008 utilizing needs based sales approach and product bundling techniques.
  - Received National Award of Excellence for quality of service.
- 2002 - 2006 **Ntelos Wireless**  
**Project Manager & Training Manager; Waynesboro, Virginia**  
 Responsibilities, as Project & Training Manager, were as follows:
- Spearheaded development and launch of sales training department.
  - Established new hire and sales associate training procedures and objectives.
  - Oversaw manager and trainer education, led management and training teams, and assessed leadership performance.

William Perry Jones, PMP

Resume

Page 3 of 4

- Strategically modified training and enrichment programs as needed. Provided cost justification and secured approval from senior leadership and stakeholders.
- Training Program Project \$325K- Reported to Denise Ramey VP of Sales and Carl Rossberg President of Wireless Division utilized Excel and Word to report research results and milestones

**Key Contributions:**

- Earned certification to teach advanced training courses, including Sales: The Other Side of Service (Achieve Global) and Edmond Howard Sales Skills courses.
- Won numerous honors for outstanding performance, including 4 Circle of Excellence Awards, 2 President's Club Awards, and the Spirit of Ntelos Award.

1995 -  
2001

**US Cellular Corporation**

**Project & Product Manager; Knoxville, TN**

As Project and Product Manager, performed the following:

- Analog to Digital CDMA/TDMA Network Conversion (Excess of \$100M) - Reported to Dick Geihring VP of Engineering used Excel, Primavera Software, Word and Conference Calls for reporting progress. Coordinated with Engineering, Data Services, Network Support, Sales Directors, Marketing, Nortel Vendors, Nokia and Motorola hardware providers throughout project
- Paging Reseller Program (\$300K) - Reported to Michael Mutz VP Sales for East Region utilized Primavera, Excel and Word for tracking and reporting
- Voice Mail Conversion from Comverse to Nortel (\$1.5M) - Reported to Dick Geihring VP of Engineering used Excel, Primavera software, Word and Conference Calls for reporting progress. Coordinated with Engineering, Data Services, Network Support, Sales and Marketing throughout project
- Planned, developed, and launched new products and services in collaboration with corporate product services, engineering and data services
- Coordinated management, representative, and support staff training
- Designed job aids and facilitated new product/service education
- Advanced sales, service, and customer loyalty through product and procedural innovation
- Provided technical support for Southeast Region, including implementing and testing wireless technologies
- Outlined product and service offerings, pricing plans, and marketing strategies
- Acted as buyer negotiating contracts with major clients and vendors for products and services
- Provided technical support and training on Panasonic and SpectraLink Wireless PBX phone systems

**Key Contributions:**

- Led the planning, installation, and support of advanced digital systems for the Southeast Region.
- Orchestrated Digital TDMA/CDMA Network development and installation to ensure market dominance through competitor analysis, market needs assessment, and competitive positioning.
- Coordinated Voice Mail and Billing System conversion to optimize customer service.

1991 -  
1994

**Analysis Corporation**

**Project & Department Manager; Oak Ridge, TN**

As Project & Department Manager, responsibilities included:

- Initial spearheading of the installation of a 300 node Novell Ethernet Network

William Perry Jones, PMP

Resume

Page 4 of 4

- Purchasing negotiation of vendor contracts for servers, workstations, Ethernet and phone installation
- Development and facilitation of training for end users on network applications, accessing network applications and Microsoft applications
- Managing and monitoring server and maintained hardware and software
- Oversight of daily operation of Information Technology department
- Devised training, implementation, and support policies for workstations, servers, and end users
- Orchestrated special projects and technical support for diverse clientele, including the Department of Energy (DOE). Earned Q clearance.
- Ethernet Network Project (\$350K) - Reported to Director David Job utilized Primavera software and Excel for progress management and reporting milestones.
- Support of Transcom Project (\$1.25M) - Maintained system hardware and software

Key Contributions:

- Project Manager for 300 node IT Network
- Drove project development as member of Department of Energy (DOE) TRANSCOM Project Team.
- Provided technical support for Oak Ridge National Laboratory's Y-12 and K-25 departments.
- Earned Can-Do Award for performance excellence

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End of Application for

Jones, Perry

For Board:

Housing Authority

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# City of Oak Ridge Board Application

BoardName: Housing Authority

2011

Application Submitted

Applicant: Silver, Frances

Choice

1

11/3/2011

15:15

107 Lehigh Lane

HomePhone

483-4284

Email

Oak Ridge

TN

MobilePhone

fransilver@ant.net

OfficePhone

Retired?

Y

Occupation

Retired

Position

Employer

Creative Catering, self employed

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

Oak Ridge Housing Authority

Education, Professional and or Community Activity

Girls Latin School of Boston

Hitchcock School of Business of Boston

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

I am currently working on many different levels of housing with the disadvantage, the handicap, and the single mom families. I would also like to ensure affordable housing in Oak Ridge for these families. I am completing my first term with the Oak Ridge Housing Authority and I feel that I have been an effective board member, and involved in the decision process of the board. I work well with the director, the staff and other members of the board in a cooperative manner. I am excited about the proposals presented by the City of Oak Ridge and look forward to working effectively with the board and Council as it moves forward in the area of housing. Therefore, I would like to continue serving on this board and ask for your vote to be re-elected to Board of Directors of the Oak Ridge Housing Authority.

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

Former President on the Board of Directors Scarborough Day Care

Co-Author of First Head Start Program in Oak Ridge

Founding member of the following:

Oak Ridge Federation for Equal Housing and Oak Ridge Community Relations Council; and Interfaith

Women's Dialog Group

Former member of the following:

Tennessee Day Care Standards Committee; Tennessee Council on Human Relations; Organizing

Committee for Martin Luther King Day' Oak Ridge ART Center' Oak Ridge Civic Music Association; and

League of Women Voters

Current volunteer at MMC Hospitality House

Notes

Incumbent

CITY OF OAK RIDGE, TENNESSEE  
BOARDS AND COMMISSIONS

**TIME IN OFFICE AND ATTENDANCE RECORD**

NAME: Frances L. Silver

BOARD OR COMMISSION: Oak Ridge Housing Authority

TIME IN OFFICE: Term of Office 5 Years

Date Appointed 8/21/06

Number of Terms Served 1

ATTENDANCE RECORD (MOST RECENT TERM OF OFFICE):

Number of Meetings Held 46

Number of Absences 12

Date Prepared 12/02/11

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End of Application for

Silver, Frances

For Board:

Housing Authority

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# City of Oak Ridge Board Application

BoardName: Housing Authority

2011

Application Submitted

Applicant: Stephens, Benjamin

Choice

2

11/1/2011

08:08

105 Tamara Lane

HomePhone

865-483-7553

Email

Oak Ridge

TN

MobilePhone

617-2932

benjamin\_ste@msn.com

OfficePhone

Retired?

N

Occupation

Manager of Academic Partnerships

Position

Employer

B&amp;W Y-12

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

NONE

Education, Professional and or Community Activity

BS degree in Professional Aeronautics 1990-Embry Riddle Aeronautical University

MSA degree in Human Resources 1998 - Central Michigan University

2010 graduate of East Tennessee Leadership Association

Board Member of East Tennessee Big Brothers and Big Sisters (2010-12)

Board Member of East Tennessee Boys and Girls Club (2009 -2011)

Board Member of the Oak Ridge Chamber of Commerce Center for Leadership and Community Development

2009 Graduate of Leadership Oak Ridge

Youth Leadership of Oak Ridge Facilitator

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

I am committed to service to my community and the Housing Authority is a great way contribute. I seek to serve as a critical listener and collaborative problem solver. My total agenda is the best possible quality of life for every member of our city and community.

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

24 years experience in Diversity/Equal Opportunity &amp; Mediator

20 experience as Trainer/Facilitator of Leadership, Management, Consulting &amp; People skills

Notes

**Benjamin J. Stephens II**

105 Tamara Lane

Oak Ridge TN 37830

Benjamin\_Ste@msn.com

Work: (865) 576-8381/ Home: (865) 483-7553

**OBJECTIVE:** Building a cohesive workforce with skills that meet and exceed the organizational mission and challenges of the 21<sup>st</sup> century.

**EXPERIENCE:**

**Over 25 years in Human Resources**

Training/Facilitation

Leadership Development

Diversity/Equal Employment Opportunity Specialist

Drug and Alcohol Abuse Counselor

University Partnerships

Recruiting

**12 years experience in Aviation Maintenance (Electronics)**

**EDUCATION:**

**Masters of Science in Human Resources Administration (1998)**

Central Michigan University, Mt Pleasant MI

**Bachelor of Science in Professional Aeronautics (1990)**

Embry-Riddle Aeronautical University, Daytona Beach, FL

**Military Certification Programs**

**Defense Equal Opportunity Management Institute**

**Cocoa Beach, FL**

- Civilian Equal Employment Opportunity Officer (2006)

- Military Equal Opportunity Specialist (1984)

**Navy Recruiting School (1977)**

**Orlando FL**

**Certified Administrator:**

Myers-Briggs Type Indicator (MBTI)

Conflict Dynamics Profile (CDP)

Intercultural Development Inventory (IDI)

Intercultural Conflict Styles (ICS)

**Certified Mediator**

Atlanta Justice Center (2005)

**Guest Columnist:**

Oak Ridger Newspaper

2008 - Present

Oak Ridge, Tennessee

Reflection Magazine

(1990 – 1998)

Defense Equal Opportunity Management Institute

Cocoa Beach, FL

Resume of Benjamin J. Stephens II

## **Assignments**

### **B & W Technical Services Y-12**

Oak Ridge, TN

October 2007 – present

#### **Manager of Academic Partnerships Talent Management Consultant Diversity & Employee Concerns Manager**

B & W Y-12 is a federal contractor for the Department of Energy. Y-12 is a complex of approximately 4500 employees, including collective bargaining unit personnel. I coordinate partnerships with academic institutions that meet the needs of our organization and the needs of the educational organization. These needs include research projects, graduate assistants and fellowships. I have facilitated agreements for executive and accelerated academic programs being offered to our employees. I have provided management consulting on Talent Management, Diversity, EEO and other HR related issues. I have provided individual and team coaching, counseling and mentoring services. I created and facilitated professional development courses for the Y-12 workforce on leadership, career development, conflict management, and coaching. I've conducted organizational development interventions with Y-12 departments and DOE business units on request. I continue to facilitate the building of partnerships with local and regional educational institutions to address the needs of Y-12 and increase the branding of Y-12 with faculty and students.

I have developed, implemented and monitoring a diversity strategy, Equal Employment Opportunity and Affirmative Action compliance for the Y-12 National Security Complex. My responsibilities have included addressing all concerns & complaints using the Employee Concerns Tracking system, responding to allegations of discrimination, harassment and retaliation from the Equal Employment Opportunity Commission and the Department of Labor's Office of Federal Contract Compliance Programs. I was responsible for the education and training of all employees in regards to workforce diversity, EEO and AAP laws and regulations.

### **Office of Naval Intelligence**

Suitland, MD

May 2003 – October 2007

#### **(A) Complaints Programs Manager (B) Acting Director of EEO/EO & Diversity (C) EEO/EO and Diversity Specialist**

My duties have included the successful leadership of a 3 person Civilian EEO/Diversity/Military EO office and includes recommending, initiating, and developing agency EEO and Diversity policies and procedures; planning, administering and evaluating the EEO complaint processing system. I developed a very successful lecture and film series titled: "Around the World in 80 Days" designed to improve the cultural competencies of the workforce consisting of over 15 lectures and 45 films. I conduct reasonable accommodation assessments and I am the Alternative Dispute Resolution (ADR) manager for all disputes. I am a Registered Neutral in the State of Georgia. I

**Resume of Benjamin J. Stephens II**

train supervisors and non-supervisors in EEO, Diversity, Prevention of Workplace Harassment, Interpersonal Communication and Conflict Resolution. I developed a program designed to enhance the cultural competencies of the workforce. I have developed and administered a 300K budget and a comprehensive EEO program evaluation system; I review evaluation reports for information concerning effectiveness of the EEO program; provide EEO consulting services to managers, supervisors, and key staff officials throughout the Department. I have coordinated command climate assessments and trend analysis of multiple years of assessment data. I identify, define, analyze, and recommend solutions for systemic EEO issues in the activity MD -715 report. I review, revise, and analyze personnel policy proposals to determine their impact on EEO and Diversity. I maintain a liaison with the Equal Employment Opportunity Commission.

**Facilitator/Trainer/Consultant (Independent Private Contactor)**

November 1999 – 2009

Washington, DC

I facilitate group discussions as part of an organizational development or policy development effort for public and private organizations. I teach facilitation techniques and serve as a floor managing facilitator for large group 21<sup>st</sup> century town hall meetings. I was a leading team member on the following recent projects:

Citizens Health Care Working Group	Cincinnati	April 2006
ASCME National Union meeting	Chicago	July 2006
Leadership Summit on Race	Detroit	October 2006
EMS National Policy Summit	Washington DC	October 2006
Unified New Orleans Project	New Orleans	December 2006
EMS National Policy Summit II	Washington DC	March 2007
California Health System Summit	Riverside CA	August 2007
Equal Voice for America's Families	Birmingham, AL	March 2009

**Contract Airport Baggage Screening Trainer (Independent Private Contactor)**

Advanced Interactive Systems

Renton, WA

Nov 2002 – Jan 2003

I was contracted to train and coach personnel on the process of baggage screening for municipal and international airports in the United States. I trained personnel in the operation of various Airport Explosive Detection Systems, CTX 2500/5500, Barringer 4000, Itemizer, and Egis II equipment, and baggage search methods.

**Manager, Diversity & EEO Compliance**

CitiFinancial

Baltimore, MD

March 2002 – Sept 2002

I managed an office of 3 direct reports that was responsible for the creation, design, organization and implementation of the Diversity program for Field Operations and Home Office. I conducted investigations into complaints of discrimination and sexual harassment. I coached managers in the leadership of a diverse workforce and interfaced with all levels of employees and managers in the resolution of internal and external EEO complaints, and training, staffing and recruiting activities.

Resume of Benjamin J. Stephens II

**Senior Trainer and University Partnership Consultant**

Booz-Allen & Hamilton Inc.

McLean, VA

August 1998- March 2002

I was the instructor for interviewing, basics consulting skills, customer service, and intercultural communications, management, and workplace harassment policy and prevention skills. I developed a two-day problem solving course. I established a partnership with Johns Hopkins to teach two on site degree programs and with the University of Maryland for discounted tuition rates for Booz Allen employees and their families. I was the event planner for two Career Development Conferences and one Health and Fitness Fair.

**Equal Opportunity Program / Diversity Specialist & Avionics Technician**

United States Navy

June 1973- August 1998

**Instructor/Facilitator:** 14 years. I have developed and conducted seminars and panel discussions on Equal Opportunity, Sexual Harassment, Diversity, Leadership, Management, Focus Groups, Substance Abuse Prevention and Organizational Climate Assessments. I have conducted over 300 focus groups facilitating a total over 6000 people. I was a guest instructor at the Defense Equal Opportunity Management Institute for new Navy Equal Opportunity Specialist.

**Manager/Advisor:** I have 12 years experience as Advisor or Special Assistant for Equal Opportunity, and Diversity, serving as a central advisory source for all Equal Opportunity issues, military and civilians, with my last military assignment being the Office of the Naval Inspector General. I have an excellent working knowledge of the Federal EEO guidelines, 29 C.F.R. Part 1614 and EEO MD-110. I also served three years as Community Manager of 125 Navy Equal Opportunity Specialists worldwide.

**Counselor/Investigator/Inspector/Examiner:** I have 12 years experience as an Equal Opportunity and Sexual Harassment Counselor, Investigator, Inspector, Examiner. I have conducted over 168 investigations of discrimination, sexual harassment and misuse of authority. I served as a complaint manager for 10 years. I am proficient in the art of data collection, research, analysis and evaluation. I was a compliance inspector of equal opportunity programs (military and civilian), Drug and Alcohol Abuse Prevention, and Total Quality Management Programs. I was a trained examiner for performance inspections based on Malcolm Baldrige National Quality Awards Criteria.

**Aviation Electronics Technician and Supervisor:** (E-8) 8 years as aviation anti-submarine and avionics technician with two squadrons. I was as a Division, Quality Assurance and Maintenance Chief with direct reports of 4 to 40 personnel.

**Navy Recruiter in Navy Recruiting District San Francisco:** Three years as an award winning recruiter in Oakland and San Leandro CA. Worked both as a independent and in a 3 person station recruiting enlisted and officers for the active duty Navy and Navy Reserve.

Resume of Benjamin J. Stephens II

**Associations:**

- East Tennessee Leadership Association
- Board Member of East Tennessee Big Brothers and Big Sisters
- Board Member of East Tennessee Boys and Girls Club
- Board Member of the Oak Ridge Chamber of Commerce Center for Leadership and Community Development
- Leadership Oak Ridge
- Oak Ridge Rotary
- National Association of Black SCUBA Divers
- Society for Human Resource Management

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End of Application for

Stephens, Benjamin

For Board:

Housing Authority

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# City of Oak Ridge Board Application

BoardName: Housing Authority	2011	Application Submitted	
Applicant: Willison, Marci	Choice	1	11/21/2011 13:17
106 W. Pawley Rd.	HomePhone	865-481-4881	Email
	MobilePhone		marcihart12@yahoo.com
Oak Ridge	TN	OfficePhone	Retired? Y

Occupation
Retired
Position
Employer
Bechtel National
Do you currently serve on any other City board, commission or committee?
NONE
Education, Professional and or Community Activity
B.S. - Business Management B.A. - English Literature Board Member - League of Women Voters Board Member - Oak Ridge Civic Music Association Board Member - Friends of the Library Volunteer - Methodist Medical Center Volunteer - Friends of the Library Volunteer - Children's Sunday School Teacher Member - Altrusa of Oak Ridge; Hospitality Committee Chairman
Explain why you are interested in being appointed to this board, commission or committee
I love living in the City of Oak Ridge. I love the dedication of many of the people here, and the natural beauty that surrounds and fills it. I sincerely believe that we absolutely must enhance what is working, find new ways make it an even better city, and draw more of the people who work here to live here. We desperately need an infusion of quality young families to bring in necessary vitality and longevity. I believe this may be best accomplished by revitalizing the inner city areas that now contain many blighted properties which can and do attract undesirable citizens and crime. I purposely bought an older home in central Oak Ridge and completely updated and refurbished it for the purpose of doing my part in this effort. The inner city is located near many businesses and amenities, which makes it wonderful for convenience and "walkability". However, there are many city code violations throughout the city, especially in the inner core area. On my block alone, there are violations that have never been addressed in the over a year that I've been back in Oak Ridge. This is simply unacceptable, and hinders efforts to draw good people and young families to buy into our city. Without the realization of both a strong revitalization program and stiff code enforcement efforts, our city may simply rot from the inside out, and we do not want to see this happen! Lovely patio homes and townhomes could be built here to replace dilapidated apartments and homes, and existing homes that need it should be further enhanced.
Describe any special knowledge or past experience qualifying you for this appointment?
I have spent most of my forty-plus year career working as a government contract worker. One of my most applicable positions was in Property Management, but I also have experience in Procurement and Accounting. The work I did and the knowledge and discipline it required taught me many things that I would utilize and bring to the City of Oak Ridge. When I lived in Washington state I worked as a volunteer for Habitat for Humanity, was captain of my neighborhood watch program, and brought in teenagers from my church youth group to pick up trash

# City of Oak Ridge Board Application

BoardName: Housing Authority

2011

Application Submitted

Applicant: Willison, Marci

Choice

1

11/17/2011

13:17

and clean up blighted areas in another town nearby.

Notes

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End of Application for

Willison, Marci

For Board:

Housing Authority

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# Personnel Advisory Board

NumVacancies 2  
Total # of Members 5

Term of Office  
(2) Three years commencing on January 1, 2012

## Qualifications

### Applicants

Personnel Advisory Board		Submitted	Preference
Ms. Trina Baughn		11/18/2011	2
Mrs. Mary Frances Tolliver	Incumbent	11/16/2011	1
Ms. Martha Wallus	Incumbent	11/3/2011	1

### Current Members

Personnel Advisory Board	Term Expires
Ella DuBose	2012
Jonathan Forstrom	2013
William Randy Tedford	2013

# City of Oak Ridge Board Application

BoardName: Personnel Advisory Board

2011

Application Submitted

Applicant: Baughn, Trina

Choice

2

11/18/2011

15:28

119 Newport Dr.

HomePhone

865-384-5683

Email

Oak Ridge

TN

MobilePhone

bretrina@bellsouth.net

OfficePhone

Retired?

N

Occupation

Independent

Position

Employer

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

OR Bike &amp; Pedestrian Working Committee

Education, Professional and or Community Activity

Personnel Advisory Board - see attached resume.

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

BECAUSE I LOVE OAK RIDGE!

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

My professional history spans over 15 years in both the private and public sectors. My 5 years in federal service and my 3 years in the staffing industry required me to learn, know and apply human resource concepts, practices and laws. Half of my time in federal service was spent working directly for a military base commander (the equivalent of a city manager.) As such, I was frequently privy to communications and processes regarding grievances and other personnel issues.

I am familiar with a wide range of local, public entities and issues. I regularly participate in City Council, BOE, Charter Commission and other organizational meetings with special interest in fiscal accountability, adherence to the law and public safety.

Finally, I offer the ability to communicate effectively with people of all levels and backgrounds; comprehensively analyze problems and solutions; and efficiently prioritize time and activities to meet organizational and individual goals.

Notes

# Trina Baughn

119 Newport Drive  
Oak Ridge, TN 37830  
865.384.5683  
Trina.Baughn@gmail.com

## SUMMARY

Passionate about achieving optimal efficiency of fiscal and operational resources through clear communication, process development and continual research in the following areas:

*Project Management* ◇ *Marketing & Communications* ◇ *Business Development*  
*Research/Analysis* ◇ *Program Management*

## EXPERIENCE

**Small Business Consultant/Independent Writer** 2004- Present

- ◇ Assist various independent businesses owners with marketing strategies and content development for websites, local and social media, marketing copy and documentation.
- ◇ Guest Columnist with frequent appearances in The Oak Ridger, The Oak Ridge Observer, The Knoxville News Sentinel and The Tennessean
- ◇ Blog Author & Administrator <http://trinabaughn.blogspot.com>
- ◇ Owner/operator of a resume and career assistance service (Stand Out Resumes 2004-2005)

**AllMeds, Inc. - Oak Ridge, TN** 2005 – 2011  
Project/ program management and process development for a medical software company

- ◇ Jointly and directly managed over 200 implementation projects for physician practices ranging in size from 1-25 providers from the close of the contract through the final date of go live on practice management and electronic health record (EHR) software.
- ◇ Deconstructed implementation projects into a matrix that reflected 18 primary scenarios with differentiated installation, training and data conversion timelines, thus enabling the department to establish benchmarks and success criteria that had previously been non-existent. The results positioned the company to confidently communicate clear, reasonable expectations to clients regarding timelines and obligations specific to their project.
- ◇ Established and managed a bulk purchasing program that, in its initial year yielded **annual profits in excess of \$80K and totaled nearly \$500K** by the 4th year.
- ◇ Created and continually refined data tracking methods for the reporting of cost/benefit analysis information that assisted sales and finance staff during contract negotiations.

**Foster Parent/Child Advocate** 2002-2004

**Knoxville Area Church** 2003-2010  
Security Program Manager for the children's program of a 3,000+ member church

- ◇ Coordinate weekly multi-service schedule for up to 25 volunteers
- ◇ Develop and communicate policy and procedure information
- ◇ Recruit and train new volunteers

**Staff I.T. - Oak Ridge, TN** 2000 - 2003  
B2B sales, research analysis, strategic marketing and recruitment of I.T. professionals

- ◇ **Contributed over \$227K towards company's total gross profit** as a direct result of sales and recruiting efforts.

506 T. Baughn

- ◇ Developed and implemented new marketing strategies based on in depth research of target clientele and competition. Created content and design for both marketing copy and website.
- ◇ Identified prospective clients through media, network functions, and research; initiated contact, developed and cultivated relationships based on clients' needs.
- ◇ Located and placed information technology professionals. Negotiated terms of employment, overcoming any objections from the company and the candidate to finalize process.
- ◇ Developed automatic alert and tracking system for identifying new prospects and monitoring competitor activities.

**Dept. of the Army (Civilian) – Germany** 1995 - 2000

Program management, event coordination, fundraising, training development and instruction

- ◇ As a manager of a military base volunteer program, served as a centralized resource for volunteerism within the largest overseas U.S. community (population 53,000.)
- ◇ Assessed and addressed the needs of both agencies and volunteers through surveys, personal consultations, and research of similar programs in the private sector.
- ◇ Oversaw and coordinated all aspects of appreciation banquets with up to 400 attendees including high ranking military officials and dignitaries.
- ◇ Solicited sponsorship from local companies in the form of prizes, financial support, and reduced services; funds raised valued at up to \$4,000 for a single event.
- ◇ Worked closely with local media to advertise vacancies, promote local events, and elicit community support.
- ◇ Chaired an advisory council to address volunteer issues and coordinate upcoming events.
- ◇ Served in previous position as an executive level command secretary: assessed training needs of staff; developed curriculum to enhance job performance, administrative processes, and team building; conducted training program for class sizes up to 40 participants.

**Civic Participation** 2007- Present

- ◇ Current member of the Oak Ridge Bike and Pedestrian Working Committee
- ◇ Current member of the Oak Ridge chapter of the League of Women Voters
- ◇ Conduct thorough analysis of annual municipal (school) budgets; identify redundancies and inefficiencies; provide results and recommendations to city officials and inform the public through guest columns and editorials.
- ◇ Led efforts to improve student pedestrian safety within the Oak Ridge community. Researched problems and potential solutions; functioned as an unofficial crossing guard; collaborated with public officials (from the local to the state level) to arrive at solutions that included enhanced traffic safety measures, added crossing guards and legislation.
- ◇ Regular attendance and involvement in City Council, BOE and Charter Commission meetings with a focus on fiscal accountability and public safety.

**EDUCATION**

University of Maryland University College  
Bachelor of Science - Communications  
Associate of Arts - Management Studies

1996-2000

**OTHER**

- ◇ Experience with a wide variety of software applications including numerous Customer Relationship Management (CRM) programs, MS Office, Google+, Facebook and Google Analytics
- ◇ Previously held (and able to re-qualify for) a SECRET security clearance.

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End of Application for

Baughn, Trina

For Board:

Personnel Advisory Board

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# City of Oak Ridge Board Application

BoardName: Personnel Advisory Board

2011

Application Submitted

Applicant: Tolliver, Mary

Choice

1

11/16/2011

10:47

101 Shagbark Lane

HomePhone

865-482-1446

Email

MobilePhone

cbtmft@comcast.net

Oak Ridge

TN

OfficePhone

Retired?

Y

Occupation

Retired

Position

N/A

Employer

Lockheed Martin

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

Personnel Advisory Board-Chair

Education, Professional and or Community Activity

(1) The University of TN — Undergraduate credit hours in Industrial Education; Psychology; Math; as well as non—credit courses for self—improvement over the years.

(2) Roane State - Credit and Non Credit in accounting

(3) Wilson Learning — “Managing Interpersonal Relationships”

(4) CPS

(5) Taught classes to employees, including supervisors, to improve their job skills

(6) Chair, Personnel Advisory Board

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

My interest lies in personnel—related matters, both on an individual and/or group basis. People are our most valuable resource. Diversity in talents, gifts, job training, and skills gives society its wealth to move forward. Individuals have the need to be respected and their worth recognized.

I feel that I can be of service to the community through continuing on the PAB for another term because of past experience on the PAB and other experiences in church activities and former employment.

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

(1) Serving on the Personnel Advisory Board for several years has increased my knowledge of the functions and the responsibilities of that Board, and the importance of serving the community, the City Staff, and the employees in a fair—minded atmosphere.

(2) Serving in different capacities in church activities has given experience in diverse fields.

(3) Working closely with Division Managers on personnel—related matters in former employment.

(4) Please refer to the attached Personal Data Sheet for details.

Notes

Incumbent

101 Shagbark Lane  
Oak Ridge, Tennessee 37830  
November 9, 2011

RECEIVED  
2011 NOV 16 AM 10:30  
OFFICE OF THE CITY CLERK

The Honorable Mayor and Members of City Council  
P.O. Box 1  
Oak Ridge, Tennessee 37831-0001

Serving on the Personnel Advisory Board these past years has been an honor and privilege to give back to our city that has afforded me and my family the advantages of living in an environment of many opportunities. The interest in the growth and forward-looking attitude of its citizens, the City Staff, and City Council is of vital importance to its image of "the place to live." I very much appreciate the dedication of members of City Council, Boards and Commissions, and the City Staff. Attending City Council meetings and observing how carefully issues are seriously considered by each of you is very gratifying. I am very aware of how difficult it is at times to resolve issues that have long-range effects on our community. It is a continuing learning experience to be an active participant, as well as an observer, in the conduct of city business.

If you should feel that I can further contribute in this capacity, I would consider it a privilege to continue serving on the Personnel Advisory Board for another term.

Sincerely,



Mary Frances Tolliver

/mft

**PERSONAL DATA – NOVEMBER 2011**  
**MARY FRANCES TOLLIVER**  
**101 Shagbark Lane**  
**Oak Ridge, Tennessee 37830**  
**Phone: 482-1446**

Oak Ridge resident for more than 55 years

**Married:** **Clayton Berdell Tolliver, Spouse**  
 Graduate – University of Michigan  
 Registered Professional Mechanical Engineer from Lockheed  
 Martin - Retired

**Children:** One married Son, **Gregory**  
 Resident of Oak Ridge  
 Oak Ridge H.S - Graduate; The University of Tennessee,  
 Knoxville - Graduate  
 Employed by SAIC, Oak Ridge - VP Procurement Director

**Grandchildren:** Two Granddaughters: **Katie**, Oak Ridge. H.S -.Graduate;  
 University of North Carolina at Chapel Hill - Graduate -  
 University of TN School of Law, Knoxville - Graduate;  
 Practicing Tax Attorney, Legal Aid Society of Middle Tennessee  
 and The Cumberlands, Oak Ridge  
**Abby**, Student - Jefferson Middle School, Oak Ridge

I attended The University of Tennessee, receiving undergraduate credit in Industrial Education; Psychology; and Math, which increased my understanding of the labor force and how to relate to the diverse population of that force. In addition to undergraduate credit, I have taken many non-credit courses to sharpen my skills in employment situations and interpersonal relationships. My employment experiences and volunteer service activities over the years have provided opportunities to be heavily involved in personnel-related matters such as performance evaluations, salary budget preparations, as well as requiring interpersonal relationship skills to assist in resolving issues.

I was formerly employed in Oak Ridge by Union Carbide-Nuclear Division, Martin Marietta, and Lockheed Martin, retiring from Lockheed Martin March 1, 1999.

In addition to presently serving on the **Personnel Advisory Board of the City**, I am and have been actively serving in various organizations of my church. In addition to presently serving as an **Adult Sunday School Teacher**, I have been asked to again serve on the church's **Finance Committee** for another term. Over the years I have served as **Chairperson, Personnel Committee**, which, at times, required resolutions to problems with Staff, hiring of personnel, preparing performance evaluations and salary recommendations, and reviewing/updating Personnel Policies and Procedures as needed; **Chairperson, Finance**  
 (Continued on Page 2)

**Committee**, with responsibility for preparation and oversight of church financial budgets; served as **Chairperson of Church Trustees**, whose responsibilities include representing the church in legal matters, and have oversight of certain budget items of the church's finances. An additional committee I have served as Chair has been the **Audit Committee**, whose responsibility is to see that church records, transactions, etc., are in order. When the church experienced a catastrophic fire in the sanctuary in 2001, I served as the Liaison between the Sanctuary Renovation Committee's decisions, the actual renovation work by the construction company, and the insurance company's ongoing decisions regarding coverage. A few years later, the church made the decision to upgrade the upper and lower foyers and hallways. Again I served as the Chair to coordinate those renovations with the committee, the church, and the construction company.

Serving on the City's Personnel Advisory Board for the past few years, has provided me the opportunity to continually learn how to better serve our community, the City's Staff, and its employees. I would consider it a privilege to again serve another term on the PAB should you feel that I can be effective in that capacity.



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End of Application for

Tolliver, Mary

For Board:

Personnel Advisory Board

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# City of Oak Ridge Board Application

BoardName: Personnel Advisory Board

2011

Application Submitted

Applicant: Wallus, Martha

Choice

1

11/3/2011

12:31

126 Hampshire Court

HomePhone

865-456-8611

Email

Oak Ridge

TN

MobilePhone

mwallus@iiaweb.com

OfficePhone

Retired?

N

Occupation

Management

Position

VP for HR and Administration

Employer

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

Personnel Advisory Board

Education, Professional and or Community Activity

B.S. in Biology from Austin Peay State University

Senior Professional In Human Resourcas, a national certification

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

I believe all employees should have an official entity established to serve as a resource for fair and equitable treatment in the workspace. The PAB provides such a resource for employees of the City of Oak Ridge.

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

Current member of the board, VP for HR for 10 years with lia, and SHRM certification.

Notes

Incumbent

**MARTHA WALLUS, SPHR**  
**Offsite Contractor Program Manager**

**SUMMARY OF RELEVANT EXPERIENCE**

Ms Wallus is Iia Corporate Vice President of Human Resources and Administration, is proposed as corporate program manager (PM) for this contract. Ms. Wallus is a member of Iia's Executive Committee and has been contract manager for Iia's Education and Training Division. She has a Department of Defense (DoD) "Secret" clearance and is eligible to obtain the appropriate Level II security clearance at NRC. Ms. Wallus has the authority to act on behalf of Iia for any managerial, personnel, financial, and administrative decisions required by this contract. She has extensive experience managing similar contracts, including all of the Corporate Experiences provided in the proposal sections.

**EDUCATION**

- B.S., English and Biology, Austin Peay State University, 1967

**PROFESSIONAL AFFILIATIONS/REGISTRATIONS**

- SPHR
- Elected Member, Oak Ridge Personnel Advisory Board, 2008-Present
- Professionally trained mediator

**PROFESSIONAL EXPERIENCE**

- **Information International Associates, Inc.,** *Vice President for HR and Administration; Project Manager, (2000- present)*
  - ▶ Responsible for development and implementation of Iia HR policies, processes and procedures.
  - ▶ Decides on strategic planning for personnel and administration as a member of Iia's Executive Committee.
  - ▶ Handles HR activities for 170 employees in 10 states, the UK and Germany.
  - ▶ Completes federal government contractor compliance reporting (EEO, AAP, Vets-100).
  - ▶ Adheres to compliance policies and training for ES&H, EEO, unlawful harassment, affirmative action, anti-discrimination, business ethics, safeguards and security, diversity Program, pre-employment screening, hiring, performance evaluations, and discipline.
  - ▶ Negotiates health and business liability insurance, retirement, and welfare benefit vendor contracts annually.
  - ▶ Ensures over 50 *Service Contract Act* employees are in complete compliance with DOL laws.
  - ▶ Negotiates leases, manages facilities, procures furniture and fixtures, and ensures maintenance issues are addressed.
  - ▶ Established business licenses and practices in compliance with UK and Germany labor laws.
  - ▶ Successfully defended against an age discrimination claim through EEOC.
  - ▶ Successfully passed two DOL regional desk audits.

- ▶ Developed and implemented IIA's "Compensation Plan" to include job descriptions, pay ranges, and advancement steps.
- ▶ Implemented and manages IIA's STEM project and USERRA program for active-duty veterans.
- ▶ Coordinated relocation activities for three progressively complex IIA corporate office moves.
- ▶ Managed contracts between IIA and U.S. Air Force at Eglin AFB, FL; Edwards AFB, CA; RAF Mildenhall and Lakenheath Bases, UK; and USAFE Headquarters, Ramstein, Germany.
- **H&R Technical Associates, (business closed), Director of Human Resources (1993-2000)**
  - ▶ Established H&R's first retirement plan.
  - ▶ Managed the company's HR department, including development and implementation of all HR policies, processes and procedures.
  - ▶ Accountable for all HR activities for over 150 employees in three states.
  - ▶ Handled compliance reporting as a federal government contractor (EEO, AAP, Vets-100).
  - ▶ Communicated compliance policies and training as a government contractor including ES&H, EEO, Unlawful Harassment, Affirmative Action, Anti-Discrimination, Safeguards and Security, Recruitment, Hiring, Performance Evaluations, and Discipline.
  - ▶ Negotiated benefit vendor contracts for health, retirement, and welfare annually.
  - ▶ Wrote and maintained the company's first personnel handbook.
  - ▶ Operated as part of the executive management team.
- **US Congresswoman (Ret.) Marilyn Lloyd, US House of Representatives, DOE ORO Office Building, Administrative Assistant (1989-1993)**
- **Home Federal Bank of Tennessee, Bank Branch Manager (1978-1989)**
  - ▶ Responsible for branch operations totaling amounts in excess of \$3M.
  - ▶ Supervised a staff of 6 tellers, customer service clerks, and auditors.
  - ▶ Provided performance metrics for strategic planning to the Knoxville home office.
  - ▶ Represented Home Federal at public functions, including Oak Ridge and Anderson County Chambers, ETEC, ETEBA, United Way, and other non-profit organizations.

CITY OF OAK RIDGE, TENNESSEE  
BOARDS AND COMMISSIONS

**TIME IN OFFICE AND ATTENDANCE RECORD**

NAME: Martha Wallus

BOARD OR COMMISSION: Personnel Advisory Board

TIME IN OFFICE: Term of Office 3 Years

Date Appointed 8/15/05

Number of Terms Served 2

ATTENDANCE RECORD (MOST RECENT TERM OF OFFICE):

Number of Meetings Held 10

Number of Absences 1

Date Prepared 12/02/11

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End of Application for

Wallus, Martha

For Board:

Personnel Advisory Board

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# Traffic Safety Advisory Board

NumVacancies 4  
Total # of Members 10

Term of Office  
(2) Balance of an unexpired term ending on December 31, 2013; (2) Three years commencing on January 1, 2012

## Qualifications

### Applicants

Traffic Safety Advisory Board		Submitted	Preference
Mr. Mark Crider		11/15/2011	1
Dr. William A Davis	Incumbent	11/21/2011	1
Mr. Jason Elliott	Incumbent	11/14/2011	1
Ms. Sharon Kohler		11/21/2011	1
Mr. Richard J Raridon		11/17/2011	1
Mr. Ben Redmond		11/10/2011	1

### Current Members

Traffic Safety Advisory Board	Term Expires
Jana F. Humphrey	2012
Thomas M. Jelinek	2013
Harry Livesey	2012
Jane Shelton	2013
William P. Smith	2012
Phil Wallace	2013

# City of Oak Ridge Board Application

BoardName: Traffic Safety Advisory Board

2011

Application Submitted

Applicant: Crider, Mark

Choice

1

11/15/2011

12:30

371 Jefferson Avenue

HomePhone

865-640-4406

Email

Oak Ridge

TN

MobilePhone

tncrider@comcast.net

OfficePhone

Retired?

N

Occupation

Graphic Designer/Illustrator

Position

Senior Graphic Designer

Employer

SAIC

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

NONE

Education, Professional and or Community Activity

Kansas State University, Graphic Design, BFA

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

I am concerned about the driving habits in our community.

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

Driving for 45 years should be enough experience to qualify anyone for this position. I know, understand, and obey traffic laws.

Notes

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End of Application for

Crider, Mark

For Board:

Traffic Safety Advisory Board

---

# City of Oak Ridge Board Application

BoardName: Traffic Safety Advisory Board

2011

Application Submitted

Applicant: Davis, William

Choice

1

11/21/2011

15:18

108 Evans Ln

HomePhone

865-482-9703

Email

Oak Ridge

TN

MobilePhone

davis3605@bellsouth.net

OfficePhone

Retired?

N

Occupation

physicist

Position

software testing

Employer

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

Traffic Safety Advisory Board

Education, Professional and or Community Activity

I have a PhD in physics. I have served on the TSAB for several terms, and as chairman for a number of them. I am a member of a local church. At different times I have been involved with PTA, as an officer in the OR Preschool and at Glenwood School, I have volunteered with the Boy Scouts, and was involved with a local Kiwanis Club for a number of years, including serving as president of the club.

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

I moved to Oak Ridge with two young daughters, and they were educated in the local school system, and one of them learned to drive in this city. My wife is self employed, and that has resulted in three members of my immediate family doing a lot of driving in and around this city. I first applied for a city board at the recommendation of a council woman who suggested it as a way to be involved in the city, and to make a contribution to the community. I would say in general that has been an honest suggestion, and that I have benefited from the opportunity, and hope my time spent in this activity has been useful to the city. I am interested in serving another term on the TSAB.

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

I have had no special training in traffic safety. Like most citizens, I have experienced traffic safety because of my driving experiences. Most have been good. Some have not been so good. This board has given me the chance to learn more about traffic safety, and to be part of the process of making traffic changes in the city hopefully for the benefit of all the driving public.

It has been interesting and informative to read proposals from developers or the state regarding traffic changes within the city, and to have a chance to interact with people involved with these projects to try to insure that safety concerns are addressed and adhered to as part of their projects. I have met some great people in serving on a city board, and hopefully given citizens an opportunity to voice their opinions and ask questions, and then conveyed that information on to city council.

Notes

Incumbent

CITY OF OAK RIDGE, TENNESSEE  
BOARDS AND COMMISSIONS

**TIME IN OFFICE AND ATTENDANCE RECORD**

NAME: William A. Davis

BOARD OR COMMISSION: Traffic Safety Advisory Board

TIME IN OFFICE: Term of Office 3 Years

Date Appointed 5/5/86

Number of Terms Served 8

ATTENDANCE RECORD (MOST RECENT TERM OF OFFICE):

Number of Meetings Held 5

Number of Absences 0

Date Prepared 12/02/11

---

End of Application for

Davis, William

For Board:

Traffic Safety Advisory Board

---

# City of Oak Ridge Board Application

BoardName: Traffic Safety Advisory Board

2011

Application Submitted

Applicant: Elliott, Jason

Choice

1

11/14/2011

14:38

115 Orange Lane

HomePhone

865-220-8982

Email

Oak Ridge

TN

MobilePhone

jelliott@cannon-cannon.com

OfficePhone

Retired?

N

Occupation

Civil Engineer

Position

Project Manager

Employer

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

Traffic Safety Advisory Board

Education, Professional and or Community Activity

Please see the attached resume.

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

I currently serve on TSAB and would like to continue my service on the Board.

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

As mentioned above, I have served on TSAB for 4 years. I am also a registered professional engineer with 14 years of experience in the transportation field.

Notes

Incumbent

**Jason C. Elliott, P.E.**  
**115 Orange Lane**  
**Oak Ridge, Tennessee 37830**  
**(865)220-8982**  
**jelliott@cannon-cannon.com**

**EDUCATION**

Bachelor of Science in Environmental Engineering  
University of Florida, December 1997

**PROFESSIONAL**

State of Tennessee Professional Engineer, No. 112209  
Commonwealth of Kentucky Professional Engineer No. 25885  
State of Florida Professional Engineer, No. 60065  
State of Mississippi Professional Engineer, No. 17128  
American Society of Civil Engineers  
Institute of Transportation Engineers  
American Public Works Association

**CIVIC**

Traffic Safety Advisory Board, City of Oak Ridge, Tennessee  
Energy & Sustainability Task Force, City of Knoxville, Tennessee

**EMPLOYMENT**

**Cannon & Cannon, Inc. – Knoxville, TN**

- Project Manager – Transportation and Public Works Group
- Clients: City of Knoxville, City of Clinton, City of Lenoir City, City of Oak Ridge, Knox County, Town of Farragut, Tennessee Department of Transportation

**Neel-Schaffer, Inc. – Biloxi, MS**

- Project Manager – Transportation, Traffic, and Site Civil projects
- Clients: Mississippi Department of Transportation, City of Biloxi, Jackson County, Singing River Hospital System, City of Bay St. Louis, Beau Rivage Casino, IP Casino & Resort

**Comprehensive Engineering Services, Inc. – Orlando, FL**

- Project Manager – Transportation and Roadway Design
- Client Manager for the Florida Department of Transportation, District Three

**Carter & Burgess, Inc. – Dallas, TX**

- Project Engineer – Transportation Department
- Clients: City of Dallas, City of Mesquite, Norfolk Southern Railroad, Union Pacific Railroad, Burlington Northern – Santa Fe Railroad

**U.S. Naval Construction Force (Seabees) – Various Locations**

- Heavy Equipment Operator, Rank: E-5
- Served in Operations Desert Shield, Desert Storm, and Restore Hope (Somalia)
- Duty stations: Naval Construction Battalion Center, Gulfport, MS; Naval Station, Rota, Spain; Naval Station, Guam; Al Jubail, Saudi Arabia; Mogadishu, Somalia; NAS Jacksonville, FL

CITY OF OAK RIDGE, TENNESSEE  
BOARDS AND COMMISSIONS

**TIME IN OFFICE AND ATTENDANCE RECORD**

NAME: Jason C. Elliott

BOARD OR COMMISSION: Traffic Safety Advisory Board

TIME IN OFFICE: Term of Office 3 Years

Date Appointed 11/19/07

Number of Terms Served 1-1/2

ATTENDANCE RECORD (MOST RECENT TERM OF OFFICE):

Number of Meetings Held 5

Number of Absences 1

Date Prepared 12/02/11

---

End of Application for

Elliott, Jason

For Board:

Traffic Safety Advisory Board

---

# City of Oak Ridge Board Application

BoardName: Traffic Safety Advisory Board

2011

Application Submitted

Applicant: Kohler, Sharon

Choice

1

11/21/2011

12:33

216 Whippoorwill Drive

HomePhone

865-482-3675

Email

Oak Ridge

TN

MobilePhone

kohlersc@oml.gov

OfficePhone

Retired?

N

Occupation

Safety Manager

Position

Safety Manager

Employer

ORNL

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

NONE

Education, Professional and or Community Activity

B.S. Management, Virginia Tech

M.S. Industrial Engineering, Occupational and System Safety, University of Cincinnati

Professional Member of the American Society of Safety Engineers

Certified Safety Professional

Leadership Oak Ridge Graduate 2011

TN Achieves Mentor 2011

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

I have been a resident of Oak Ridge for almost 7 years and would like to get more involved in my community. As a recent graduate of the Leadership Oak Ridge 2011, I am interested in serving in a position that can effectively utilize my background and experience to better the City of Oak Ridge and the quality of life for residents. With my responsibilities for the development and implementation of safety programs at Oak Ridge National Laboratory, I believe the Traffic Safety Advisory Board appears to be the best fit.

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

As mentioned, as a Safety Manager at Oak Ridge National Laboratory, I am responsible for the development and implementation of safety programs, including traffic safety. The traffic and pedestrian interfaces at the Lab are complex as 5,000 employees enter, maneuver the small streets and intersections, park and then leave the campus each work day.

Notes

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End of Application for

Kohler, Sharon

For Board:

Traffic Safety Advisory Board

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# City of Oak Ridge Board Application

BoardName: Traffic Safety Advisory Board

2011

Application Submitted

Applicant: Raridon, Richard

Choice

1

11/17/2011

09:00

111 Columbia Drive

HomePhone

865-483-4843

Email

Oak Ridge

TN

MobilePhone

raridon@hotmail.com

OfficePhone

Retired?

Y

Occupation

Position

Employer

ORNL

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

NONE

Education, Professional and or Community Activity

BA Grinnell College 1953

MA Vanderbilt Univ. 1955

PhD Vanderbilt Univ. 1959

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

Long time interest in traffic conditions

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

Oak Ridge resident for 50 years

Notes

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End of Application for

Raridon, Richard

For Board:

Traffic Safety Advisory Board

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# City of Oak Ridge Board Application

BoardName: Traffic Safety Advisory Board

2011

Application Submitted

Applicant: Redmond, Ben

Choice

1

11/10/2011

08:13

1369 Tuskegee Drive

HomePhone

865-384-5511

Email

Oak Ridge

TN

MobilePhone

ben.redmond@ch2m.com

OfficePhone

Retired?

Occupation

Community of Practice Director

Position

Vice President

Employer

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

NONE

Education, Professional and or Community Activity

Project Management Professional Training (2009) Pellissippi State Community College

Foundations of Leadership, University of Michigan Ross School of Business, 2006

Building &amp; Negotiating a Better Deal, CH2M HILL Learning &amp; Development Program (2005)

Financial Leadership/Decision Skills, University of Michigan Ross School of Business (2004)

B.A., Human Resource Management, Pepperdine University, 1981

A.A., General Education, Marine Associate Degree Completion Program, Pensacola Junior College, 1973

Member of the Oak Ridge Breakfast Rotary club since 1991

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

My desire to serve in government has been a lifelong passion starting with 22 years' service in the United States Marine Corps and continues to this day. I have made Oak Ridge my home and plan to remain here the rest of my life. This great country has provided me with many opportunities and I would like to give something back through community service. I have children and grandchildren here in Oak Ridge and want to set an example of community service.

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

I came to Oak Ridge in 1990 to start a small business after retirement from the Marine Corps along with two business partners. The small business was successful and I sold my ownership shares in 1997. Today this company is a successful large business employing over a hundred people in East Tennessee.

I have been elected to the Board of Directors for the National Association of Ordnance Contractors (NAOC) twelve times, have served as the President three times, Vice President once, and chaired multiple committees including the Government Affairs Committee where I routinely visited members of Congress in Washington, D.C to represent NAOC. NAOC consists of 65 member companies that have over 250,000 employees worldwide operating in more than 35 countries performing environmental cleanup. I have twice provided testimony (2006 & 2009) before Congress as a subject matter expert on environmental cleanup of Munitions.

I served as Member of the Board of Trustee for my church for three years.

Notes

## Resume`

**BEN REDMOND**

President	1369 Tuskegee Dr
Vice President/General Manager	Oak Ridge, Tennessee 37830
Program/Project Manager	Cell: (865) 384-5511
Engineering Manager	Fax: (865) 220-8679
	email: bredmond@ch2m.com

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**EDUCATION**

Project Management Professional Training, Pellissippi State College (2009)  
 Foundations of Leadership, U. of Michigan Ross School of Business (2006)  
 Building & Negotiating Better Deal, CH2M HILL Learning/Development Program (2005)  
 Financial Leadership/Decision Skills, U. of Michigan Ross School Business (2004)  
 B. A. Human Resources Management, Pepperdine University (1981)  
 OSHA Hazardous Waste Operations (8 Hr), Oak Ridge, TN (Annually 1991 thru 2011)  
 OSHA Hazardous Waste Training (40 Hr), Knoxville, TN (1990)  
 EOD Advanced Course (2 occasions) (1983 & 90)  
 Chemical Technical Escort Course (1989)  
 Advanced Access & Disablement of Improvised Nuclear Devices (1983)  
 FBI Bomb Scene Investigation Course (2 occasions) (1981 & 89)  
 Northern Ireland Pre-operational Improvised Explosive Device Training,  
 Kington, UK (1981)  
 The Basic School, (Marine Corps Officers Training), (1980)  
 EOD Refresher Course (2 occasions) (1977 & 80)  
 Nuclear Emergency Team Operations Course (2 occasions), (1977 & 1989)  
 Basic Explosive Ordnance Disposal Course, Phase I & II (1974)  
 Marine Associate Degree Completion Program, A. A. General Education, Pensacola  
 Junior College, (1973)  
 Ammunition Technician, USMC, (1969)

**CERTIFICATIONS AND CLEARANCES**

Master EOD Technician 1980  
 Master Training Specialist 1981  
 Senior UXO Supervisor 1990, CEHNC #0723  
 Top Secret Clearance, Department of Defense, U. S. Marine Corps 1974 - 1990  
 Secret Clearance, Department of Defense Contractor, 1991 - 1994 & 2007 to Present

**EMPLOYMENT**

Technology & Practice Director Munitions Response Services, CH2M HILL Jan11 -  
 President, CH2M HILL Demilitarization Nov09 - Jan11  
 Vice President/Global Business Director Munitions Response, Program Manager for:  
 \$940M WERS contract Huntsville, USACE, Nov08 - Present;  
 \$160M MAMMS contract Baltimore District, CH2M HILL, Jul00 - July 2011  
 \$250M MMRP FPRI contract Huntsville, USACE, July 2004 - 2009  
 Member DOE Interlaboratory UXO/Mine Detection Task Force, Jun96 - Sep03  
 Consultant (Senior Military Advisor) to LMER, ORNL-DOE, EOD/UXO/CWM/Geophysical  
 Surveying and Ordnance Demilitarization Jun96 - Sep03  
 Director UXO Service Center, IT Corporation, Jun98 - Jul00  
 Vice President Allied Technology Group, Inc., HTRW, LLRAD Waste, D&D, & UXO  
 Operations, May96 - May98  
 Consultant to LMAES, Inc., EOD/OEW/UXO Nov97 - Jan98  
 Consultant to AETC EOD/OEW/UXO/Geophysical Surveying Mar96 - Dec96  
 Consultant to LMES (HAZWRAP), OEW/UXO Oversight (Williams AFB) Jan96 - Jun96  
 Consultant to LMAES (Mechatronic Solutions, Inc.), EOD/OEW/UXO Jan96 - May96  
 Consultant to LMES (HAZWRAP), OEW/UXO Oversight (Norton AFB) Jan96 - May96

Consultant to Allied Technology Group, Inc. EOD/OEW/UXO Jan 96 - May96  
 Program/Project Manager EOD Technology International, Ltd., CWM Demil Nov95 -Jan96  
 Vice President/General Manager, EODT Services, Inc. 1991 - 1995  
 Program Manager/Project Manager, EODT Services, Inc., OEW 1991 - 1995  
 Engineering Services Manager, EOD Technology, Inc., 1989 - 1991  
 Counter-Terrorism Instructor ATAP, U.S. Department of State, 1988 - 1991  
 EOD Officer, U.S. Marine Corps 1980 - 1990  
 EOD Technician, U.S. Marine Corps 1974 - 1980  
 Ammunition Technician, U.S. Marine Corps 1969 - 1974

## ACCOMPLISHMENTS

Developed profitable munitions response services program in four different Corporations - Currently have overseen the growth at CH2M HILL from zero to >\$36M per year and nominated as "Mentor of the Year 2009"

Co-Founder of the National Association of OEW Contractors (NAOC)- President (2004 to 2007), once Vice President, twelve times as Director. Awarded NAOC Life Time Leadership Award 2009

Provided testimony (2006 & 2009) before Congress as a subject matter expert on munitions response industry

Co-Founder of the EOD Technology Group of Companies.

Charter Member of The National Association of Unexploded Ordnance Technicians Global Market Technology & Practice Director for Munitions Response within CH2M Hill and responsible for:

- the successful transitioned from an initiative to a market segment in less than 3 years with an increase in revenue from \$200k the year prior to an expected revenue of \$36M this year and \$40M estimated for next year.

Program Manager for first U.S. Army MMRP FPRI contract valued at \$250M & U.S. Army MAMMS contract valued at \$160M, and US Army WERS contract at \$945M.

Program Manager for commercial redevelopment of munitions contaminated land

Office Manager for HTRW/D&D/LLRW/Brokerage & Transportation/Surveillance & Inspection Operations

Program Manager for OE/UXO Value Engineering contract Huntsville COE.

Program Manager for OE/UXO Geophysical Surveying.

Program Manager for OE/UXO Bioremediation Services.

Program Manager for OE/UXO Remediation

Program Manager for Ordnance Disassembly

Developed operational plans for refurbishment of hazardous "dud" contaminated impact ranges including Preliminary Environmental Assessments.

DoD Project Manager to Establish "Advanced Access and Disablement of Improvised Nuclear Devices Division, Naval EOD School".

Responsible within DoD, in Beirut 1982, for acquisition and procurement of foreign ordnance for exploitation purposes and development and documentation of EOD procedures on recovered unknown foreign ordnance.

## CAPABILITIES

To lead planning and execution of HTRW/Military Munitions Response Programs/ Demilitarization, technical programs, including Performance Based Acquisitions.

To apply the systems approach to solution of program, technology, and organizational problems.

To improve organizational performance by integration of individual and group personality traits and approaches to problems, and conflict avoidance processes, with other common business and technical methods.

To improve skills and performance within an organization in leadership, managerial, and administrative areas.

## REFERENCES AVAILABLE UPON REQUEST

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End of Application for

Redmond, Ben

For Board:

Traffic Safety Advisory Board

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