

**CITIZEN ADVISORY BOARD FOR COMMUNITY
DEVELOPMENT BALLOT**

Openings: **One (1) STUDENT term ending 9/30/2022 (City Residency NOT Required)**

Applications: Two (2) Applications

PLEASE INITIAL YOUR SELECTION

NAME OF APPLICANT	Comm. Duncan- Walker	Comm. Ward	Comm. Arreola	Comm. Hayes- Santos	Comm. Saco	Mayor Poe
Omar Hernandez						
Kathleen Palencia						
READVERTISE FOR ADDITIONAL APPLICANTS						

VOTING WILL TAKE PLACE AT THE 12/9 GPC MEETING



City of Gainesville

Citizens Advisory Committee For Community Development

Board Details


Fifteen (15) members, three (3) year terms. Created by Resolution #R-74-144 (11/18/74), Reference Ordinance Numbers 1011, 1912, 2554. City Residency NOT Required.

In order to remain in compliance with the Federal Regulations regarding Citizen Participation, the City has implemented an Advisory Board to represent the community and to assist with the Application Review Process. The Citizens Advisory Committee for Community Development (CACCD), receives all applications, conduct on-site visits to Agencies, hear funding presentations, and makes recommendations to the City Commission and City Manager relating to the Community Development Block Grant (CDBG) and HOME Initiative Programs and shall lend support to, and seek support from public services, housings, and public facilities improvement programs that serve the low – and moderate income Residents of the City of Gainesville.

The CACCD meet the 3rd Tuesday of each month.

NOTE: Student Adjunct Members are not listed in the demographic composition of the Board/Committee. The Student Adjunct Member is not counted toward the quorum of the Board/Committee.

Overview

 **Size** 15 Seats

 **Term Length** 3 Years

 **Term Limit** 2 Years

Additional

Advisory Board Website

Agendas and Minutes are located

upon request

Ordinance

Created by Resolution #R-74-144 (11/18/74), Reference Ordinance Numbers 1011, 1912, 2554.



City of Gainesville

Citizens Advisory Committee For Community Development

Board Roster



Margaret C Cauthon

1st Term Sep 17, 2020 - Nov 01, 2022



Mr Corey T Williams

1st Term Nov 07, 2019 - Nov 01, 2022



Mr. Boisy N Waiters

1st Term Apr 01, 2021 - Nov 01, 2022



Jason W Petho

1st Term Sep 17, 2020 - Nov 01, 2022



Jyotir Kulmacz

1st Term Sep 17, 2020 - Nov 01, 2022



Jennifer C Reid

1st Term Jun 20, 2019 - Nov 01, 2022

Appointing Authority City Commission



Derriante Mitchell

1st Term Feb 21, 2019 - Nov 01, 2022

Appointing Authority City Commission



Kaylene Sattanno

1st Term Feb 18, 2021 - Feb 22, 2023



Mr. Chirayu 'chip' Patel

2nd Term Nov 05, 2020 - Nov 01, 2023

Appointing Authority City Commission



Jamarr S Akins

1st Term Sep 02, 2021 - Nov 01, 2023



Mr. Lesly Jerome

1st Term Nov 05, 2020 - Nov 01, 2023



Marie D. Small

2nd Term Nov 05, 2020 - Nov 01, 2023

Appointing Authority City Commission



Sagar Kumar

1st Term Nov 05, 2020 - Nov 01, 2023



Andrea Wagner

1st Term Nov 05, 2020 - Nov 01, 2023



Vacancy

Category Student Member

STUDENT APPLICATION

City of Gainesville Advisory Boards & Committees

Submit Date: Oct 04, 2021

Profile

View current Advisory Board and Committee openings [online](#).

Prefix	Omar	Middle Initial	Hernandez	Suffix
	First Name		Last Name	

ohernandezcarmon@ufl.edu

Email Address

55 WS 5TH TERRACE	
Street Address	Suite or Apt

Gainesville	FL	32601
City	State	Postal Code

In what city district do you live? To find your district visit:

<http://www.cityofgainesville.org/CityCommission/CityCommissionDistricts.aspx> *

☒ District 4

Mobile: (999) 261-7903	
Primary Phone	Alternate Phone

Primary Phone Type

None Selected

Alternate Phone Type

None Selected

Employer	Job Title

Which Boards would you like to apply for?

Citizens Advisory Committee For Community Development: Submitted

PLEASE NOTE: You may only apply for two (2) City Advisory Boards/Committees each application cycle. A person may only be appointed to two (2) City Advisory Boards/Committees, only one can be a quasi-judicial board.

Question applies to multiple boards

STUDENT BOARD SEATS, terms ending 9/30/2022

City Residency Required

- Historic Preservation Board
- Regional Transit System Advisory Board

City Residency NOT Required

- Citizens Advisory Committee for Community Development
- Fire Safety Board of Adjustment
- Gainesville Cultural Affairs Board
- Nature Centers Commission
- Public Recreation and Parks Board

Question applies to Citizens Advisory Committee For Community Development

The Citizens' Advisory Board for Community Development has 1 STUDENT SEAT term ending 9/30/2022. City Residency NOT Required.

Do you claim any exemption to public record disclosure pursuant to FLA. STAT. Section 119?

☐ Yes ☒ No

Review the text of FLA. STAT. Section 119 [HERE](#).

If yes, it is required that you submit a detailed explanation of exemption. Upload additional documentation if necessary.

Consistent with Section 2-247 of the City Code, board and committee members can be removed from the board or committee for poor attendance.

Interests & Experiences

Question applies to Citizens Advisory Committee For Community Development

Why are you interested in serving on the Citizens' Advisory Board for Community Development?

I would like to join the Board because I am interested in the challenges the community faces and how I can help

Question applies to Citizens Advisory Committee For Community Development

How many terms have you served on this board or committee previously?

0

Question applies to Citizens Advisory Committee For Community Development

Are you applying for a student seat?

☒ Yes ☐ No

Have you been removed from any advisory board for attendance, behavior or another reason?

☐ Yes ☒ No

If you answered yes to the question above, please explain: (upload a file if needed)

[Resume - Omar Hernandez Carmona.pdf](#)

Upload a Resume

Please upload a file

Demographics

Ethnicity

☒ Hispanic

Gender

☒ Male

Are you a City of Gainesville Employee?

☐ Yes ☒ No

Are you a City of Gainesville Intern?

☐ Yes ☒ No

Are you currently on a City Advisory Board/Committee?

☐ Yes ☒ No

If yes, which Advisory Board/Committee?

Omar Hernandez

Omar Hernandez

55 SW 5th Terrace • Gainesville, FL 32601 • +52 999 261 7903 • ohernandezcarmon@ufl.edu

QUALIFICATIONS PROFILE

Project management professional with 6 years of experience working with leading international research and development organizations. I am passionate about supporting communities adopting inclusiveness, environmental and economic management practices as strategies for resilient and sustainable livelihoods.

EDUCATION

University of Florida, Gainesville, FL

Graduate Student, Master of Sustainable Development Practice

(August 2021 – May 2023)

- Pursuing certificates in Tropical Conservation and Development, Latin American Studies & Entrepreneurship
- Member of Tropical Conservation and Development Student Group & Gender and Development Working Group

Tecnológico de Monterrey, Campus Puebla, Mexico

Bachelor of Arts in International Relations, Honors

(August 2011 – December 2015)

- Academic Scholarship and Assistantship with International Relations Faculty (2011-2015)
- Summer research on entrepreneurship among Mexican migrants in NYC (2014)
- Participation in community transformation initiative by CEMEX-TEC (2012)

PROFESSIONAL EXPERIENCE

Global Environment Facility - United Nations Development Programme, Mexico

Programme Assistant

(August 2018 – August 2021)

- Administered and oversaw financial planning, budgeting, and reporting of a USD 4.5 m project
- Managed processes of contracting, financial assessment, disbursing for 120+ grants
- Ensured the procurement, hiring and other operative tasks complied with the standard procedures
- Organized trainings, workshops, and conferences such as the SGP Mexico 25th Anniversary
- Carried out project level Monitoring and Evaluation and Knowledge Management duties
- Provided capacity building to grassroots organizations on Gender, Cybersecurity, and Reporting

International Maize and Wheat Improvement Center (CIMMYT), Mexico

Grants Management Assistant

(January 2016 – August 2018)

- Managed grants processes: grant writing, budgeting, contracting, reporting, closing, and filing
- Created a Grant Master Database, compiling information for partners performance
- Supported CIMMYT Grant Leaders to apply for funding and fulfill their approved workplans
- Assisted Resources Mobilization efforts for Director General and the Board decisions and travel
- Collected and created country profiles, donor intelligence and briefings of major stakeholders such as BMGF, DFID, FAO, IFAD, GIZ, USAID and World Bank among others
- Supported the revision of RM strategy 2017-2022 and acted as liaison for 50th Anniversary

MAPFRE Tepeyac SA, Puebla, Mexico

Analyst Assistant

(September 2014 – September 2015)

- Supported accounts management tasks in the Sales and Marketing departments
- Tracked and reported on major client's profiles for customer engagement

CREDENTIALS

Training:

- Project Management for Development 1 - APMG International (2016)
- Project Management -Training the Trainers Certificate - CIMMYT (2017)
- Gender Capacity Strengthening Program- Royal Tropical Institute KIT (2017)
- Solid waste Management Training – Universidad del Medio Ambiente UMA (2018)

Courses:

- UN related: UNDSS Advanced security in the field (2018), UNDP Legal framework (2020), Greening the UN (2020), UN Fraud and Corruption Awareness and Prevention (2020), Ethics and Integrity at the UNDP (2020), UNCC Gender and Environment (2020), UNDSSC SDG Primer (2021) ...
- INAFED GHGs mitigation actions (2021), NASA Introduction to NASA Resources for Climate Change (2021)

SKILLS AND INVOLVEMENT

- MS Office, SharePoint, CRMs, Salesforce (basic)
- Languages: Spanish (native), English (fluent)
- Participation in Path to Purpose Advanced Leadership Cohort

STUDENT APPLICATION

City of Gainesville Advisory Boards & Committees

Submit Date: Oct 19, 2021

Profile

View current Advisory Board and Committee openings [online](#).

Prefix	Kathleen	G	Palencia	Suffix
	First Name	Middle Initial	Last Name	

kathleen.palencia17@gmail.com
Email Address

1505 Fort Clarke Blvd	Apt 12106
Street Address	Suite or Apt

Gainesville	FL	32606
City	State	Postal Code

In what city district do you live? To find your district visit:

<http://www.cityofgainesville.org/CityCommission/CityCommissionDistricts.aspx> *

☒ District 4

Home: (954) 505-6868	Home: (954) 604-8325
Primary Phone	Alternate Phone

Primary Phone Type

☒ Cell

Alternate Phone Type

☒ Cell

Palms Medical Group	HR Assistant
Employer	Job Title

Which Boards would you like to apply for?

Citizens Advisory Committee For Community Development: Submitted
Police Advisory Council: Submitted

PLEASE NOTE: You may only apply for two (2) City Advisory Boards/Committees each application cycle. A person may only be appointed to two (2) City Advisory Boards/Committees, only one can be a quasi-judicial board.

STUDENT BOARD SEATS, terms ending 9/30/2022

City Residency Required

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City Residency NOT Required

- Citizens Advisory Committee for Community Development
- Fire Safety Board of Adjustment
- Gainesville Cultural Affairs Board
- Nature Centers Commission
- Public Recreation and Parks Board

Question applies to Citizens Advisory Committee For Community Development

The Citizens' Advisory Board for Community Development has 1 STUDENT SEAT term ending 9/30/2022. City Residency NOT Required.

Question applies to Police Advisory Council

The Police Advisory Council has 1 partial term ending 1/21/2023. City Residency Required

Do you claim any exemption to public record disclosure pursuant to FLA. STAT. Section 119?

☐ Yes ☒ No

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If yes, it is required that you submit a detailed explanation of exemption. Upload additional documentation if necessary.

Consistent with Section 2-247 of the City Code, board and committee members can be removed from the board or committee for poor attendance.

Interests & Experiences

Question applies to Citizens Advisory Committee For Community Development

Why are you interested in serving on the Citizens' Advisory Board for Community Development?

I want to be a part of the gainesville community, and with my background in HR I believe I would be an asset in this advisory board as I review resumes all day. This coupled with the fact I have years of administrative skills was what lead me to apply.

Question applies to Citizens Advisory Committee For Community Development

How many terms have you served on this board or committee previously?

0

Question applies to Police Advisory Council

Why are you interested in serving on the Police Advisory Council?

With the Gainesville police department I know there has been many differing opinions on how they should operate. I want to help bridge the gap between the community and the police to bring a better relationship going forward.

Question applies to Citizens Advisory Committee For Community Development

Are you applying for a student seat?

☒ Yes ☐ No

Have you been removed from any advisory board for attendance, behavior or another reason?

☐ Yes ☒ No

If you answered yes to the question above, please explain: (upload a file if needed)

[Kathleen_Palencia_Resume_2020_6_.pdf](#)

Upload a Resume

Please upload a file

Demographics

Ethnicity

☒ Hispanic

Gender

☒ Female

Are you a City of Gainesville Employee?

☐ Yes ☒ No

Kathleen G Palencia

Are you a City of Gainesville Intern?

☐ Yes ☒ No

Are you currently on a City Advisory Board/Committee?

☐ Yes ☒ No

If yes, which Advisory Board/Committee?

KATHLEEN PALENCIA
Gainesville, FL 32606
Kathleen.palencia17@gmail.com
(954) 505-6868

OBJECTIVE

Looking to secure a position within a company that utilizes the organization, communication, and client building skills I have gained through my work experience.

Professional Experience:

Palms Medical Group
VP of HR Assistant

July 2021 - Present
Gainesville, FL

- Recruit top talent including sourcing, interviewing and reference checking.
- Determine and implement recruiting best practices.
- Partner with managers to determine requirements for the position and qualities of an ideal candidate.
- Identify recruiting sources, assess new talent and develop leading-edge methods to attract diverse talent.
- Conduct independent sourcing via social recruiting, networking, job postings, cold calls, etc.
- Post positions that will attract top talent/create advertising.
- Ensure that personnel requisitions are completed in a timely manner.
- Work with managers to create job descriptions and post job descriptions.
- Conduct reference checks.
- Conduct phone interviews and face to face interviews.
- Schedule and conduct interviews for internal and external applicants.
- Administer background investigations.
- Partner with the Chief Executive Officer (CEO) to determine appropriate compensation packages.
- Manage the requisition log and applicant/interview/hire reports.
- Create relationships with Universities and post positions on University websites.
- Responsible for coordinating key areas of employee retention, training administration, and performance evaluation and employee engagement.
- Responsible for creating and implementing employee retention and development projects.
- Continuously analyze current compensation structure to ensure internal and external market equity.
- Serve as backup when needed for payroll, benefits and HRIS needs.
- Trains and orientates new employees.
- Prepares a variety of reports for senior management.
- Ensures PMG's compliance with all applicable Local, State, and Federal labor and employment regulations, including FLSA, FMLA, and ADA.
- Assist in OSHA, HIPAA, and other training to all new employees. Provides training programs to current employees as needed. Assists the VP of Human Resources in completion of yearly OSHA training.
- Helps maintain employee personnel files and the Human Resources policy manual. Assists senior management in interpretation of human resources policies. Proposes new human resources policies, with authorization from the CFO or CEO

Skyfrog Landscape
HR/ Benefits/ Payroll Specialist (Temp)

April 2021 - July 2021
Gainesville, FL

- Implement best management practices for old and new managers.
- Created an onboarding/ termination procedure.
- Run payroll and categorize in quickbooks
- Accounts payable/ Accounts receivable keeping under 10%
- Create a phone script for the receptionist to read off of.

- Assist in marketing campaigns.
- Providing training material to new hires as well as scheduling new hire orientation.
- Conducted interviews to screen for different positions.
- Approve all employees' time and ensure the time cards are correct.
- Responsible for creating and monitoring employee schedules.
- Created rolling budget, and managed P&L reports.
- Utilize recruiting sites to field for possible employees (Indeed, LinkedIn, Paylocity, HigherMe)

Smile Design Dentistry
HR/ Practice Office Manager

October 2020 - March 2021
Gainesville, FL

- Manage multiple locations to ensure all are reaching the targeted goal for each month.
- Providing training material to new hires as well as scheduling new hire orientation.
- Conducted interviews to screen for different positions in several offices.
- Running EOD, auditing patient ledgers/accounts, and contacting offices to reach out to insurance companies for aging claims.
- Reviewing all requests for dental supplies/ maintenance.
- Communicating with the lead doctor on future protocols/goals for each office.
- Approve all employees' time and ensure the time cards are correct.
- Responsible for creating and monitoring employee schedules.
- Created rolling budget, and managed P&L reports.
- Utilize recruiting sites to field for possible employees (Indeed, LinkedIn, Paylocity, HigherMe)
- Enter in all new employee information into the HRIS software.
- Create different job descriptions for positions needed within the office.
- Run payroll, and ensure all deductions made are accurate.
- Manage PIP, Terminations, and any complaints made against other employees & the company.
- Complete background checks, reference checks, and drug test requests.
- Advertise the company using different recruiting websites and systems.
- Schedule and interview potential new hires (virtual, over phone, and in person)
- Stay educated on updated policies regarding covid-19.
- Visiting different locations to assist offices when needed.
- Coach office managers on how to improve their sales, and patient experience.

Naidu Orthodontics
Treatment Coordinator/ Office Manager

July 2019 - October 2020
Pembroke Pines, FL

- Tracked and coordinated project deadlines to maintain a smooth workflow.
- Created protocols, and training procedures to ensure team members are clear with expected performance levels.
- Created new onboarding systems for new hires.
- Researched different health care plans for the office.
- Managed IRA, health benefits for all employees
- Completed performance reviews at 90 days/ Annually.
- Conducted interviews to screen for several different positions in the office.
- Responsible for presenting and closing dental treatment plans according to the doctor's clinical evaluation.
- Communicated with the patient about financial options including dental insurance coverage, payment plan options, and other methods of payment.
- Created annual, monthly, and biweekly reports on New Patients beginning treatment.
- Acted as the liaison between multiple different offices to coordinate luncheons, patient referrals, and several different events
- Responsible for creating and monitoring employee schedules.
- Coach staff when performance levels were below company standards, keep a log of coaching notes & materials.

Great Smile Dental

February 2019 – July 2019

HR Assistant & Clinical Coordinator

Port St. Lucie, FL

- Assisted Human Resources with recruitment, employee time off requests, and annual reviews.
- Processed payments for treatment and third-party financing.
- Sterilized all instruments used during procedures and followed correct OSHA protocol.
- Assisted in placing and removing orthodontic appliances.
- Educated patients on postoperative and general oral healthcare.
- Trained new hires on proper phone etiquette and the Dentrrix system.

Braces For Us

July 2018–February 2019

Administrative/ Clinical Coordinator

Port St. Lucie, FL

- Acted as liaison between the dentist and financial advisor.
- Managed calendar and coordinated appointments for patients.
- Assisted office manager with patient scheduling, billing and insurance claims.
- Provided general administrative support including scanning and mailing information to upper management.
- Assisted dentist with routine cleaning and specialized procedures.
- Prepared and arranged needed instruments for scheduled procedures.
- Responsible for all clinical appointments and attending to all patients.
- Created a calendar with all the events the doctor would host.

Ivox Solutions-First Energy

February 2018 – July 2018

Quality Analyst

Port St. Lucie

- Responsible for daily analysis of call volumes, monitoring and adjusting staff script to meet inbound demand and performance goals.
- Created reports for individual agents highlighting areas for improvement.
- Responded to inbound calls and made outbound calls, as needed.
- Retrieved customer's payment information and provided payment options.

Kohl's

July 2016 - October 2017

Point of Sales/ Sales Floor Supervisor

Plantation, FL

- Observed customer traffic and directed Sales Associates to departments as needed.
- Assisted with store opening and closing procedures, as well as stocked and set up displays.
- Operated cash register, scanners and computers to ensure prompt customer checkout.
- Responded to telephone inquiries while providing quality service to customers and associates
- Processed cash and credit card payments for in-store purchases.

EDUCATION

A.A. Business Administration

Completion - May 2024

Santa Fe College

Gainesville, FL

High School Diploma

May 2016

South Plantation Highschool

Plantation, FL

SKILLS & CERTIFICATIONS

- MS Word
- MS PowerPoint
- Dentrrix
- Dolphin
- CPR Certified
- HIPAA & OSHA certified

- Google Sheets/Docs.
- Jay Guerrier Certified
- HRIS Knowledge

- Benefits & 401k