



Public Recreation and Parks Board


Board Details

Nine (9) members appointed by the Gainesville City Commission; three (3) year terms; two (2) ex-officio members - one (1) School Board appointment, one (1) Alachua County Appointment and one (1) Student Adjunct Member. City Residency NOT Required.

The Public Recreation Board (PRB) advises the City Commission and offers recommendations as to the needs of the City on all matters pertaining to recreation within the City.

Reference: Code of 1949 amended with Ordinance 1650 (01/05/70) and Ordinance 2592 (04/27/81). Name changed from Public Recreation Board to Public Recreation and Parks Board (01/23/2006) (O-06-19) #050420.

Overview

 **Size** 9 Seats

 **Term Length** 3 Years

 **Term Limit** 2 Terms

Additional

Advisory Board Website

<http://www.cityofgainesville.org/ParksRecreationCulturalAffairs/Sports,AquaticsFitness/PublicRecreation&ParksBoa>

Agendas and Minutes are located

<https://gainesville.legistar.com/Calendar.aspx>

Ordinance

Code 1960, § 2-22; Ord. No. 050420, § 1, 1-23-06





City of Gainesville

Public Recreation and Parks Board

Board Roster



Andrew L Miles

1st Term Jul 18, 2019 - Jun 01, 2022

Category City Appointee



Amanda K Burkett

1st Term Oct 03, 2019 - Jun 01, 2022

Appointing Authority City Commission

Category City Appointee



Benjamin C Fox

1st Term Nov 04, 2021 - Jun 01, 2023



Sean Johnson

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

Appointing Authority City Commission

Position Secretary

Category City Appointee



Stan Kiser 5161322

1st Term Sep 17, 2020 - Jun 01, 2023



Phimetto D Lewis

1st Term Sep 17, 2020 - Jun 01, 2024



David Gold

2nd Term Sep 17, 2020 - Jun 02, 2024

Category City Appointee



Stacey Hill

1st Term Jul 19, 2021 - Jul 01, 2024



Vacancy

Position Student Seat

Category City Appointee



Vacancy

Profile

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

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Prefix	First Name	Middle Initial	Last Name	Suffix

clorettadaniels@gmail.com

Email Address

1105 Fort Clark Blvd

Street Address

1509

Suite or Apt

Gainesville

City

FL

State

32606

Postal Code

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

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

☒ District 3

Mobile: (352) 275-1324

Primary Phone

Alternate Phone

Primary Phone Type

☒ Cell

Alternate Phone Type

☒ Home

The Arc of Alachua County

Employer

Day Program Activities Director

Job Title

Which Boards would you like to apply for?

Public Recreation and Parks Board: 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

- 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.

Question applies to Gainesville Cultural Affairs Board

The Gainesville Cultural Affairs Board has 1 STUDENT SEAT term ending 9/30/2022. City Residency NOT Required

Question applies to Gainesville Human Rights Board

The Gainesville Human Rights Board has 1 partial term ending 2/22/2022. City Residency Required

Question applies to Police Advisory Council

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

Question applies to Public Recreation and Parks Board

The Public Recreation and Parks Board has 1 partial term ending 6/1/2022. Also, PRPB 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 have lived in an area that is considered low to moderate-income. I have raised my children and spent time with my friends in the area. I have been there as a resident, a spectator (for sporting events), and a consumer. I want to assist with the discussion to make the area better and advance the development, plus secure and respect the current people who live in this area.

Question applies to Gainesville Cultural Affairs Board

Why are you interested in serving on the Gainesville Cultural Affairs Board?

I am currently an Activities Director. I would like to see Gainesville grow with new events in the area that make others eager to attend and expand the pallet of others. I want to assist with introducing contemporary artists and cultural institutions to Gainesville.

Question applies to Gainesville Human Rights Board

Why are you interested in serving on the Gainesville Human Rights Board?

I work with individuals with disabilities, I consistently advocate for their rights in the community, and I work with others to bridge them into society without judgment or discrimination. As a citizen of Gainesville, I want to ensure that everyone has an advocate. I believe in equal rights and opportunity for everyone and also upholding the laws. I am curious about Gainesville's methods and the continuous process to promote this safe and honest environment for all community members. I want to support this and also assist in continuing to make it great.

Question applies to Public Recreation and Parks Board

Why are you interested in serving on the Public Recreation and Parks Board?

I recently became an outdoors person. Due to this, I have gained respect for the public recreations and parks that are within Gainesville. I want to share this information more with others and encourage people to get out more. I made a change in my life due to COVID. I don't want others to wait until something significant like a Pandemic allows them to change their lives. The outdoors is calling everyone, but they may now know where to start. I want to help prompt this.

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 Gainesville Cultural Affairs Board

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

0

Question applies to Gainesville Human Rights Board

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?

I want to help restore the support from the public and the honor that is deserving of those who are members of the police department. I want to be a part of the discussion regarding concerns in our city and assist with any needs and actions that must take place.

Question applies to Public Recreation and Parks Board

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

0

Members of the State Housing Initiatives Partnership must only serve three (3) terms per statute.

Question applies to Citizens Advisory Committee For Community Development

Are you applying for a student seat?

☐ Yes ☒ No

Question applies to Gainesville Cultural Affairs Board

Are you applying for a student seat?

☐ Yes ☒ No

Question applies to Gainesville Human Rights Board

Are you applying for a student seat?

☐ Yes ☒ No

Question applies to Public Recreation and Parks Board

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)

[Cloretta_Porter_Daniels_resume.docx](#)

Upload a Resume

Please upload a file

Demographics

Ethnicity

☒ Other

Gender

☒ Female

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?

Cloretta Porter Daniels
1105 Fort Clarke Blvd. Apt 1509
Gainesville, Florida 32606
(352) 275-1324
ClorettaDaniels@gmail.com

Extremely energetic and enthusiastic college graduate possessing demonstrated ability to work effectively with others through utilization of excellent communication and leadership skills.

AREAS OF EXPERTISE

- ❖ Bachelor of Arts – Psychology
- ❖ Computer skills and proficiency
- ❖ Supervision and coaching experience
- ❖ Sales experience and expertise
- ❖ Presentation development experience
- ❖ Ordering/Purchasing
- ❖ Planning Committee
- ❖ Workers Compensation and FMLA coordinator
- ❖ Safety Committee Member
- ❖ Notary Public
- ❖ SMART evaluations developer for my direct subordinates.
- ❖ Successful Division I collegiate volleyball player

PROFESSIONAL EXPERIENCE

The Arc of Alachua County, Gainesville, Florida
Day Program Activities Director

10/2021-present

- Manage the daily operation of programming, work opportunities and educational training for 100 individuals with intellectual and developmental disabilities.
- Supervise approximately 90 direct support staff, paraprofessionals and professional staff.
- Manage assigned, variable Day Program budget.
- Motivates employees and clients to improve the quality and quantity of work performed.
- Oversee the development of meaningful curriculum and activities.
- Manage operations of the Life Skills Development, Supported Employment, Activities, Recreations, Production, and Gone 4ever Shredding.
- Plans workloads, work flows, deadlines, work objectives and time utilization with employees.
- Evaluates employees through establishing evaluation criteria and responsibilities and meets regularly with employees and clients to ensure established criteria are met.
- Trains employees and clients in methods for performing an effective and efficient job.
- Communicates on a regular basis with employees and clients both individually and in staff meetings.

- Be a resource for all families of clients in Day Programs ensuring effective communication and problem resolution.
- Coordinates the assessment of client, applicant or licensee needs and the capacity of existing systems to meet those needs.
- Ensure quality and robust recreational calendar for clients
- Oversee volunteers in Day Programs.
- Ensure proper inventory and quality completion of work-program contracts.
- Advocate for clients' and staffs' rights
- Ensure a high level of client satisfaction.
- Monitoring and practice ongoing compliance with agency directives, licensing standards, oversight agencies, policies and procedures, and employment law guidelines and mandates.
- Assist in development and communication of agency policies and procedures.

Agency for Persons with Disabilities Tacachale, Gainesville, Florida

3/2018-10/2021

Program Operations Administrator

- Manage the daily operation of two facilities for approximately 130 individuals with intellectual and developmental disabilities.
- Supervise approximately direct line, paraprofessionals and professional staff.
- Manage assigned, variable budget.
- Motivates employees to improve the quality and quantity of work performed.
- Plans workloads, work flows, deadlines, work objectives and time utilization with employees.
- Evaluates employees through establishing evaluation criteria and responsibilities and meets regularly with employees to ensure established criteria are met.
- Trains employees in methods for performing an effective and efficient job.
- Communicates on a regular basis with employees both individually and in staff meetings.
- Coordinates the assessment of client, applicant or licensee needs and the capacity of existing systems to meet those needs.
- Manages the development of new programs and improvements in existing programs to meet client, applicant or licensee needs more effectively and more efficiently.
- Coordinates an ongoing assessment of work systems and business practices and the capacity of workforce to continuously improve the efficiency and quality of work performance and work products.
- Administers the setting of standards for program operations.
- Evaluates and monitors service delivery or regulatory processes and implements corrective action.
- Provides technical assistance regarding programmatic and client, applicant or licensee issues and assists in interpreting rules, policies and standards.
- Coordinates investigations of special incidents and/or complaints regarding department services programs.
- Oversees the facility/unit operations. Works in the stead of the Center Administrator as the Officer of the Day.

- Serves as liaison between the field staff and the administration.
- Consults with a committee concerning changes in operational procedures.
- Participates on the Safety Committee and the Planning Committee.

Agency for Persons with Disabilities Tacachale, Gainesville, Florida

10/2017-3/2018

Interim Program Operations Administrator

- Reviews administrative protocols, procedures, guidelines and related directives to be implemented; evaluates impact on operations; identifies potential problems; recommends appropriate action. Identifies facility operational problems in the implementation of administrative services protocols and procedures or programs and procedures.
- Investigates, assesses, analyzes and makes recommendations to resolve issues and problems presented by administrators. Provides direction, guidance and counsel to administrators and staffs in the management and operation of service programs and responsibilities.
- Performs firsthand, on-site analysis of operational problems of service programs; serves on interdisciplinary staff teams to develop optimum resolutions; carries out the implementation of solutions. Consults with staff members to develop solutions for programmatic operational problems.
- Review annual reports for accuracy and distribution. Ensure their delivery is timely. Write programs, reports, and create projects for my division and center.
- Work with payroll and timesheets bi-weekly. Work with Human Resources on Family Medical Leave Act. Assist Risk Management with Workers Compensation claims. Supervisor 17 professionals, five of the 17 professionals supervise approximately 125 staff. Working on several committees/groups for the betterment of the people we serve, such as: Safety Committee, Planning Committee, Infor Science Subject Matter Expert group, Executive Council, Residential management group, Facility management group, and the bridging communities group.
- Completing licensing paperwork and preparing for annual licensing survey for two facilities. Developing and sending Plan of Corrections related to concerns expressed.

Operations & Management Consultant II

- Reviews administrative policies, procedures, guidelines and related directives to be implemented; evaluates impact on operations; identifies potential problems; recommends appropriate action.
- Identifies statewide operational problems in the implementation of administrative services policies and procedures or program policies and procedures.
- Investigates, assesses, analyzes and makes recommendations to resolve issues and problems presented by administrators.
- Provides direction, guidance and counsel to administrators and their staffs in the management and operation of service programs and responsibilities.
- Performs firsthand, on-site analysis of operational problems of service programs; serves on interdisciplinary staff teams to develop optimum resolutions; carries out the implementation of solutions.
- Consults with staff members to develop solutions for programmatic operational problems.
- Ensures that the facility retains their licenses from AHCA each survey year.
- Provides supervision to five Residential Services Supervisors who are home managers to managers of two home and 180+ direct care staff.
- Assist the Program Operations Administrator (Facility Director) as needed.
- Completed the hiring for the facility and assist in the hiring process for the Center.
- Provides direction and guidance afterhours in the stead of the Superintendent as the Officer of the Day for the Center.
- Facilitator for the Human Rights Advocacy Counsel for the department
- Performs time and attendance checks and reviews any issues that may result in conflict with payroll/FLSA.
- Provides guidance with disciplinary action and handles disciplinary action with the assistance of Employee Relations Department.

Residential Service Supervisor

- Responsible for supervising two homes on Tacachale campus, supervising 38 staff. I work with developmentally disable clients I manage a caseload of 28 clients. I handle the budget and the purchase on the home. I handle all disputes on the home, either peer to peer or manager to staff. I work with staffing concerns and approvals. I rate new employee applications, interview and hire my own employee's. I complete the evaluations of all employees on the home.
- I prepare the FMLA for any staff and assist them with follow the protocol of the FMLA. I have helped staff set-up FLSA and handle the overtime on my homes and manage the payments or backing down of time. I schedule the classes for the staff on my homes and maintain their annual physical schedule. I assist with the programming on the home. I help with the creation of many programs and the social skills that they need to be advanced on the homes and within the community.
- Ensures that the facility retains their licenses from AHCA each survey year.

Agency for Persons with Disabilities Tacachale, Gainesville, Florida

2006-2007

Rehabilitation Therapist

- Responsible for developing rehabilitative programs and services through appropriate patient/resident assessment, treatment, service planning, therapeutic activities, discharge planning, and community reintegration.
- Using the principles and practices of these disciplines to develop, maintain or restore physical, emotional, and social competencies.
- Specific programs I use are as follows: art, dance, music, occupational, recreation and community outings. I work with resident's financial income.
- Developing behavior programs and in-service the staff to new behavioral programs. Interacting with the residents and their families.

DCF- North Florida Evaluation Treatment Center, Gainesville, Florida

2005-2006

Unit Treatment and Rehabilitation Specialist

- Responsible for observing residents behavior and documenting any irregularities.
- Responsible for monitoring residents and aiding residents through groups, recreational activities and competency testing.
- Responsible for documentation of the residents. Entering or data and maintaining and monitoring legal information of residents.
- Responsible for training new staff on the home. I was the backup supervisor for my building.

GAINESVILLE HEALTH AND FITNESS, Gainesville, Florida

2005-2007

Kids Club Attendant

Responsible for monitoring infants, toddlers and children while parent's workout. Responsible for engaging children in activities and securing a safe environment. Creating activities for children and helping to develop adequate social skills.

HAVENWYCK HOSPITAL, Auburn Hills, Michigan

2003-2004

Psychiatric Care Specialist

Responsible for setting environmental limits that assure the safety and give structure to patients. Responsible for monitoring patients during group therapy and recreational activities and organizing and leading groups to develop adequate coping skills.

KELLOGG'S COMPANY, Battle Creek, Michigan

1999-2003

Production Worker

Responsible for cereal production operations, production organization, and office maintenance. Also licensed as a tractor driver.

DETROIT COUNTRY DAY, Beverly Hills, Michigan

1999-2001

Latch Key Assistant

Responsible for supervising and assisting elementary school children during educational and recreational activities. Assisted students with homework assignments and helped to develop orientations and presentation for new students.

USA MICHIGAN, Bloomfield, Michigan

1999-2000

Volleyball Coach

Responsible for coaching and developing a USAV/AAU club volleyball team composed of fifteen players. Coached fundamentals of the sport and promoted skill and self-esteem development resulting in numerous division tournament championships.

THE BUCKLE, INC., Battle Creek, Michigan

1999-2000

Sales Associate & Fashion Coordinator

Responsible for retail sales, display creation, and marketing/promotional activities. Also worked the cash register and was responsible for cash receipts.

VOLUNTEER EXPERIENCE

WESTERN MICHIGAN UNIVERSITY, Kalamazoo, Michigan

2002-2003

Volunteer Graduate Assistant

Responsible for day-to-day practice activities and workouts, meals, and preparations for the trips. Helped with drills during practice and was the video technician for home and away games. Coordinate the ball girls that helped at the volleyball games.

PONTIAC RECUSE MISSION, Pontiac, Michigan

1999-2000

Volunteer Assistant

Responsible for helping with food distribution and childcare. Responsible for the distribution of food and daily care items.

EDUCATION

Bachelor of Arts – Psychology

**Oakland University
Rochester, Michigan**

Beta Graduate

Profile

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

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Prefix	First Name	Middle Initial	Last Name	Suffix

<hr/>
Email Address

<hr/>	<hr/>
Street Address	Suite or Apt

<hr/>	<hr/>	<hr/>
City	State	Postal Code

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

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

☒ District 3

<hr/>	<hr/>
Primary Phone	Alternate Phone

Primary Phone Type

☒ Cell

Alternate Phone Type

☒ Cell

<hr/>	<hr/>
Employer	Job Title

Which Boards would you like to apply for?

Gainesville Human Rights Board: Submitted

Public Recreation and Parks Board: Submitted

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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 Gainesville Human Rights Board

The Gainesville Human Rights Board has 1 partial term ending 2/22/2022. City Residency Required

Question applies to Public Recreation and Parks Board

The Public Recreation and Parks Board has 1 partial term ending 6/1/2022. Also, PRPB 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 Gainesville Human Rights Board

Why are you interested in serving on the Gainesville Human Rights Board?

As a member of this community I believe it is important to be involved.

Question applies to Public Recreation and Parks Board

Why are you interested in serving on the Public Recreation and Parks Board?

As a member of this community I believe it is important to be involved.

Question applies to Gainesville Human Rights Board

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

1

Question applies to Public Recreation and Parks Board

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

0

Question applies to Gainesville Human Rights Board

Are you applying for a student seat?

☐ Yes ☒ No

Question applies to Public Recreation and Parks Board

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)

[DKrawczykiewicz_2021.pdf](#)

Upload a Resume

Please upload a file

Demographics

Ethnicity

☒ Other

Gender

☒ Female

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?

Debra Krawczykiewicz

2600 SW Williston Rd., Apt. 702
Gainesville, FL 32608
Cell: 786-879-0124
Email: lexkaye@aol.com

Resourceful, results-oriented, self-motivated, media communications professional with a Bachelor of Science in Public Relations, and over 27 years of industry-related experience; with a career focus that has been in business development and marketing services.

Education

Bachelor of Science in Public Relations, University of Florida, Gainesville, FL
Associate of Arts Degree: Communications, Santa Fe Community College, Gainesville, FL

Certifications

State of Florida Notary November 2017-2021
UF Supervisory Challenge Certification 2019
UF Business Communication Certificate 2014
Harvard Division of Continuing Education 2021

Language Skills

Speaks, reads, writes, and understands Spanish

WORK HISTORY

2018-CURRENT University of Florida Administrative Specialist II Gainesville, FL

UF Information Technology administrative support for the Academic Technology division.

PROCUREMENT SUPPORT: Manages budget related to Academic Technology operations, including (but not limited to) contracts, salaries, Other Personnel Services (OPS), operational expenses, consulting, and/or project expenses. Final authorization on behalf of the Director on designated procurement and travel related expenses.

ADMINISTRATIVE SUPPORT FOR DIRECTOR AND ASSOCIATE DIRECTORS: Coordinate calendars, meetings schedules, meeting minutes, organize and plan interviews and business events for the Director, Associate and Assistant Directors, and unit managers. Collaborates with the Director in developing short- and long-range planning for the unit. Prepares correspondence, reports, and presentations. Coordinates internal and external contacts and communications. Coordinates the action items for the Director, which includes tracking and following up on all pending items. Maintains the calendar of recurring reports, projects, and various deadlines required of the Director to help anticipate deadlines and time commitments.

OFFICE MANAGEMENT: Provides oversight and assistance with the administrative functions designed to create a seamless operation at the office, including (but not limited to) liaising with the UFIT Business Center, resolving inquiries from the administrative team, and managing the execution of office activities. Hires and supervises OPS support as needed for receptionist and clerical support for the unit. Coordinate building support; i.e., custodial support, keys and electronic building access, Facilities Services (FS) work orders and service needs, parking permits, and office and consumables supply orders.

DEPARTMENT LIAISON: Serves as the contact person on behalf of the Director, department management and area administrators for the special projects and special requests as they relate to internal and external customer and vendor relations, service projects (small to large in complexity), and personnel matters. Attends meetings and participates in committees as requested by the Director.

VENDOR RELATIONS: Serves as liaison between University personnel, vendors (service providers), the UFIT Business Center, and UFIT business units in relation to ongoing maintenance, upkeep, and new projects. Maintains relationships with vendor contacts, resolves complaints, and reports status of relationship to senior management. Monitors vendor

compliance with contractual obligations and measures performance based on company criteria; verifying completion of responsibilities for procurement purposes.

**2012-2018 University of Florida Administrative Support Assistant II
Gainesville, FL**

Coordinates and administers multiple media communications programs to promote product and organizational presence in marketplaces consistent with organizational objectives. Participate in the planning of marketing materials for assigned units by identifying communication needs based on relevant research. Manage the production of communications in accordance with strategic plans. Lead presentation teams in presentations of creative work to clients and administrators. Evaluates advertising and promotion programs for compatibility with public relations efforts. Observes social, economic, and political trends that might influence the organization and makes recommendations to enhance the organization's image based on those trends. Works with other sources to create a variety of publicity methods. Obtains relevant information from clients, such as product and organizational details, budget, and marketing goals. Devise and evaluate methods and procedures for collecting data, such as surveys, opinion polls, or questionnaires, or arrange to obtain existing data.

**2010-2012 Ronald McDonald House of South Florida Assistant House Manager
Miami, FL**

Promoted within three months from part-time Weekend House Manager; Responsible for managing the day-to-day operations of Ronald McDonald House, including oversight of House operations, families and volunteers; Address with tact any problems that occur; Communicate via daily manager reports; Take referral information from hospital, Update register guest lists; Keep accurate financial and family records; Interact with houseguests daily and respond to their needs, including counseling and rule enforcement when necessary; Enforce RMH policies and procedures to residents as needed; Handle emergency situations; training staff.

**2008-2009 NewsProNet Video, Inc. Media Research Assistant
Atlanta, GA**

Responsible for researching various media outlets and discovering new story opportunities for syndicated news service; Verified data in story ideas with various professionals and organizations from around the country; Assisted senior management team by participating in business and marketing brainstorming sessions.

COMPUTER SKILLS

Canvas; Microsoft Publisher; Microsoft Excel; Maximizer; Maestro; Scott Systems; DCS; RCS; HTML code; Adobe Audition; Cool Edit Pro; Roland; Music Selector; Audacity; Windows MovieMaker; Adobe Premiere Pro; Skype; iTunes; Social Media.

ORGANIZATIONS

UFCC Steering Committee and UFCC Planning Committee 2014-2020

Titletown Gator Club – Scholarship Board Member 2018

UF Transportation and Parking Services Appeal Committee 2019

University of Florida Presidential Committees: Recreational Sports Board of Directors 2015-2018; Commencement Committee 2015-2017; University of Florida Performing Arts Policies and Procedures Committee 2017-2019

University of Florida Academic Professional Assembly (APA)- Board member 2013-2015

COMMUNITY INVOLVEMENT

Warren Graham Enterprises, LLC Public Information Officer 2020-current

Gainesville Human Rights Board 2019-2022

City Beautification Board 2019

Haven Hospice Volunteer -2012, 2016-2018

Citizens' Advisory Committee for Community Development (CACCD)- Board member 2013-2015 St. Francis House Volunteer-2012-2014; 2018

University Minority Mentor Program (UMMP)- Mentor 2013-2014

Profile

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

<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Prefix	First Name	Middle Initial	Last Name	Suffix

<hr/>
Email Address

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Street Address	Suite or Apt

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City	State	Postal Code

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☒ District 3

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Primary Phone	Alternate Phone

Primary Phone Type

☒ Cell

Alternate Phone Type

None Selected

<hr/>	<hr/>
Employer	Job Title

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Interests & Experiences

Question applies to Public Recreation and Parks Board

Why are you interested in serving on the Public Recreation and Parks Board?

I am interested in serving in the board because I have been in and around many of the parks in Gainesville. And as the city grows it would be nice to have some input on places to create new spaces and improve areas for public recreation rather than mass development.

Question applies to Public Recreation and Parks Board

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

0

Members of the State Housing Initiatives Partnership must only serve three (3) terms per statute.

Question applies to Public Recreation and Parks Board

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)

Upload a Resume

Please upload a file

Demographics

Ethnicity

☒ Caucasian/Non-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?

Steven Henry Kee

3907 NW 13th PL
Gainesville FL, 32605
(352) 727-1317
henrykee13@gmail.com

EXPERIENCE

Alachua County School Board, Gainesville FL- *Drafting Technician*

June 2021 - PRESENT

I regularly maintain and edit plans and blueprints of current and past construction projects for the school board. I edit FISH, Florida Inventory of School Houses, drawings and provide changes as necessary. As well as visiting sites in the process of construction. I also attend bidding meetings to assign contractors to projects.

EDUCATION

F. W. Buchholz High School— *High School Diploma*

August 2017- June 2021

I have taken high level and advanced to classes throughout highschool. I also achieved my certification in Drafting and AutoCad junior year.

Santa Fe College — *Pursuing AA to transfer to UF*

August 2021 - Present

Currently on track to complete my AA and transfer for an advanced degree in Civil Engineering.

SKILLS

- Have a strong ability to work well with peers and communicate effectively.
- Very adaptable to fast changing plans or projects.
- Strong leadership and will to help and or teach others.

ACHIEVEMENTS

- Certified Autocad Professional user

LANGUAGES

Fluent in English.