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APR 11 2019

CITY OF COCONUT CREEK



CITY OF COCONUT CREEK
CITY CLERK DEPARTMENT

OFFICE OF THE CITY CLERK
4800 WEST COPANS ROAD
COCONUT CREEK, FLORIDA 33063

2019 APPLICATION FOR CITY BOARDS

The information requested below is for consideration of appointment to a City Board. Please complete and return this form to the City Clerk, along with a brief resume of your education and experience by or before Thursday, April 11, 2019.

PLEASE NOTE: Florida has a very broad public records law. Documents relating to city business are public records and are available to the public and media upon request. Your information provided within this application may therefore be subject to public disclosure.

Last Name: Graham-Mays First Name: Tomara M.I.: D.
Home Address: 4289 NW 61st Court Coconut Creek 33073
Phone #: 561-929-2420 Alt. #: 954 599 3811 E-mail: tomaradgraham@yahoo.com

PLEASE CHECK THE FOLLOWING BOARD(S) ON WHICH YOU ARE INTERESTED IN SERVING (A brief description of each board can be found by clicking on the following link: [City Boards-Committees](#))

- *CIVIL SERVICE BOARD
- COMMUNITY OUTREACH ADVISORY BOARD (New)
- EDUCATION ADVISORY BOARD (New)
- ENVIRONMENTAL ADVISORY BOARD
- PARKS & RECREATION ADVISORY BOARD
- *PLANNING & ZONING BOARD
- PUBLIC SAFETY ADVISORY BOARD (New)
- *AFFORDABLE HOUSING ADVISORY COMMITTEE (AHAC) (Pursuant to Section 420.9076, Fla.Stat., in addition to a representative from the City's Planning & Zoning Board, the AHAC must consist of representatives who are actively engaged in at least six of the categories below. If you are applying to serve on the AHAC, please check-off the category below for which you qualify):

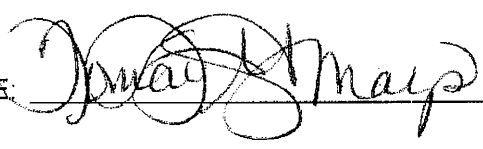
- Residential home building industry in connection with affordable housing
- Banking or mortgage banking industry in connection with affordable housing
- Home building in connection with affordable housing
- Advocate for low-income persons in connection with affordable housing

(list is continued on next page)

- For-profit provider of affordable housing
- Not-for-profit provider of affordable housing
- Real estate professional in connection with affordable housing
- Resident of Coconut Creek
- Business owner within Coconut Creek
- Essential services personnel, as defined in the local housing assistance plan

PLEASE MARK YES OR NO FOR EACH OF THE FOLLOWING QUESTIONS:

- | | | |
|---|---|--|
| <input type="checkbox"/> Are you a resident of Coconut Creek? | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| <input type="checkbox"/> Are you a registered voter (elector) in Broward County? | Yes <input checked="" type="checkbox"/> | No <input checked="" type="checkbox"/> |
| <input type="checkbox"/> Do you hold a public office? | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
| <input type="checkbox"/> Are you employed by the City? | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
| <input type="checkbox"/> Are you a member of a City Board? | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
| <input type="checkbox"/> Have you ever served on a City Board? | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
| <input type="checkbox"/> Are you away from the City for extended periods of time? | Yes <input checked="" type="checkbox"/> | No <input checked="" type="checkbox"/> |
| <input type="checkbox"/> Would you serve on a Board other than the one(s) selected? | Yes <input checked="" type="checkbox"/> | No <input checked="" type="checkbox"/> |
| <input type="checkbox"/> Have you graduated from the City's Citizen Academy? | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |

SIGNATURE:  Date: 4/11/19

* Denotes that a Financial Disclosure Form is required upon appointment to the Board.

TOMARA GRAHAM MAYS

ADDRESS: 4289 Northwest 61st Court Coconut Creek, FL 33073

PHONE: 561.929.2420 EMAIL: tomaradgraham@yahoo.com

QUALIFICATIONS PROFILE

Performance focused leader and an expert in regulations, compliance and safety procedures. Highly capable in successfully analyzing data, resolving conflicts, budget and program management, training and development. Pursuing a position in a Public Administration Management role where hard work and dedication will be highly valued.

CORE COMPETENCIES

Proficient in MS Office, WFMS, DCF CARES, SAMIS, and OSST

Data Analysis

Written and Verbal Communication

Budget Management

Quality Assurance

Contract Performance Monitoring

Operations Management

Program Evaluation

Compliance and Regulatory Guidelines

Curriculum Development

Health and Safety

Credentials / Accreditation Process

PROFESSIONAL EXPERIENCE

2015–present **SFWIB Youth Program Manager**
South Florida Workforce Investment Board- Miami –Dade County | Miami, FL

Job Responsibilities:

- Supervises the fiscal and programmatic services of the section including budget and programmatic development, accounting, collections, de-obligations, cost sharing agreements, grants, performance reporting and monitoring.
- Oversees and manages Miami-Dade and Monroe Counties state and federal funded youth programs for the Local Workforce Development Board.
- Implements programs and initiatives to address the needs of low-income communities.
- Ensures the SFWIB is in compliance with local, state, and federal strategic objectives in providing programs within Miami-Dade and Monroe counties for eligible low-income youth.
- Implements policies and procedures to align with state and federal laws and regulations.
- Provides oversight of providers, centers, and affiliated sites contracted to deliver employment and training activities.
- Monitors regional program performance to ensure outcomes and client needs are being addressed.
- Formulates RFPs and evaluate proposals.
- Write agendas items making recommendations to the board on opportunities to grow and develop new revenue streams, initiatives, performance, and updates.
- Serves on Youth Council Boards and Committees throughout the County.
- Implements guidelines for local, state, and federal policies and procedures.
- Optimizes operational processes by developing database systems to track and gather specific outcome measures for quality improvements.
- Streamlines and improves program operational processes by creating quality assurance metrics to ensure deficiencies are addressed and identified for providers.
- Approves Corrective Action Plans and provide feedback on ways to improve services through Technical Assistance.
- Coordinates and manage community initiatives through partnerships with Miami-Dade County Public Schools, Monroe County Public Schools, the Children's Trust, the Department of Juvenile Justice, and various partners to address the needs of the community.
- Directs the oversight of all contracts, personnel, and relationships with internal and external parties involved in planning, delivery and monitoring services for youth.

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- Interface with elect officials, business representatives, community/faith-based organizations, economic development agencies, and other appropriate entities.
- Closely coordinates with County Commissioners, stakeholders, children's services funders, children's services advisory board, and the community board in ensuring programs are developed and implemented throughout the respective county (Miami-Dade and Monroe County's)

2013–2015

Senior Program Director

YMCA of South Florida | Fort Lauderdale, FL

Job Responsibilities:

- Oversaw the administration and operations of all childcare and school-aged programs including after school, non-school days, and summer components for the organization.
 - Managed operational reports for staffing, data outcomes, and participant attendance.
 - Developed professional development and training opportunities through community collaborations.
 - Provided leadership to ensure compliance with contract service requirements.
 - Coordinated special events and initiatives to increase community awareness of services and partnership opportunities.
 - Collected historical data and performed research to develop program cost and budgets.
 - Developed the program guides, flyers, site and program brochures and other outreach materials necessary to promote the program within budgetary guidelines.
 - Ensured high standard of maintenance health, safety, and cleanliness in facilities were used and met as outlined in the state requirements of regulatory codes.
 - Managed the child care licensing, accreditation, and compliance process including preparing and approving licensing packages, addressing findings/ observations for the organization.
 - Lead the division to include the operational budget, general revenue funds, and utilization of grant funds, and compliance.
 - Partnered with Broward County Public Schools, United Way of Broward County and Children's Service Council to address the needs of the community in providing services to low- income families.
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2008–2011

Director of After School Programs (District)

Palm Beach County School District | West Palm Beach, FL

Job Responsibilities:

- Oversaw the administration of childcare and after school programs for Palm Beach County Schools to include Department of Children Families (DCF) licensing, accreditation and safety regulations.
- Ensured district met compliance standards for Florida Department of Public Health codes and USDA nutritional guidelines.
- Worked with districts Emergency Management team to prepare fire and disaster plans.
- Responsible for hiring, training, supervising and evaluating full-time/ part-time personnel.
- Managed the financial management system for the districts after school programs, including collecting fees, receipting funds, preparing financial documents, and monitoring budget.
- Planned and executed activities to promote education, social skills, and child development.
- Initiated roll out of new enterprise software solution for reporting.
- Worked with district's curriculum department schools administrators to implement curriculums to meet the needs of the child's growth.
- Maintained accurate and detailed records, including staff and child files on enrollments, attendance, health and safety, emergency contact information and incident reports.

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2002–2008 **Director of Youth and Community Initiatives**
Serene Center | Lantana, FL

Job Responsibilities:

- Expertly managed \$17M worth of county-funded children’s services system of care through various contracted public-private partnerships.
- Planned the delivery of the overall program and its activities in accordance with the mission and the goals of the organization.
- Secured funding for community programs initiatives to include Education, Health, and Employment.
- Lead the Council of Accreditation standards process for Standard Organizational Accreditation for Child, Youth and Family Services to include the Early Childhood, After School Programs and Youth Development Programs for the organization.
- Developed and implemented long term goals and objectives to achieve successful programmatic outcomes through the data management systems for each funder.
- Developed annual operational budget and operating plan to support the programs and the organization.
- Built partnerships with Workforce Alliance, Children Services Council, Palm Beach County School Board, and the City of West Palm Beach Parks and Recreation departments, Family Central, Department of Children's and Family (DCF), the Health Department, United Way, Salvation Army, and other key stakeholders in addressing the needs in the community.
- Implemented tools and standards that fostered the alignment with state and federal guidelines.
- Analyzed program data (observations, enrollments, evaluations, attendance) to improve quality of service based on data elements through tracking systems for efficiencies and other key metrics.
- Worked with state and federal agency to ensure compliance and to address the needs of the community.
- Collaborated with members of city staff, public agencies and private organizations to achieve maximize results from programmatic services.
- Planned, coordinated, and controlled personnel, materials, and physical resources for the daily operations of the following initiatives:
 - Direct care residential service, recreation, maintenance service, and dining service programs;
 - Special events as well as volunteer services; and
 - Childcare licensing program services for infants to young adults.
- Functioned as resource to the 127 subordinate staff and the public on all community resources available for client referrals.
- Consistently ensured the clients’ safe and nurturing residential environment.
- Oversaw and validated quality processes through the following functions:
 - Creation of product specifications and quality attributes;
 - Measurement of production, while identifying operational and performance qualifications;

EDUCATION

(Expected
May 2020) **Doctor of Education in Leadership and Innovation with a Concentration in Management**
Emphasis in Business, Government, and Nonprofit
St. Thomas University, | Miami Gardens, FL

2012 **Master of Arts in Professional Studies in Executive Management**
Emphasis in Government and Nonprofit
St. Thomas University, | Miami Gardens, FL

2010 **Bachelor of Arts in Organizational Leadership**
St. Thomas University | Miami Gardens, FL

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PROFESSIONAL DEVELOPMENT

2015 **Public Management/Supervisory Training** | Miami- Dade County
2015 **Conflict Management a Proactive Approach** | Miami-Dade County
2015 **Documenting for Results** | Miami-Dade County
2015 **Creative Problem-Solving Strategies** | Miami-Dade County
2010 **Performance Management** | Florida International University
2008 **National Incident Management System (NIMS)** | Federal Emergency Management Agency- Emergency Management Institute

PROFESSIONAL AFFILIATIONS

2018-Present National Forum for Black Public Administrators (NFBPA)
2011-Present Florida Association of Code Enforcement (FACE)
2010-Present Florida Children's Partnership Coalition (FCPC)
2006-Present National Association for Regulatory Administration (NARA)
2004-Present American Society for Public Administration (ASPA)

May, Leslie

From: Tomara Graham <tomaradgraham@yahoo.com>
Sent: Thursday, April 11, 2019 2:38 PM
To: May, Leslie
Subject: City of Coconut Creek City Board Application
Attachments: City of Coconut Creek City Board Application.pdf

Good afternoon Ms. May,

Please find attached my application for the City of Coconut Creek -City Board as well as my resume of education and experience. Should you have any questions please give me a call at 561-929-2420.

Looking forward to serving and working for the people.

Regards,

Tomara Graham-Mays

