



Economic Opportunities Council of Indian River County, Inc.
 Post Office Box 2766
 Vero Beach, Florida 32961-2766
 www.ecofirc.net

Admin. Office
 2455 St. Lucie Ave.
 Vero Beach, FL
 32960
 (772) 562-4177
 Fax (772) 794-7597

Community Services
 2455 St. Lucie Ave.
 Vero Beach, FL
 32960
 (772) 569-1030
 Fax (772) 794-7597

Head Start
 Central Offices
 8445 64th Avenue
 Wabasso, FL
 32970
 PO Box 2766
 Vero Beach, FL
 32961-2766
 (772) 589-8008
 Fax (772) 589-1191

Citrus
 2771 4th Street
 Vero Beach, FL
 32968
 (772) 778-0528
 Fax (772) 770-0529

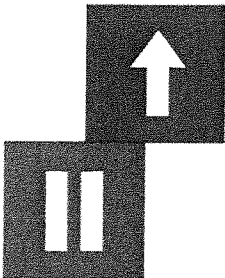
Fellsmere
 1339 N. Willow Street
 Fellsmere, FL
 32948
 (772) 571-1234
 Fax (772) 571-9682

Highlands
 500 SW 20th Street
 Vero Beach, FL
 32962
 (772) 794-2375
 Fax (772) 794-1908

St. Helen's
 3550 41st Street
 Vero Beach, FL
 32967
 (772) 567-4347
 Fax (772) 562-0375

Northside
 1798 NW 9th Avenue
 Okeechobee, FL
 34973
 (863) 357-8677
 Fax (863) 357-6817

LIHEAP Outreach Office
 1798 NW 9th Avenue
 Okeechobee, FL 34973
 (863) 357-2240
 Fax (863) 357-6263



October 18, 2016

Commissioner Wesley Davis, Chair
 Board of County Commissioners
 1801 27th Street
 Vero Beach, FL 32960

Dear Commissioner Solari,

Economic Opportunities Council of Indian River County, Inc. (EOC) is the federally designated Community Action Agency for Indian River County. Chartered in 1965, EOC has provided services to low-income, county residents for over forty nine years.

As the Commission may know, Community Action Agencies are the local grantees for Community Services Block Grant, and operate under the Community Services Block Grant Act 1998 Reauthorization, P.L. 105-285. Required by the legislation is a tripartite Board structure; one third elected officials, or their designees, one-third low- income representatives, and one third members of the private/ business community.

Annually, EOC is required to document the Commission's appointments to its board. In past years Commissioners schedules have not allow for direct participation and have appointed designees to serve in their place. EOC respectfully request consideration of the following individuals to be appointed for a one-year term:

Miriam Gross Jennifer Proper Linda McConkey Donald Hart, Sr

EOC appreciates your support and looks forward to working together and helping those within our community who live in poverty and move towards self-sufficiency.

As required, please find a copy of each individual's resume.

Sincerely,

Leonard Edwards
 Leonard Edwards
 Executive Director

Voluntary Pre-K

Head Start

An Equal Opportunity Employer

RECEIVED

OCT 20 2016

BOARD OF COUNTY
 COMMISSION

DISTRIBUTION LIST

- Commissioners ALL
 - Administrator JB DR
 - Attorney DR
 - Community Dev. SB
 - Emerg. Services _____
 - General Services _____
 - Human Resources _____
 - OAB _____
 - Public Works _____
 - Recreation _____
 - Community Services _____
- READ

Miriam Gross
3255 W. Brookfield Way
Vero Beach, FL 32966
(772) 567-4006

OBJECTIVE: Seeking a position where my customer service skills and interest in working with people of diversified backgrounds will enable me to provide people with the assistance, accountability, and professional integrity they expect and deserve.

EDUCATION AND QUALIFICATIONS:

Montclair State College (now University), Upper Montclair, NJ
Earned a Bachelor's Degree in Business Education, 1/75

NJ Department of Education Teaching Certificate, 1/ 75
For Secretarial Studies (and) General Business Studies

EMPLOYMENT:

State of Florida 1983-2007

Please note: employment was continuous, not broken. Held various assignments and positions within this period of time. In addition, the agency name had been changed, locations were changed, as well. My best attempt to summarize my employment is as follows:

State of Florida (located at WorkForce One), Hollywood, FL 1999-2007

Employment Security Representative I- Interviewed clients, assisted them in obtaining referrals to appropriate employment leads, reviewed resumes and cover letters, supplying suggestions for improvement. Provided overall guidance in employability skills and assisted them to be prepared for their interviews. Computer input and documentation of job placements as well as other data as appropriate.

While at this office, from 1999-2006, was out-stationed at **Sheridan Technical Center**, Hollywood, FL, where I provided assistance to students and graduates of the vocational school. Gave job referrals, wrote job orders for employers. Helped plan and implement arrangements for the school's annual Job Fair, Community Services Fair, as well as other special events. Conducted Employability Skills Workshops to assist students to prepare for job interviews, discussed cover letter and resume preparation, as well as other issues they were likely to encounter when seeking employment.

Miriam Gross
Page Two

Employment Security Representative I, in the Fort Lauderdale Office (since the office moved sometime in the 1990's) 1989- 1999 includes my work in the following areas:

WAGES Specialist- Assisted clients who were receiving Aid For Dependent Children to get off the welfare rolls. Coached them, provided appropriate job referrals, sanctioned those who were not in compliance with program guidelines, provided job referrals, vouchers for clothing, transportation, childcare services, etc., to encourage their transition into the work force.

Alien Labor Certification Specialist- One of only nine specialists in the state. This program resulted in certifying individuals from other countries to obtain Resident Alien Cards. Reviewed applications from attorneys and employers for completion and compliance with U.S. Department of Labor guidelines, notified individuals of inappropriate entries or documentation, directed advertising to determine whether there were suitable U.S. workers who were qualified and interested in the position, obtained required documentation from attorneys or employers, prepared the files for transmittal for Tallahassee, for eventual shipment to Atlanta where the Certifying Officer could make any certification decisions.

Transitional Assistance Program Specialist- Worked in this program for early-release individuals from state prisons. Designed to encourage individuals to report, in order to get job referrals to help them transition into society. Provided them with stipends, in order to provide them with basic necessities, until that first paycheck could be earned. Gave job referrals, and provided guidance as warranted.

State of Florida, Florida State Employment Service (initially, with subsequent agency name changes!), Fort Lauderdale, FL 1983-1989

Assisted individuals to seek suitable employment, while working with employers in their quest to locate appropriate individuals for their position vacancies. Conducted and graded state typing and dictation testing and forwarded passing tests on to Tallahassee.

Also, from 1984-1985, along with a member from the State Office in Tallahassee, I traveled to several Job Service of Florida offices, training their employees in the use of the "ODDS" computer system, which was in effect for several years. This was a part-time function, along with my regular role as Employment Interviewer.

Jennifer Proper
6225 Dorchester Way
Vero Beach, FL
32966
772-774-8644
Twnk5419@gmail.com

PROFESSIONAL EXPERIENCE

Project Ezraah, Englewood, NJ
Director of Employment Services

2006-May 2014

- Managed employment services department staff.
- Created new effective on-line management tools recording candidates' resumes and job search information.
- Designed and implemented community workshops for candidates.
- Maintained continuous contact with candidates and matched them with jobs resulting in high placement statistics.
- Enhanced candidates' job search skills through resume writing, interview techniques, and social media workshops.
- Created series of computer courses for candidates, increasing their employability.
- Interviewed all prospective candidates, offering customized job search strategies and other resources as needed.
- Counseled and coached candidates throughout their job search.
- Increased visibility of organization through LinkedIn and social media. Oversaw maintenance and development of our web site.

Teaneck Recreation, Teaneck, NJ
Board of Education
Art Teacher

2002-May 2014

- Designed program to include religious/secular art activities.
- Developed an art history multi-cultural curriculum.
- Taught year-long special education classes.

AT&T Solutions, Florham Park, NJ
Writer/Editor

1995-1997

- Developed proposals for all phases of e-Business.
- Technical Writing for RFP's received by AT&T.
- Designed monthly workshops on business topics.
- Produced 60 Proposals per year.
- Planned and conducted team meetings, which won recognition and awards.
- Managed proposal team in absence of manager.

New Community Workforce Development, Newark, NJ
Director of Education

1993-1995

- Directed all academic instruction and evaluation.
- Established academic objectives and operational policies.
- Recruited multicultural students for all programs.
- Designed student computer room and reference library.
- Planned and monitored education budget.
- Designed strategic plan for the educational area
- Wrote the organization's mission statement.
- Prepared the academic institution for successful accreditation.

OTHER EMPLOYMENT

Passaic County Community College, Paterson, NJ
Coordinator, Culinary Arts Department

1989-1993

- Directed/Taught Non Credit Culinary Training Program.
- Wrote grants to develop curriculum and maintained grant records.
- Designed curriculum and classroom strategies for developmentally delayed students.
- Recruited students for non-credit certification programs.
- Developed community partnerships, and referred students to supportive services and community agencies, including: food banks and health care.
- Wrote resumes, developed job referrals leading to student employment.
- Designed brochure and promotional materials.
- Developed and administered a community relations plan.
- Adjunct professor in the science department, taught Health and Nutrition and presented health and exercise programs to the community.
- Secured over \$1,000,000 through grant proposals.

Passaic County Community College, Paterson, New Jersey
Teacher of Art

- Taught after-school art programs.
- Conducted community programs.

Computer Processing Institute, Paramus, NJ
Admissions Representative

- Assisted Director in expanding marketing materials.
- Interviewed potential students and parents leading to enrollment.
- Developed community relations plan.
- Designed recruitment materials.

Hi-Core Technologies, Woodcliff Lake, NJ
Sales Representative

- Promoted sales of IBM Software and educational services.
- Developed contract training curriculum.
- Designed conference center workshops and materials.
- Recruited and managed office staff.

New Jersey Devils, East Rutherford, NJ
Sales/ Fundraising

- Designed and implemented telemarketing plan.
- Established fundraisers with community organizations.
- Promoted sales of season tickets and VIP programs.
- Increased corporate sales/fundraisers by 25%.

EDUCATION

Drew University, Madison, NJ, Doctorate 2006
William Paterson College, Wayne, NJ, MA, Education/Community Affairs
William Paterson College, Wayne, NJ, BA Art Education with permanent NJ certification
Fashion Institute of Technology /SUNY, NY, AA Textile Design
Computer Skills: Word, Excel, Power Point, and Social Media

180 Coral Lane
Vero Beach, FL 32960

Phone: 772-532-1314
E-mail
verolindarae@yahoo.com

Linda McConkey

Education

Associates of Art degree Indian River Community College
(Education) May 1998

CDA- A competency based program for Child Development National
Accreditation Program 1990

Graduate of Vero Beach High School 1970

Continuing in-service trainings provided by Indian River County Schools

Workshops offered by Florida Association of
Educational Office Professionals

Continuing training with Florida Children's Forum

Trainer for Birth to 3 Florida Standards and VPK
Florida Performance Standards

Experience

Teacher of Pre-School age children
Maitland Farm Pre-School 1980-1985 and 1987-1990

Director of Christian Education Christ Methodist by the Sea
Coordinated all church educational activities 1985-1987

Worked with Mother's Day out Program First Baptist Church

Kindergarten Sunday school Teacher First United Methodist Church

Junior High youth counselor First United Methodist Church

Assistant Instructor for Lamaze childbirth

Senior counselor St. Edward's Summer Camp Program

Pre-K Early Intervention teacher (demonstration classroom)
Osceola Elementary and Rosewood Elementary 1990-1994

Summer School Secretary Indian River County schools 1992, 1993, 1994

Receptionist / Doctors Assistant Dr. Arthur Labella part time 1994-1996

Guidance Secretary Sebastian River High School 1994-1996

Administrative Assistant to the Executive Director of Secondary Education and Instructional Programs 1996-1998

Supervisor of Indian River County Schools District Extended Day Program 1998-2003

Agriculture and Labor Program (ALPI) Early Childhood & Inclusion Resource Specialist for Indian River County 2003 – 2005

Partners in Education and Research for Kindergarten Success (PERKS) Specialist for the Florida Children's Forum Early Learning Coalition of Indian River, Martin and Okeechobee Counties July 2006 –2008

Resource Coordinator for Early Learning Coalition of Indian River, Martin and Okeechobee Counties July 2005 to July 2006 July 2007 to present

Awards

Indian River County School District
Non Instructional Employee of the Year 1993–1994

Organizations

Indian River County Educational Office Professional member

Indian River County Educational Office Professional Secretary 1997–1996

Indian River County Educational Office Professional President 1998-1999

Early Childhood Association of Florida member

School Readiness Coalition member for Program Development, Assessment, and Curriculum committees

Parent Teacher Education Partnership Committee of Indian River County

NAEYC member

References

Elizabeth Appleton
32219 Fishhook Loop
Wesley Chapel, FL 33545
gator_girl@bellsouth.net
772-485-9940

Lynn Hartle, Ph.D.
Early Childhood Teacher Education
University of Central Florida
PO Box 161250
Orlando, FL 32816-1250
lhartle@mail.ucf.edu
407-823-4163

Ms. Beverly G. Esposito, PhD
Professional Development
The Children's Forum
2807 Remington Green Circle
Tallahassee, FL 32308
Phone 850-681-7002

Donald R. Hart Sr.

4295 45th Lane
Vero Beach, Florida 32967
Mobile: 772-633-4642
Home: 772-564-9019
Email: hartdonald@bellsouth.net

Objective: Seeking a position that enables me to either develop or join a fraud investigation and prevention unit in a banking institution by applying my twenty-five years training as a law enforcement officer to help the organization reduce fraud related expenses; hence, increase its' current revenues.

Experience:

05/1986-Present: **Indian River County Sheriff's Department, Vero Beach, Florida**

Positions Held:

05/1986-06/1989: **Corrections Deputy**

- Attended to inmate needs
- Ensure that inmates were safe
- Enforce Prison regulations, procedures and protocols

06/1989 – Present: **Law Enforcement Deputy**

- Uniform Patrol
 - Enforcing the laws of the Florida state statutes and Indian River County Ordinance
- **Community Policing**
 - Enhance the relationships between law enforcement and the community
 - Task with creating programs that would prevent crimes, community events for children, and landlord-tenant relationships
- **Drug Detective**
 - Duties included management of case files
 - Eradicating drug activities
 - Doing surveillance to get warrants in order to develop strong cases against drug dealers
 - Do undercover work by posing as a buyer or seller to capture drug users and drug dealers
 - Put cases together in order to get suspects prosecuted.

- **Criminal Investigations**
 - *Property Crimes*
 - Follow-up investigations pertaining to burglary and thief
 - *Person's Crimes*
 - Prevented and prosecuted individuals who participated in exportation of the elderly by using the elderly's finances to gain personal advancement or benefits
 - Follow-up investigations pertaining to sexual battery, homicide and etc.
 - *Fraud Investigations*
 - Follow-up investigations on reported fraud (i.e. mortgage fraud, credit card, counterfeit money, fraudulent checks, etc).
 - Case management and development in fraud investigations
 - Over 80% of suspected criminals were prosecuted through my investigations and more than 60% of money was repaid.
 - I have developed and managed over 3000 fraud cases where over 2400 of these cases were prosecuted and more than 1800 of these cases, the victim received their monies back.
 - I have worked with banking and credit card institutions to help them recover their monies through prosecutions or by contacting the suspect(s) to inform them of pending criminal investigation(s); which sometime results in the suspect repaying the money(ies) they stole or owe.

Concurrent Positions

5/2010-Present: **Indian River State College, Fort Pierce, Florida**

Adjunct Instructor

- Teach Law Enforcement & Corrections Recruits the protocols, procedures, and how to effectively management and complete their jobs

Education:

High School Diploma & Indian River Community College continue education

Skills: Proficient in Microsoft: Excel, Word, PowerPoint

References:

Available upon request