

# KAREN L. HOSKINS

## EXPERIENCE

### City of Riviera Beach

#### 2008-current

##### **Assistant Finance Director**

Responsible for internal controls and processing of accounts payable/payroll  
Responsible for processing all City Council Agenda items for Finance  
Department

Responsible for writing, coordinating, selection, and implementation of the  
Audit Services Contract

Responsible for annual budget preparation and implementation  
Initiated weekly grant meetings allowing for qualified audit and meeting  
reporting deadlines

#### 2010- 2012

##### **Interim Finance Director**

Responsible for maintaining the City's accounting system, coordinating  
treasury management, debt administration, and investment portfolio  
management.

#### 1992 - 2008

##### **Budget and Management Administrator**

Responsible for coordinating, implementing, and monitoring \$62 million  
annual budget

Analysis of fund use and provide guidance on budgetary procedures, and  
revenue development

Received certification of TRIM compliance for nine years from Department of  
Revenue

Implemented paperless budget submittal, reducing staff copying time,  
reducing paper cost, and reducing submittal time

#### 1988-1992

##### **Accountant**

Assisted Finance Director with preparation of annual budget by comparing  
revenue estimates to prior years

Responsible for reconciling A/R to G/L

Prepared monthly bank reconciliation for central paying and payroll accounts

Receipted and posted A/R for retiree's insurance on a monthly basis

Responsible for grant reporting and monitoring

#### 1988

##### **Accounting Clerk**

Keypunched 350 invoices on a weekly basis

Initiated travel authorization file by department/month which produced greater  
efficiency for processing and researching

Created training manual for position

## **EDUCATION**

Livingstone College, Salisbury, North Carolina  
1983-1987  
B.S. Business Administration  
Graduated with honors

Florida Atlantic University, Palm Beach Gardens, Florida  
1996-1998  
Various classes in Public Administration

1988 - Current  
Florida Government Finance Officers Association  
Annual Institute, Annual Conference  
Continuing education courses

## **AFFILIATIONS/ MEMBERSHIPS**

Delta Sigma Theta Sorority  
Florida Government Finance Officers Association  
Palm Beach County Chapter-FGFOA  
Mt. Calvary Missionary Baptist Church  
Florida Government Finance Officers Association  
Palm Beach County Chapter-FGFOA  
School Advisory Chairperson Roosevelt Middle School 2011-2012  
PTSC Chairperson Roosevelt Middle School 2009/2010 & 2010/2011  
Palm Beach Lakes Community HS – School Advisory Chairperson

Jack Randolph Wood, Jr.  
CONTRACT ADMINISTRATOR

October 26, 2017

Mr. Bruce Davis, Human Resources Director  
City of Riviera Beach  
2051 Dr. Martin Luther King, Jr. Blvd.  
Riviera Beach, Florida 33404

Dear Mr. Davis,

I am interested in serving the City in the position of Interim City Manager.

My experience and background closely match the requirements necessary for this position as Interim City Manager. Serving as the City of Riviera Beach's Contract Administrator has given me insight into the present situation. Selecting me to serve as the City's Interim City Manager will provide for a smoother transition into replacement of the City Manager.

My previous experience serving as Procurement Officer for the Chattanooga Housing Authority (CHA) involved similar responsibilities as those stated in the job description of this position. CHA was under a corrective action plan from HUD with the primary areas of concern being Procurement & Finance when CHA selected me for the position of Procurement Officer. While serving as the Procurement Officer, HUD lifted the corrective action plan and stated that "Your compliance with Regulation 24 CFR 85.36, Procurement, your agency's newly established Procurement Policy, the professionalism displayed in currently submitted contracts and an onsite visit has been the determining factor".

I am excited about the opportunity to serve as part of the team in striving for improvement in our contract management as the current Contract Administrator and look forward to discussing with you the opportunity to serve the City in the capacity of Interim City Manager. Please refer to the information at the top of this page if you'd like to contact me.

Sincerely,



Jack Randolph Wood Jr. (Randy)

## J. Randolph Wood Jr.

**Motivated, Self-Driven, Purchasing Professional;** with a record of producing results, seeking an opportunity to make a positive difference by making a contribution as the Interim City Manager. Possess a deep understanding of supply chain process and the ability to create mutually beneficial relationships.

### **Professional Experience**

City of Riviera Beach, Riviera Beach, FL

#### **Contract Administrator**

December 01, 2014 – Present

Responsibilities include monitoring the spending limits and terms remaining on procurements; developing a consolidated Procurement Policy & Procedures Manual; conducting training to ensure compliance with Procurement Policies and Procedures, and taking the lead on several major project initiatives.

Florida Power & Light Company, Juno Beach, FL

#### **Senior Sourcing Specialist** – Nuclear Sourcing

May 12, 2008 – Retired January, 2011

Served as team leader in negotiating and managing supply chain initiatives including the following:

- Bulk & Cylinder Gases – Implemented an Enterprise Wide Master Agreement with Matheson Trigas with annual cost savings for Nuclear of approximately \$298,714 or 37% and \$598,714 or 30% Enterprise Wide.
- Bulk Chemicals – Master Agreements with 46% savings or \$1,600,000 annually overall
- Back Up Diesel Generator Fuel – This Initiative resulted in receiving & payment process improvements for St. Lucie Nuclear Plant & Turkey Point Nuclear Plant.
- Safety Related Pipe, Fittings, & Structural Steel – Negotiated a Nuclear Master Agreement with Consolidated Power Supply with 70% cost savings of approximately \$1,800,000 annually.

These project initiatives resulted in an overall savings of approximately \$4.5 million annually.

Chattanooga Housing Authority, Chattanooga, TN

#### **Procurement Officer**

October 17, 2005 – May, 2008

CHA hired me as Procurement Officer in October 17, 2005. CHA was under a corrective action plan from HUD with the primary areas of concern being Procurement & Finance. While serving as the Procurement Officer, HUD lifted the corrective action plan and stated "Your compliance with Regulation 24 CFR 85.36, Procurement, your agency's newly established Procurement Policy, the professionalism displayed in currently submitted contracts and an on site visit has been the determining factor".

Tennessee Valley Authority, Chattanooga, TN

#### **Contracts Manager** – Valley Wide Leverage Contracts

1977 – Retired November, 2004

\* Sourcing Group Manager for Chemicals & Industrial Gases – annual spend \$20-23 million

\* Sourcing Group Manager for Fuels & Lubricants. – Annual spend \$7-8 million

\* Served as team leader in negotiating and managing supply chain projects including the following:

- BOC Gases Agreement for bulk & cylinder gases – max value of \$75 million with 15 year potential term – initial price savings of 11% over historical pricing
- Ecolchem (Source 1) agreement consisting of a consortium of the following suppliers: Max Value \$103 Million – 10 year potential term – initial price reduction 10.5 % overall
- Edwards Supply - prime for consortium of 6 custodial suppliers – Max Value \$15 million - 10 year term – 5.3 % price reduction over previously paid pricing – standardization of products
- Ondeo Nalco - raw water treatment – Max Value \$18 Million – 10 yr term – 8% price reduction
- PSEG for fuels & Conoco lubricants – Max Value \$75 Million – 30% savings on lubricants over historical pricing (8.3%-11% reduction on fuels) – standardization of products-15 yr term
- Scott Specialty Gases – Max Value \$6 Million – 16.5% price reduction – 15 yr potential term

\* Nominated (1998 & 2001) for BUYER OF THE YEAR AWARD by Tennessee Minority Supplier Development Council.

\* Received Vice President Al Gore's Hammer Award for Reinventing Government on Fuel MGMT. Initiative

NASA, Kennedy Space Center, FL

#### **Purchasing Agent/Contract Administrator**

1974-1977

Selected by John F. Kennedy Space Center, NASA, to participate in the coop education program – employed as a contract administrator upon graduation.

### **Education**

**University of Alabama**, Tuscaloosa, AL. -BS in School of Commerce & Business Administration with a major in operations management