

INTER-DEPARTMENTAL COMMUNICATION

TO: HONORABLE MAYOR AND CITY COUNCIL MEMBERS

FROM: TROY F. PERRY, INTERIM CITY MANAGER

DATE: NOVEMBER 1, 2017 

SUBJECT: SPECIAL COUNCIL MEETING – INTERIM CITY MANAGER INTERVIEWS

Attached, please find the resumes for the candidates scheduled to interview Thursday, November 2, 2017, starting at 6:00 p.m. at the Marina Event Center.

The candidates are as follows:

1. Karen Hoskins
2. Dr. Lydia Smith

Should you have any questions, please contact my office.

TFP

C: Department file

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

DR. LYDIA SMITH

QUALIFICATIONS

City Manager

My fifteen years experience in management, accounting, budgeting, financing, strategic planning, team building, leadership, project management, and demonstrating consistent record of increasing profit should be of interest to a rapidly growing company like yours. I am instrumental in reducing overhead, contributing to operational goals and personnel relations. My business experience is across industries; manufactory, entertainment, healthcare, financial, and banking. Some strengths include research, compliance, problem solving, general ledger, financial statements, financial analysis, forecasting, budgeting, cash management, internal and external reporting, and training in various capacities in company relations.

EDUCATION, PROFESSIONAL REGISTRATION

Doctor in Business Administration specializing in Finance — *Walden University*

M.B.A., Finance — *Grand Canyon University*

B.S., Business Administration — *University of Phoenix*

A.S., Business Administration — *Palm Beach Community College*

PROFESSIONAL EXPERIENCE

Chief Financial Officer/Director
Roxborough Medical Facility

2013-Present

1. Strategic Leadership

- Serve as a valued thought partner to the CEO and leadership team in developing and evaluating strategic goals and objectives, with specific ownership of financial and human resources goals
- Work with Board of Directors and act as the primary liaison to the Finance Committee to communicate complex timely information in clear and compelling ways
- Set the strategic direction and provide oversight for the organization's human capital strategy, including recruitment, retention, compensation practices and benefits management
- Lead analysis and contribute to negotiations regarding potential strategic partnerships, licensing agreements and other potential income streams

2. Financial Management

- Lead budgeting, forecasting, analysis, reporting and long-range planning
- Develop tools and systems to provide internal and external stakeholders with critical reports and analytics to inform decision-making
- Work closely with the leadership team and staff to enhance systems to accurately develop and track expenditures against grant and program budgets throughout the grant/fund period
- Lead the negotiation of cost effective coverage and contracts with multiple vendors, including insurance carriers and equipment vendors

3. Accounting

- Provide oversight of all accounting, payroll and audit activities and reporting; ensure accuracy and compliance with appropriate GAAP standards and regulatory requirements

- Lead cash flow planning and forecasting; oversee cash, investment and asset management
- Establish effective policies and processes and ensure strong internal controls over all of organizational accounting procedures

4. Human Resources

- Provide oversight of HR for an organization nearing 200 employees and 65 contractors in multiple states
- Establish the organizational personnel policies, procedures and practices, as well as compensation structures and benefits programs necessary to hire, onboard, develop and retain a superior workforce
- Oversee the organization's compliance with federal, state and local legislation pertaining to all personnel matters

5. Team Leadership

- Inspire, mentor and lead the finance and HR teams
- Clarify roles and responsibilities, establish and monitor performance goals and implement professional development to set employees up for success and professional growth
- Collaborate effectively with the leadership team to build and lead an organization that is strong, growing and dramatically changes the literacy outcomes for children

Chief Financial Officer/VP Aljdaas Isles, Inc

2009-2014

- Manage financial, business, and accounting functions, and generating annual sales. Accountability extends to financial statements, profit flow/cash flow analysis, and management of lines of credit. Hire and supervise staff. As a company, executor, I participate in but not limited to organizational financial and business strategy, strategic budget planning, financial reporting, including expense forecasting, tax planning, capital gains and loss, risk management, operation, employee training, equipment management, sales and service, contract management, and cash management/investment strategies.
- Ensure compliance with audit requirements and financial reporting in the entertainment industry.
- Participate in development of the financial plan and strategic planning.
- Corporate liaison with lenders and auditors, accounting, budget oversight, and department compliance. Report directly to CEO.
- Manage the budgeting, forecasting, and long-term plan processes
- Analyze company performance- review variance and trending analysis and incorporate macro-economic and industry data.
- Create presentations for Board meetings and effectively communicate financial overview and strategy at quarterly meetings of the Board of Directors, which includes senior management.
- Work closely with Ad Sales to optimize results
- Identify opportunities to improve company performances
- Oversee negotiation of contracts with major vendors including real estate leases
- Provide strategic guidance and financial input on issues affecting the organization
- Work on special projects as necessary including strategic initiatives, partnerships, joint ventures, acquisitions, and investment opportunities
- Monitor cash balances and request funding as required

- Manage monthly, quarterly, and annual reporting and regulatory compliance as well as required tax filings
- Ensure the accuracy and consistent of reporting and financial analysis
- Develop positive relationship with employees, management, and the Board of Directors
- Provided financial data and accounting services in connection with change in ownership, including licensing requirements, and collaboration with attorney.
- Reduced company cost, expense category, and restructure company profitability.
- Established overhead budget to improve expense procedure.
- Financial consulting and strategic planning for the entertainment industry
- Improved relations and communication with and reduced turnover among mid-management and support staff, by implementing appropriate training.

E-Z Weld, Inc.

2008-2009

Executive, Financial Consultant

During my tenure, I was in charge of the company's biggest account, net sale over three million dollars. I demonstrated a professional and positive attitude and a passion for continuous improvement. Stellar communication abilities both written and oral. Strong time management skills. I was able to multi task and respond to requests in a professional and timely manner. I was responsible for providing credit approval for new clients and provide collections procedures. Responsibility includes, but not limited to direct relations clients, cross sales and system both local and international. Knowledgeable in accounting programs.

Port Printing, Inc

1998-2008

Chief Operation Officer

- Responsible for providing leadership and strategic direction as well as overall operational management of the facility in accordance with the mission, vision and values of the system. Acquire new sales and increase company revenues. Serves as a positive role model for ethical management behavior and promotes an awareness and understanding of positive ethical and moral principles that is consistent with these principles and provided leadership to the facility's community benefit and social accountability activities. Actively participates in community activities that promote the facility's mission, philosophy, and values.
- Attracts and retains high quality executive management personnel who will contribute to the sustained success of the facility. Creates a positive work environment for employees, including competitive wages and benefits and the consistent application of personnel policies and procedures. Maintains open, honest, and timely communications to the facility's many and varied publics including the community and employees.
- Encourages the professional growth and development of the senior management team. Develops an annual budget for the facility that is within the budgetary guidelines and timetables established by the system.
- Monitors all financial operations to ensure that the facility utilizes its resources in a fiscally responsible manner so as to assure the facility's long-term sustained success in the future.
- Authorizes purchases, distributions, contracts, and other transactions within the limits established. Submit daily financial reports to the management team. Determine overhead rates for job cost accounting. Develops and annually updates a long-range financial plan that supports the organization's overall strategic plans and objectives.
- Works closely with CEO in keeping the Board informed of major issues and activities on a regular basis, in developing a board meeting agenda, and in helping to conduct meetings of the board. Supports and actively participates in meetings, committees, activities, and programs sponsored.

Special Interest and Skills:

Some of my interests are reading, singing, drawing, writing, and spending time with family. I am efficient in researching and implementing a business, marketing, strategic or incentive plan. I have strong written and verbal communication skills. Strong understanding of GAAP, Sarbanes Oxley and SEC regulations. I am an engaging leader, whose skilled at collaborating with others to achieve business objectives. I am an effective forex trading, Risk Management, Technical and Fundamental analyst. I am proficient in taxation, laws, and maximizing company savings. I

am analytical, logical, and creative. I am skilled with technology and proficient in several software and programs, but not limited to Ms Word, Powerpoint, Excel, SPSS, Muse, Photoshop, Affinity photo and designer, After Effect, Premiere Pro, Unity, C++, Animate, Illustrator, Indesign, Maya, CAD, Quickbooks, Sage, Oracle, bill.com, Microsoft Dynamic, and Netsuite. I, also, like volunteering and being a mentor to young children through our Diamond In A Rock Foundation.

Award, Achievement and Accomplishment

Doctor in Business Management

Master in Business Management and Finance

Bachelors in Business Management, BSM

Graduated with Honors in Business Administration, Management, A.S.

Presidents List/Deans List

Phi Theta Kappa Honor Society

Director on the board of Diamond In A Rock Foundation

Summary:

If given the opportunity I will be an asset to your company. I will go above and beyond to meet the organizational needs. Some terms that best describe me are motivated, focused, multi-tasking, strategic planner, easy learner, conscientiousness, proactive, self efficacy, leadership, vision, energetic, entrepreneurial spirit, internal locus of control, self-confidence, team builder, determined, dedicated, honesty/integrity, sociability, extrovert, problem solving skills, intelligence, and accountability.