

Print**Advisory Board & Committee Interest Form - Submission #25163****Date Submitted: 4/23/2024****Last Name***

Nila

First Name*

Williams

District # You Live In.*

4

Home Address*

3945 Hyde Park Circle

City*

Hollywood

State*

Fl

Zip Code*

33021

Home Phone**Cell Phone**

561-305-0714

Email Address*

ganilly2000@gmail.com

Owner or Renter *

Owner

Number of years as city resident*

9 years

Are you registered to vote in Broward County? *

Yes

Education (highest degree / level)

Maters

Occupation*

Employee Safety & Development Instructor

Work Phone**Business Name***

Miami Dade Water & Sewer Department

Business Address**City****State****Zip Code****Identify the board / committee(s) to which you request appointment (Please rank in order of preference)****Selection (1)***

African American Advisory Council

**Selection (2)***

None

**Selection (3)***

None

**Selection (4)***

None



Affordable Housing Advisory Committee - Questions*

Please answer these five questions above. 1. In your opinion what is the greatest challenge to keeping housing affordable in Hollywood? 2. Which of the following disciplines are you most skilled? • Home Purchase Education, • Housing Market Employment, • Housing Market Stability, • Affordable Housing Construction, * Affordable Housing Activism. 3. Which of the following disciplines are you most passionate? • Ownership Housing Affordability, • Rental Housing Affordability, • Housing Market Stability, • New Housing Construction, * Fair Housing. 4. What (if any) life experience motivated you toward volunteerism? 5. What role does housing diversity play in Hollywood's economic health?

African American Advisory Council - Questions*

What is the greatest challenge facing the African American Community in Hollywood?
One of the greatest challenges for African Americans is affordable housing.

How many hours per month can you dedicate to AAAC initiatives?
Approximately 10 months

Which of the following disciplines are you most passionate?
Education, * Economics, , * Housing.

What (if any) life experience motivated you toward volunteerism?
My faith drives me to get involved in serving and giving back to the community. I believe that being a part of the solution is very important.

Please answer these five questions above. 1. What is the greatest challenge facing the African American Community in Hollywood? 2. How many hours per month can you dedicate to AAAC initiatives? 3. Which of the following disciplines are you most skilled? * Education, * Employment, * Economics, * Cultural Awareness, * Housing. 4. Which of the following disciplines are you most passionate? * Education, * Employment, * Economics, * Cultural Awareness, * Housing. 5. What (if any) life experience motivated you toward volunteerism?

Artwork Selection Committee - Questions*

Please answer these five questions above. 1. What are your primary interest in City Government and City Services? 2. Why do you want to join the Artwork Selection Committee? 3. What other relevant organizations, clubs, or associations were you previously, and/or currently are involved in? 4. Are you available to attend regular committee board meetings scheduled for the Second Monday each month at 5:30pm? 5. What is your one area of highest interest related to the Arts within the City of Hollywood?

Civil Service Board - Questions*

Please answer these five questions above. 1. Describe your involvement with establishing, reviewing and interpreting policies and procedures? 2. Describe your involvement in employment practices including interviewing, testing, hiring, selection and promotion, demotions, transfers, etc. 3. Describe your knowledge of Civil Service and its purpose. 4. Why do you want to serve on this Civil Service Board? 5. Are you a continuous resident of and continuous registered elector in the City of Hollywood?

Community Development Advisory Board - Questions*

Please answer these five questions above. 1. Do you reside in a low and moderate income (LMI) neighborhood in Hollywood per the most recent US Census data? A Hollywood LMI Map is located at www.hollywoodfl.org on the Community and Economic Development webpage. 2. What Community Development issues do you believe are the most important to Hollywood? 3. What is your definition of a healthy neighborhood? 4. What do you believe is the vision and primary work of the Community Development Advisory Board? 5. What do you believe uniquely qualifies you to serve on the Community Development Advisory Board?

Education Advisory Committee - Questions*

Please answer these five questions above. 1. What are the current challenges facing education? 2. What is your vision for education in Hollywood? 3. What do you see as the primary work of the Education Advisory Committee? 4. With only one meeting a month, the Committee is limited in what it can do. How does/should the Committee decide what's most important? 5. How can the Committee know if its mission and goals are being accomplished?

Employees' Retirement Plan - Questions*

Please answer these five questions above. 1. Are you familiar with the State's Sunshine Laws (Chapter 119 of the Florida Statutes)? 2. Are you available to attend in person regular monthly Board meeting (typically held the 4th Tuesday of each month)? 3. What knowledge, skills and/or abilities will you bring to the Employees' Retirement Plan? 4. What do you believe are the responsibilities of a trustee on a municipal retirement plan board? 5. Are you familiar with municipal defined benefit retirement plans and/or have previous experience serving on a municipal retirement plan board?

Firefighters' Pension Board - Questions*

Please answer these five questions above. 1. What knowledge, skills and abilities would you bring to the meetings? 2. What experience do you have with firefighter pensions? 3 What is your financial background? 4. How many years have you lived in Hollywood? 5 How familiar are you with local retirement systems?

General Obligation Bond Oversight Advisory Committee - Questions*

Please answer these four questions above. Why do you want to join the GO Bond Oversight Advisory Committee? 2. Explain how your personal and/or professional experiences will contribute to the meeting the goal(s) of the Board or City. 3. Which Bond interests you the most? Public Safety? Parks/Golf/Open Space or Neighborhoods & Resiliency? 4. What is your perspective on city quality of life, healthy neighborhoods, economic development & a strong tax base?

Historic Preservation Board - Questions*

Please answer these five questions above. 1. How have you prepared yourself to serve on the Historic Preservation Board? 2. Explain how your personal and/or professional experiences will contribute to the meeting the goal(s) of the Board or City. * Personal experiences, * Professional experiences. 3. What is your perspective on balancing growth of the City's tax base, within the Historic Districts, while maintaining neighborhood stabilization? 4. How would you balance historic architecture with modern architectural styles? 5. What do you like about the City's different Historic Districts?

Hollywood Centennial Celebration Committee*

Please answer these five questions above. 1. What is your primary interest in serving on the Committee? 2. What is your financial/accounting background? 3. What knowledge, skills and abilities would you bring to the meetings? 4. What other organizations and/or associations were you previously, and/or currently involved with? 5. Are you available to attend regular committee meetings? (dates to be determined by all members)

Hollywood Housing Authority - Questions*

Please answer these five questions above. 1. In your opinion what is the greatest challenge to keeping housing affordable in Hollywood? 2. Which of the following disciplines are you most skilled? * Property Management, * Affordable Housing Administration, * Housing Market Stability, * Affordable Housing Construction, * Affordable Housing Activism. 3. Which of the following disciplines are you most passionate? * Property Management, * Rental Housing Affordability, * Housing Market Stability, * New Housing Construction, * Fair Housing. 4. What (if any) life experience motivated you toward volunteerism? 5. What role does housing diversity play in Hollywood's economic health?

Marine Advisory Board - Questions*

Please answer these five questions above. 1. What is your involvement with the City of Hollywood's Waterways? 2. What will guide your decisions on this board? 3. Are you able to dedicate 2-3 hours a month to attend the meetings? Attendance is paramount to this Board being able to get things done. 4. Are you currently or have you been a boater, marine industry professional or involved in any other marine related industry? 5. What is your vision for the city of Hollywood's Waterway system?

Parks, Recreation & Cultural Arts Advisory Board - Questions*

Please answer these six questions above. 1. How many events have you attended in the past year at any of the parks and athletics facilities in the City? 2. How many City-sponsored special events have you attended for the past year? 3. Are you available to attend regular Board meetings? Regular meetings are on the 1st Thursday of the month for 8 months per calendar year. 4. What is your one area of highest interest related to the parks, recreation and cultural arts for the City? 5. What other relevant organizations, clubs, or associations were you previously, and/or currently are involved in? 6. How does parks, recreation and cultural arts contribute to quality of life?

Planning & Development Board - Questions*

Please answer these five questions above. 1. How have you prepared yourself to serve on the Planning and Development Board? 2. Explain how your personal and/or professional experiences will contribute to the meeting the goal(s) of the Board or City. * Personal experiences, * Professional experiences. 3. What is your perspective on balancing growth of the City's tax base while maintaining neighborhood stabilization? 4. What recent developments within the City are most proud of? 5. What is a Comprehensive Plan?

Police Officer's Pension Board - Questions*

Please answer these five questions above. 1. What is a fiduciary? And what is your responsibility to the police pension plan as a fiduciary? 2. What is the Sunshine Law? 3. What is Asset Allocation & Diversification? 4. Explain the history of Chapter 99-1 and Chapter 185? 5. Define the role of the Actuary and the Auditor?

Sister Cities Advisory Committee - Questions*

1. Do you speak more than one language? If so, what languages do you speak? 2. Do you have experience in travel, cultural exchange, and/or fund-raising? Please describe. 3. Which Sister City focus areas are you most passionate about: a. Art and Culture; b. Business and Trade; c. Community Development; d. Youth and Education. 4. What (if any) life experience motivated you toward volunteerism? 5. Please describe why you are interested in serving on the Sister Cities Advisory Committee.

Sustainability Advisory Committee - Questions*

Please answer these five questions above. 1. Why do you want to join the committee? 2. Have you attended any committee meetings? If so, how many? 3. What knowledge, skills, and abilities would you bring to the committee if appointed? 4. What other organizations, clubs, or associations are you involved in? 5. Are you available to attend regular committee and subcommittee meetings? Regular meetings are held monthly with subcommittee meetings held as needed. 6. What types of projects would you like to see the committee work on?

Young Circle ArtsPark Advisory Board - Questions*

Please answer these five questions above. 1. What are your primary interest in City Government and City Services? 2. How many ArtsPark events have you attended within the past year? 3. What other relevant organizations, clubs, or associations were you previously, and/or currently are involved in? 4. Are you available to attend regular committee board meetings scheduled for the Second Tuesday each month at 5:30 pm? 5. What is your one area of highest interest related to the ArtsPark at Young Circle?

Are you interested in serving on more than one board/committee?*

Yes

If so, how many?*

2

Applicant must attend at least one board/committee meeting prior to consideration of application for every board applied. Please list board/committee meetings you attended in the last year?*

7

Are you currently on a County or City Board?*

Yes

If yes, please describe

African American Advisory Board

If you are applying for a board / committee, which has specific requirements / categories, please detail how your background and/or experience meets the required criteria.*

I have served on the African American Advisory Council for the last 3 years

Please describe your professional and/or volunteer experience or background, which best qualifies you for selection to the board / committee.*

I have served on the African American Advisory Council for the last 3 years

Are you presently employed by the City of Hollywood?*

No

If so, in what capacity?*

N/A

Attach Resume (only .doc and .pdf files)*

Management resume 2024.docx

NILA WILLIAMS

PHONE 5613050714 • E-MAIL GANILLY2000@GMAIL.COM

SUMMARY

Highly motivated, strategic thinking, and results-driven Human Resource Professional with a solid ability to build relationships with clients, stakeholders, and teams across the organization. Twenty-five years experience in training and development /teaching and learning with the ability to design and implement various training programs for multiple purposes.

HIGHLIGHTS

- Workforce Training and Development
- Employee Orientation/Onboarding
- Versed in HR & County Policies & Procedures
- Instructional Design & Curriculum & program development
- Evaluate training programs, instructors, or materials.
- In-depth understanding of adult learning methods
- Lean Six Sigma Yellow Belt
- Coaching/Counseling
- Authorized OSHA Instructor
- Project Management
- Process Improvements
- Leadership and Employee Training
- Mediation /Conflict Management

PROFESSIONAL EXPERIENCE

MIAMI DADE WATER & SEWER DEPARTMENT - (2017-PRESENT)

Employee Safety & Development Instructor

- Designs in-house safety, leadership, and professional development training programs; establishes learning objectives; creates training assessments to evaluate attendees' knowledge; compiles and edits course outlines, lesson plans, training manuals, instructional how-to guides, and training aids to communicate complex safety and technical skills information.
- Consult with management, supervisors, and divisional chiefs to provide comprehensive guidance about educational requirements and training for career progression, job performance improvement, and fulfillment of departmental training needs.
- Advises supervisory staff and management on the most appropriate means of meeting training needs.
- Evaluate ongoing training programs in progress or upon completion to determine the effectiveness of training efforts in relation to departmental needs by developing summative and formative evaluations, tests, and surveys.
- Prepares training reports and maintains accurate training records.
- Maintains training resource library materials, training aids, and equipment. Prepares monthly training calendar for posting and publishing; manages scheduling to minimize overbooking; promotes specific training programs to the Department to increase enrollment.
- Review resumes and select the best potential candidates for safety instructors.
- Conducted staff meetings for the training and development section.
- Supervises the scheduling of departmental personnel in training programs and the maintenance of related records.
- Assisted in budget development for WASD training section.
- Created career lattice/ladder for operational classifications for the WASD's succession planning program.
- Analyzed job descriptions and created a customized training plan for the WASD's succession planning program.
- Analyzed job descriptions to develop job tasks and training analysis for various operational and customer service classifications.
- Coordinate WASD's New Hire Orientation (NHO) program, which includes NHO onboarding, NHO check-in, & NHO Plant Tour.
- Developed WASD's New Hire Orientation self-study guide and checklist to ensure comprehensive onboarding of new hires during COVID-19.
- Trained, Evaluated, and certified divisional Superintendents to perform just-in-time employee training.
- Managed the Water and Sewer's Safe Forklift Operation Program to meet the Department's regulatory compliance goals.
- Prepare reports and discuss strategies with divisions to ensure employees follow training requirements.
- Coordinated the employee recognition ceremony (pebble)
- Delivers supervisory training such as managing progressive discipline, safety for supervisors, professional workplace communication, Managing the Performance evaluation process etc.
- Developed Synchronous Learning curricula delivered via Microsoft Teams
- Delivered formal classroom, on-the-job, and related technical skills training courses in compliance with federal, national, and local regulations and guidelines (including but not limited to OSHA, EPA, FDEP, and DERM). Classes include but are not limited to Safe Forklift Operations, Blood Borne Pathogens, Basic First Aid/ CPR, and Job Hazard Analysis.

- Promoted specialized training courses related to hazardous materials and conditions; consulted with the Department's Safety Officer to ensure the training provided complies with any applicable OSHA and departmental policies, regulations, and procedures.
- Authorized Occupational Safety and Health (OSHA) instructor in General Industry, with the ability to deliver and certify participants in OSHA 10 and 30 hours.
- Trained customer service representatives on the ABCs of Delivering Excellent Customer Service and professional phone etiquette.
- Advises supervisory staff and management on the most appropriate means of meeting training needs.
- Maintains contact with various community educational resources and programs, as well as with centralized County training activities.
- Utilizes current data from research sources, such as Association for Talent Development (ATD) and Society for Human Resources Management (SHRM), to compile bibliographic and other published information in various training fields.
- Delivers customized training programs as a means of remediation and mitigation to address work-related incidents, such as workplace accidents, effectively reducing worker's compensation claims by proactively providing safety training, addressing work disputes, etc.
- Developed Supervisors' needs analysis survey to create the Supervisor's community of practice hub.
- Provided consultation to the recruitment and Water Division chief to design a program for Heavy Equipment Operators.
- Confers with the Manager, W&S Training & Development, to determine the best approaches for improvements, revisions, and updates of Departmental programs.
- Developed frequent questions and answers to assist Supervisors in dealing with disciplinary and other challenging policies and procedures.
- Collaborated with W&S Labor Relations Division on the delivery of employee performance coaching sessions to address work-related performance problems. Reviews Process Improvement Plans (PIP) to Deliver employee performance coaching sessions for the Department.
- Consulted with Customer Service chief and managers to provide solutions for Call Center Performance issues.

OPPORTUNITIES INDUSTRIALIZED CENTERS OF AMERICA (OIC) – (2014 – 2017)

Project LIFT (Leverage Focus Intelligent Training) - *Interim Project Manager*

- Managed operational activities for the Department of Labor (DOL) Family Strengthening Grant Project LIFT (Leveraged Intelligent Focus Training) (4 million dollars)
- Effectively coordinated and managed all pieces of the project to ensure the project was up and running within 30 days.
- Developed project procedures and processes for Project LIFT, including workflow, project documentation forms, and standard operational procedures.
- Advised the CEO, Director of Finance, and Director of Communication and Strategic Partnerships on project scope, timeline deadlines, project partnerships, etc.
- Advised the Director of Finance about the programmatic elements of the project by interpreting the project narrative, procured bidders for the Request for proposal (RFP), and assisted in the review of (RFP) submissions.
- Prepared quarterly project reports for the U.S. Department of Labor (DOL).
- Acted as an administrative liaison among the project partners such as Career Source, HEICO, Broward College, Jack, and Jill & ICF International consulting.
- Trained Workforce development managers on the implementation and scope of the project.

Project PAUSE – (Prevent, Achieve, Understand, Educate, Succeed) - *Youth Leadership Council Coordinator*

- Managed the operational functions of the Youth Leadership Council.
- Developed a 5-year work plan for the expansion and sustainability of the project in the community.
- Developed and Implemented Best practices adopted on all Youth Leadership Council Federal projects across the United States.
- Developed evaluation review process to access the three evidence-based curricula and title 10 clinics.
- Conducted focus groups and collect statistical data for the purpose of evaluating the effectiveness of the project programs in the community.
- Recruited, trained, and supervised engaged project participants to become Community leaders and ambassadors.
- Increased program participation by 50%
- Prepared monthly and quarterly reports for the U.S. Department of Adolescent Health.
- Developed and Implemented lunchtime campaigns to bring awareness to the community about HIV.
- Developed and Implemented; "The Best of Me" workshop to bring awareness to the community about soft skills.
- Managed partnerships while supervising program staff.
- Acted as administrative liaison between project and project partners such as Broward County School administrators, Memorial Health Care, and community partners.
- Expanded project scope by Implementing the first OIC Youth leadership program on the Hallandale High School campus.
- Developed the project operational and procedures manual along with the project charter.
- Coordinated Poetry in the park to bring awareness to the community about HIV by partnering with the City of Lauderdale Lakes and community partners.

Employability Skills Trainer

- Performed job interviews to fill various vacancies.
- Wrote interview questions for various positions in the organization.
- Acted as a Human Resource observer during interviews.
- Trained URBAN league staff on the Implement and delivery the BART curriculum throughout Broward County.
- Trained over 75 clients in Employability and Vacation skills with a 90 % success rate.
- Developed, created, and designed on-ground and interactive e-learning curricula and learning tools and support materials to complement instructor-led training courses for the organization, partner programs, and current and new grant programs.
- Instructed and monitored student-clients in the use of learning materials and equipment across a variety of content areas, including but not limited to the Employability Skills Curriculum.
- Provided group and one-on-one coaching and counseling as required for student clients to complete each training module successfully.
- Trained clients on The Occupational Safety and Health Administration (OSHA) certifications such as Safety in Construction, Aerial, and Scissor Lift Safety, Safety Orientation for Food Service, Excavation and Trenching, Safety Orientation for Janitorial Services, workplace fire safety, Electrical Safety, Crane Safety, Hand and Power tools Safety, Machine Safeguarding.
- Coordinated with Business Service Manager to disseminate information about the project timeline, scope, and needs of the project. Convened project Partner meetings to explain project scope and expectations and facilitate questions and answers pertaining to the project.

Project PREP (Personal Responsibility Education Program) – Case Manager:

Provided case management services to at-risk youth in Broward County Schools:

- Met with students during pre-lesson to build rapport and familiarity.
- Administered youth needs assessment surveys to approximately 2000 at-risk youth in Broward County Schools
- Evaluated Youth needs assessment to determine dire needs and the best-case management services to provide.
- Counseled and coached individual students on career, life skills, and traumatic events that they experienced.
- Connected at-risk families with needed community resources.
- Exhibited a strict level of confidentiality when dealing with clients and parents.
- Established and maintained partnerships with community resources in Broward County.

JEREMIAH ACADEMY (2012- 2014)

Teacher

- Planned, prepared, and delivered instructional activities that facilitated active learning experiences using multi- Media technology.
- Identified and selected different instructional resources and methods to meet students' varying needs.
- Observed and evaluated students' performance and development; provide a quarterly progress report.
- Updated all necessary records accurately and completely as required by laws, district policies, and school regulations.
- Made recommendations on adding or deleting specific curricula based on Florida standards.

STAR APPLE TRUST (2009-2012)

Business Development Manager

- Provided strategic oversight for obtaining new partnerships and clients for the business.
- Oversaw the day-to-day operation of the business.
- Increased partnerships and new clients by 70%.
- Trained, supervised, and coached staff.
- Assisted in procuring and negotiating the successful sale of a multi-purpose facility for 1. 4 million dollars
- Assisted in managing residential properties by renewing tenant contract agreements and inspected various residential properties.

EDUCATION

- | | |
|--|-----------------|
| • <i>Pending Master's in human resources management & Adult Education</i>
Florida International University | Miami Fl |
| • <i>Bachelor of Science in Hospitality and Restaurant Management</i>
Florida International University | Miami FL |
| • <i>Diploma in Education</i>
University of the West Indies - Mico Teachers College | Jamaica |

AWARDS

- Received Honors Diploma in Education
- Recipient of the Florida International University award for Outstanding Service to Young Adults
- Recipient of the Florida International University award for building team spirit

COMMUNITY SERVICE/VOLUNTEERISM

- Served on the City of Hollywood Neighborhood Watch Board
- Serves on the City of Hollywood African American Advisory(AAC) Board

PROFESSIONAL AFFILIATIONS

- Society for Human Resource Management (SHRM)
- Association for Talent Development (ATD)
- American Society for Public Administration (ASPA)

COMPUTER SKILLS

- HRIS System (Peoplesoft, INFORMS)
- LMS (People Soft, Compliance Suite, Canvas)
- Microsoft Office
- E- Learning platforms (Microsoft Teams, Zoom, Adobe Connect)