

Print

Advisory Board & Committee Interest Form - Submission #21942

Date Submitted: 4/27/2023

Last Name*

Letaw

First Name*

Rachelle

District # You Live In.*

5

Home Address*

6831 DOUGLAS ST

City*

HOLLYWOOD

State*

FL

Zip Code*

33024

Home Phone

Cell Phone

305-469-5378

Email Address*

rachellerose218@gmail.com

Owner or Renter *

Owner

Number of years as city resident*

14

Are you registered to vote in Broward County?

*

Yes



Education (highest degree / level)

High School

Occupation*

Special Projects Representative

Work Phone

Business Name*

Memorial Healthcare System

Business Address

City

State

Zip Code

Identify the board / committee(s) to which you request appointment (Please rank in order of preference)

Selection (1)*

Hollywood Centennial Celebration Committee



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*

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*

I am interested in serving on this committee to make the Hollywood Centennial Celebration to be remembered for years to come. I'm a Hollywood resident for past 14 years and also grew up in South Florida. I was a Business Manager for 15 years and have extensive experience with accounting and finance. The knowledge and abilities I can bring to the meetings are suggestions and coordination of ideas as far as entertainment, art, food etc. I am currently a member of the Driftwood Civic Association. I am available to attend regular meetings.

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?

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?*

1

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?*

1

Are you currently on a County or City Board?*

Yes

If yes, please describe

Driftwood Civic Association

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 financial, accounting, procurement and coordinator experience.

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

Being a business manager for 15 years, and also being a Special Projects Representative.

Are you presently employed by the City of Hollywood?*

No



If so, in what capacity?*

n/a

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

Rachelle Resume Dec.docx.pdf

Rachelle Letaw

6831 Douglas Street
Hollywood, FL 33024
(305)469-5378

rachellerose218@hotmail.com

SUMMARY OF QUALIFICATIONS

I have over 15 years of business management experience & 5 years of experience in Facilities Management in Healthcare.
Effective Communicator. Able to multi-task many projects efficiently.
Proficient in Microsoft Office, CMS, and E-Builder.

EMPLOYMENT

2021-Current Memorial Healthcare System Hollywood, FL
Representative Special Projects, Construction Services

Projects

Permit Tracking and Expediting
Invitation to Bid Packages
Coordinate Meetings
Payment Applications
Change Order Requests & Change Orders

2015-2020 Memorial Hospital Pembroke Pembroke Pines, FL
Department Secretary, Facilities Management

CMS Facilities Management Program

Work Orders, Procedures, Schedules; Standardized Asset List.
Ran various reports as needed.

Projects/Budget/Purchasing/Invoices:

Research and analyze cost effective alternatives.
Reconciled Invoices for accuracy.
Monthly Accruals
Monthly & Annual Budget Report
Invitations and Bid
Coordinate with subcontractors

Environment of Care

Meeting Agendas
Maintain Annual Policies being up to date.
Semi-Annual Hazard Surveillance Rounds
EOC Annual Evaluation

AHCA & Joint Commission

Survey Participant
Assisted with correspondence pertaining to responses and action plans.

Water Management Program (LAMPS)

Coordinated meetings and data reported.

2000-2015 Urban Stoneworks, Inc. Miami, FL

Office Manager

Accounts payable/receivable

Submit invoices to customers

Process payments and review vendor invoices for accuracy

Payroll

Entered and printed weekly employee checks with software 1099etc.

Processed payroll tax payments using EFTPS online.

Verified time cards

Accounting

Prepared monthly financial figures with QuickBooks,

for Profit & Loss Reports, General Ledger & Trial Balance

Bank Statement / Checkbook reconciliation

Production Management

Managing the manufacturing team to be sure the product is been produced correctly.

Verifying measurements

Quality control

Advertising & Sales

Maintaining company website & catalog

Customer Service

Running advertising campaigns using Google AdWords

Direct Mailing

Email Blasts

Preparing & following up on quotes

EDUCATION

2001-2002 Miami Dade College

Course of Study: Computer Technology and Web Design

2020-Current Owensboro Community & Technical College

Course of Study: Healthcare Facilities Leadership