

RESOLUTION NO. 2013-20-1816

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MIAMI GARDENS, FLORIDA, CONFIRMING COUNCILMAN ERHABOR IGHODARO'S APPOINTMENT OF DENISE WHITE TO THE CITIZENS ADVISORY COMMITTEE FOR A TWO (2) YEAR TERM; PROVIDING FOR THE ADOPTION OF REPRESENTATIONS; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City Council has created the Citizens Advisory Committee ("the Committee"), and

WHEREAS, Councilman Erhabor Ighodaro, and each member of the City Council have the right to appoint a member to the Committee, and

WHEREAS, Councilman Ighodaro has appointed Denise White to the Committee, and

WHEREAS, it is appropriate for the City Council to confirm the appointment,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MIAMI GARDENS, FLORIDA AS FOLLOWS:

Section 1: ADOPTION OF REPRESENTATIONS: The foregoing Whereas paragraphs are hereby ratified and confirmed as being true, and the same are hereby made a specific part of this Resolution.

Section 2: AUTHORIZATION: The City Council of the City of Miami Gardens hereby confirms Councilman Erhabor Ighodaro's appointment of Denise White to the Citizens Advisory Committee for a two (2) year term.

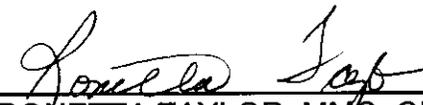
Section 3: EFFECTIVE DATE: This Resolution shall take effect immediately upon its final passage.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF MIAMI GARDENS AT ITS REGULAR MEETING HELD ON JANUARY 23, 2013.



OLIVER GILBERT, III, MAYOR

ATTEST:



RONETTA TAYLOR, MMC, CITY CLERK

PREPARED BY: SONJA KNIGHTON DICKENS, ESQ., CITY ATTORNEY

SPONSORED BY: COUNCILMAN ERHABOR IGHODARO, PH.D

Moved by: Councilwoman Odom
Second by: Councilman Harris

VOTE: 7-0

Mayor Oliver Gilbert, III	<u> X </u> (Yes)	_____ (No)
Vice Mayor Lisa Davis	<u> X </u> (Yes)	_____ (No)
Councilwoman Lillie Q. Odom	<u> X </u> (Yes)	_____ (No)
Councilman David Williams Jr	<u> X </u> (Yes)	_____ (No)
Councilwoman Felicia Robinson	<u> X </u> (Yes)	_____ (No)
Councilman Rodney Harris	<u> X </u> (Yes)	_____ (No)
Councilman Erhabor Ighodaro, Ph.D.	<u> X </u> (Yes)	_____ (No)



City of Miami Gardens Agenda Cover Memo

Council Meeting Date:	January 23, 2013		Item Type: <i>(Enter X in box)</i>	Resolution	Ordinance	Other	
				X			
Fiscal Impact: <i>(Enter X in box)</i>	Yes	No	Ordinance Reading: <i>(Enter X in box)</i>	1st Reading		2nd Reading	
		x		Public Hearing: <i>(Enter X in box)</i>	Yes	No	Yes
Funding Source:			Advertising Requirement: <i>(Enter X in box)</i>		Yes		No
Contract/P.O. Required: <i>(Enter X in box)</i>	Yes	No	RFP/RFQ/Bid #:				
		X					
Strategic Plan Related <i>(Enter X in box)</i>	Yes	No	Strategic Plan Priority Area:	Strategic Plan Obj./Strategy: <i>(list the specific objective/strategy this item will address)</i> N/A			
		X					
Sponsor Name	Erhabor Ighodaro, Ph.D., Council Member		Department: City Manager	<i>Office of the Mayor/Council</i>			

Short Title:

A RESOLUTION OF THE CITY OF CITY COUNCIL OF THE CITY OF MIAMI GARDENS, FLORIDA, CONFIRMING COUNCILMAN ERHABOR IGHODARO'S APPOINTMENT OF DENISE WHITE TO CITIZENS ADVISORY COMMITTEE; PROVIDING FOR THE ADOPTION OF REPRESENTATIONS; PROVIDING AN EFFECTIVE DATE

Staff Summary:

In accordance with the establishment of the Citizens Advisory Committee, Councilman Erhabor Ighodaro has appointed Denise White, in accordance with Section 2-286 of the Code of Ordinances. This Resolution confirms Councilman Ighodaro's appointment for a two year term (2).

This appointed member will adhere to duties and powers of the Advisory Committee as outlined in the Ordinance.

Proposed Action:

That the City Council approves this resolution.

Attachment:

Denise D. White, PLS, CLA
1210 N.W. 179th Terrace
Miami Gardens, FL 33169

Telephone: (786) 487-7929

SUMMARY OF QUALIFICATIONS:

Over twenty-five years of highly diversified and unique administrative and organizational experience.

FUNCTIONAL AREAS OF EXPERTISE:

Legal Secretary

Typed Complaints, Answers, Motions, Trial preparation work: Jury instructions, Verdict forms, Trial subpoenas etc., prepared real estate documents, closing statements and other pertinent real estate forms, prepared probate forms: 706 and other pertinent probate forms

Administrative

Office Manager for C.P.A. firm
Executive secretary to Nationwide Liquor and Wine Distribution Company
Office Manager for Statewide trucking company

Bank

Credit Analyst, Collection and Cashier for large Commercial

Organizational

Was responsible for organizing and setting up office operations for accounting firm.
Purchasing agent, past up artist for major national company.

Technical

Familiar with computer operations: Digital & Word Perfect, calculators and business electronic office equipment, Windows 95, 98 and XP, Microsoft word, Corel, excel and various programs, including bookkeeping and accounting.

CERTIFIED INCOME TAX PREPARER SINCE 1978 - OWN INDIVIDUAL INCOME TAX BUSINESS

EMPLOYMENT HISTORY:

2005 – Present: Work as a Substitute School Teacher at Miramar High School

1996 - 2008 FREELANCE FOR MANY LAW FIRMS: Klein & Tannen, Kislak Bank, Akerman, Senterfitt & Eidson, Weinsfeld & Associates, Johnson, Anselmo, Murdoch, Burke & George, Bruce Benenfeld, Rosen, Switkes & Jove, Peterson & Bernard, Cohen & Cohen, Maria Prunskis, Michael Robinson, Tomasina Williams, Conrad, Scherer, Jack Bariton, Bunnell and Woulfe, Americare Legal Dept, Kuvin & Stettin and Walker & Stuart and Fertig and Gramling, etc.

1995 -

1996 CHARLES R. MINDLIN - Personal injury

1992 - SIMON, SCHINDLER & SANDBERG

1995 GENERAL PRACTICE - P.I. Real estate, probate & family Law and research.

1991 - FREELANCE - Klein & Tannen, Kislak Bank, Akerman, Senterfitt & Eidson,

1992 Weinsfeld & Associates & Simon Schindler, etc.

1987 - WEST & LINDLEY - David Lindley

1990 Insurance Defense & Personal injury

1985 - GLAZER & GLAZER - Neil Glazer

1987 Real Estate, Probate Law Firm and Personal Injury

1984 - AUERBACH & SHILLEN, ATTORNEY - Dennis Shillen
1985 Personal Injury Law Firm

1977 - FRANK AND SCHWARTZ, C.P.A., PA - William Frank
1984 Certified Public Accounting Firm
Office Manager

Responsible for training new employees keeping office organized output of work, purchasing of supplies, liaison between office and Internal Revenue Service, updating records correspondence and other various duties

1976 - NATIONAL WINE AND LIQUOR
1977 National Liquor and Wine Distributor

Executive Secretary/Advertising

1975 - MIAMI DISTRIBUTION COMPANY
1976 Statewide Trucking Company

1972 - ATLANTIC NATIONAL BANK
1975 Commercial bank

PERSONAL DATA

EDUCATION:

1970 - Broward Community College, Davie
1972 - Major: Executive Secretary/bookkeeping

1980 - Miami Dade Community College
1983 Major: Business Administration\Court Reporting

1989 - Barry University
Major: Paralegal (Certificate)

2001 - Miami Dade Community College,
2002 Major Special Education (AA) Degree

2012 Major Supervision & Management (BAS) Degree

OTHER TRAINING

Sheridan Technical School
Legal Secretary Training
PBX Operator

COMMUNITY ACTIVITY:

Miami Gardens Commission for Women
Guardian Ad Litem
Dade/Broward County Legal Secretaries Association
Girl Scout Leader - Juniors
Church: Trustee
Secretary for Wisdom Ministry
Organization committee for young adults

HOBBIES:

Tennis, Piano, Singing, Dancing and enjoying my children

REFERENCES: Upon request