



MIAMI BEACH

OFFICE OF THE CITY MANAGER

NO. LTC # 018-2010

RECEIVED

2010 JAN 20 PM 2:12

LETTER TO COMMISSION

TO: Mayor Matt Herrera Bower and Members of the City Commission
FROM: *Hilda Fernandez for*
Jorge M. Gonzalez, City Manager
DATE: January 20, 2010

SUBJECT: Cultural Arts Council Vacancies

There are currently two (2) vacancies on the Cultural Arts Council (CAC), resulting from the term-limits of Merle Weiss and Lidia Resnick. Two other members, Ileana Bravo and Anthony Japour, are eligible for reappointment. Adhering to the guidelines set forth in the Ordinance establishing the CAC, a Nominating Committee was convened on December 16, 2009 to review and screen interested candidates for these vacant positions. The City Clerk's Office provided the Nominating Committee with four applications for the two vacancies, and three of those candidates met with the Committee and were deemed to be suitable candidates.

At its January 7, 2010 meeting, the CAC approved the recommendation of the Nominating Committee to request reappointment of Ms. Bravo and Mr. Japour to the CAC, and to submit the names of the applicants whom they interviewed for consideration for the two vacancies. Those applicants were Beatrice Hornstein, Brian Levin and Daniel Novela. A fourth applicant was not able to meet with the Nominating Committee, Mr. Paul Venette. Mr. Levin has since withdrawn his application. The remaining three applications and resumes are attached.

Pursuant to Section 2-55(d) of Ordinance No. 97-3075, as amended, establishing the Miami Beach Cultural Arts Council (CAC), "vacancies on the Council shall be filled by the Mayor and City Commission. In filling any vacancy, the Mayor and City Commission may select a replacement Council member from a list of three (3) candidates which shall be submitted by the remaining members of the Council." Further, "the individual members of the City Commission may supplement the Council's suggested list with additional names of candidates or, if neither the candidates on the Council's suggested list nor the additional names submitted by the individual members of the City Commission are approved, the Council shall submit an entirely different list" for consideration.

Should you have any questions, please feel free to contact me.

JMG\HF\MAS\gf

c: Hilda Fernandez, Assistant City Manager
Max A. Sklar, Tourism and Cultural Development Director
Gary Farmer, Cultural Affairs Program Manager



MIAMI BEACH

CITY OF MIAMI BEACH BOARD AND COMMITTEE APPLICATION FORM

Rec'd by email

NAME: Hornstein Beatrice R
Last Name First Name Middle Initial

HOME ADDRESS: OK 5001 Collins Ave Miami Beach FL 33140
Apt No. House No./Street City State Zip Code

PHONE: 305 861-0754 305 861-0754 gubee@hotmail.com
Home Work Fax Email Address

Business Name: _____ Position: _____

Address: _____ FL _____
No. Street City State Zip Code

Professional License (describe): _____ Expires: _____ Attach a copy of the license

Pursuant to City Code section 2-22(4) a and b: Members of agencies, boards, and committees shall be affiliated with the city; this requirement shall be fulfilled in the following ways: a) an individual shall have been a resident of the city for a minimum of six months; or b) an individual shall demonstrate ownership/interest for a minimum of six months in a business established in the city.

- Resident of Miami Beach for a minimum of six (6) months: **Yes**
- Demonstrate an ownership/interest in a business in Miami Beach for a minimum of six (6) months: **No**
- Are you a registered voter in Miami Beach: **Yes**
- (Please circle one): I am now a resident of: **Middle Beach**
- I am applying for an appointment because I have special abilities, knowledge and experience. Please list below:
Cultural Arts (please see attached resume)
- Are you presently a registered lobbyist with the City of Miami Beach? **No**

Please list your preferences in order of ranking [1] first choice [2] second choice, and [3] third choice. Please note that only three (3) choices will be observed by the City Clerk's Office. (Regular Boards of City)

Affordable Housing Advisory Committee		Housing Authority
Art in Public Places Committee		Loan Review Committee
Beautification Committee		Marine Authority
Board of Adjustment*		Miami Beach Commission for Women
Budget Advisory Committee	[1]	Miami Beach Cultural Arts Council
Capital Improvements Projects Oversight Committee	[2]	Miami Beach Sister Cities Program
Committee on the Homeless		Normandy Shores Local Gov't Neigh. Improvement
Committee for Quality Education in MB		Parks and Recreation Facilities Board
Community Development Advisory		Personnel Board
Community Relations Board		Planning Board*
Convention Center Advisory Board		Police Citizens Relations Committee
Department Committee		Production Industry Council
Design Review Board*		Public Safety Advisory Committee
Disability Access Committee		Safety Committee
Fine Arts Board		Single Family Residential Review Panel
Gay, Lesbian, Bisexual and Transgender (GLBT)		Sustainability Committee
Golf Advisory Committee		Transparency Reliability & Accountability Committee "TRAC"
Health Advisory Committee		Transportation and Parking Committee
Health Facilities Authority Board		Visitor and Convention Authority
Hispanic Affairs Committee		Waterfront Protection Committee
Historic Preservation Board		Youth Center Advisory Board
		* Board Required to File State Disclosure form

Note: If applying for Youth Advisory Board, please indicate your affiliation with the Scott Rakow Youth Center:

1. Past service on the Youth Center Advisory Board: **No** Years of Service: _____

2. Present participation in Youth Center activities by your children ages, and which programs. List below: **No** If yes, please list the names of your children, their ages, and which programs.

Child's name: _____ Age: _____ Program: _____

Child's name: _____ Age: _____ Program: _____

scanned

checked 4/20/19

• Have you ever been convicted of a felony: No If yes, please explain in detail:

• Do you currently have a violation(s) of City of Miami Beach codes: No If yes, please explain in detail:

• Do you currently owe the City of Miami Beach any money: No If yes, explain in detail

• Are you currently serving on any City Boards or Committees: No If yes; which board?

• What organizations in the City of Miami Beach do you currently hold membership in?
Name: _____ Title: _____
Name: _____ Title: _____

• List all properties owned or have an interest in, which are located within the City of Miami Beach:
5001 Collins Ave 88K

• I am now employed by the City of Miami Beach: No Which department? _____

• Pursuant to City Code Section 2-25 (b): Do you have a _____ who is employed by the
City of Miami Beach? Check all that apply. Identify the department(s):

The following information is voluntary and is neither part of your application nor has any bearing on your consideration for appointment. It is being asked to comply with federal equal opportunity reporting requirements.
Gender: Female Race: White

Ethnic Origin: Check one only (1)
White
Physically Challenged: No

Employment Status: Retired Other: _____

NOTE: If appointed, you will be required to follow certain laws which apply to city board/committee members. These laws include, but are not limited to, the following:

- o Prohibition from directly or indirectly lobbying city personnel (Miami Beach City Code section 2-460).
- o Prohibition from contracting with the city (Miami-Dade County Code section 2-11.1).
- o Prohibition from lobbying before board/committee you have served on for period of one year after leaving office (Miami Beach City Code section 2-26).
- o Requirement to disclose certain financial interests and gifts (Miami-Dade County Code section 2-11.1). (re: CMB Community Development Advisory Committee): prohibition, during tenure and for one year after leaving office, from having any interest in or receiving any benefit from Community Development Block Grant funds for either yourself, or those with whom you have business or immediate family ties (CFR 570.811).

Upon request, copies of these laws may be obtained from the City Clerk.

"I hereby attest to the accuracy and truthfulness of the application and have received, read and will abide by Chapter 2, Article VII - of the City Code "Standards of Conduct for City Officers, Employees and Agency Members."
I Beatrice Hornstein agreed to the following terms on 11/20/2009 12:22:14 PM
Please attach a copy of your resume to this application
NOTE: Application will be considered for one (1) calendar year.

Received in the City Clerk's Office by: Abigail Date: 11/20/09 Control No. 2679 Date: 11/20/09
Name of Deputy Clerk

Beatrice R. Hornstein
5001 Collins Avenue #9K
Miami Beach, FL 33140
Home: 305-861-0754 Email: Qubaa@hotmail.com

SKILLS:

- Keen sense of aesthetics and organization
 - A multi-tasker with the ability to manage well in a fast-paced environment
 - Ability to focus on projects from inception to completion
 - Work well alone and collaboratively
 - Understand that the fostering of good relationships with people -- whether clients, the general public, or co-workers -- is the key to success
 - Manage both people and projects -- regardless of diversified vantage points brought to the table
 - Well respected among business acquaintances and peers
 - Skilled at managing and weighing the financial aspects of running a business
-

INTERESTS:

- Supporting and frequenting cultural venues (museums, concerts, ballet, opera, art shows)
 - Appreciation for art, antiques and architecture as witnessed through a lifetime of collections
 - All aspects of decorating and renovation from exterior gardening to interior decorating
-

**PROFESSIONAL
EXPERIENCE:**

BROKER: Merrill Lynch Miami, Florida 1994-2001

- *A licensed advisor (Series 63 & 65), also licensed to sell Health and Life Insurance including variable annuities. When the two brokers I worked with retired many of their clients wished to remain with me. I worked directly with these accounts totaling over \$100 million in assets and at the same time assisted other brokers with their clients.*

BROKER: Litwin Securities Discount Broker Miami Beach, Florida 1992-1994

- *Broker position as well as handling client services and compliance matters*

REGISTERED SALES ASSISTANT: Merrill Lynch Miami, Florida 1985-1992

- *Received Series 7 license and backed up brokers in all areas of client relations from buying and selling securities to account management*

PROPRIETOR: Sphairistike, Playmaker's Manufacturing Corp.

- *Co-owned and Co-managed the design/manufacturing/wholesale business of men's & women's tennis clothing. Responsible for day-to-day operations. Specifically dealt with ordering piece goods, Union dialogue and the Factoring and Banking process. After my husband died in 1983 -- I rented the factory and worked with the new owner in the various aspects of a garment center business.*

HOMEMAKER: Raised a son and a daughter New York, NY 1962-1971

- *Did a great deal of antiques, remodeling and decorating*

TEACHER: East Meadow Middle School East Meadow, NY 1957-1962

- *6th Grade teacher*

STUDENT, SALES, BOOK-KEEPING and GENERAL OFFICE WORK New York, NY 1953-1957

- *While earning my Bachelor's degree at Hunter College I worked at Bloomingdales for four years as a part-time sales clerk. During summers I also held office jobs in various positions.*



MIAMI BEACH

CITY OF MIAMI BEACH BOARD AND COMMITTEE APPLICATION FORM

NAME: Novels Daniel
Last Name First Name Middle Initial

HOME ADDRESS: 6241 Pine Tree Drive Miami Beach FL 33169
Apt No. House No./Street City State Zip Code

PHONE: 786-546-8878 305-371-8711 305-371-5541 novelsd@novelslaw.com
Home Work Fax Email Address

Business Name: Novels & Associates, P.A. Position: President

Address: 1388 Brickell Avenue, Suite 200 Miami FL 33131
No. Street City State Zip Code

Professional License (describe): Florida Bar License No. 9882291 Expires: Attach a copy of the license

Pursuant to City Code section 2-22(4) a and b: Members of agencies, boards, and committees shall be affiliated with the city; this requirement shall be fulfilled in the following ways: a) an individual shall have been a resident of the city for a minimum of six months; or b) an individual shall demonstrate ownership/interest for a minimum of six months in a business established in the city.

- Resident of Miami Beach for a minimum of six (6) months: Yes
- Demonstrate an ownership/interest in a business in Miami Beach for a minimum of six (6) months: No
- Are you a registered voter in Miami Beach: Yes
- (Please circle one): I am now a resident of: Middle Beach
- I am applying for an appointment because I have special abilities, knowledge and experience. Please list below:
I have a very strong interest in cultural activities in my community, as demonstrated by my involvement with the Miami Art Museum
- Are you presently a registered lobbyist with the City of Miami Beach? No

Please list your preferences in order of ranking [1] first choice [2] second choice, and [3] third choice. Please note that only three (3) choices will be observed by the City Clerk's Office. (Regular Boards of City)

	Affordable Housing Advisory Committee		Housing Authority
	Art in Public Places Committee		Loan Review Committee
[2]	Beautification Committee		Marine Authority
	Board of Adjustment*		Miami Beach Commission for Women
	Budget Advisory Committee	[1]	Miami Beach Cultural Arts Council
	Capital Improvements Projects Oversight Committee		Miami Beach Senior Cities Program
	Committee on the Homeless		Northside Shores Local Gov't Neigh. Improvement
	Committee for Quality Education in MB		Parks and Recreation Facilities Board
	Community Development Advisory		Personnel Board
	Community Relations Board		Planning Board*
	Convention Center Advisory Board		Police Citizens Relations Committee
	Department Committee		Production Industry Council
	Design Review Board*		Public Safety Advisory Committee
	Disability Access Committee		Safety Committee
	Fine Arts Board		Single Family Residential Review Panel
	Gay, Lesbian, Bisexual and Transgender (GLBT)		Sustainability Committee
[3]	Golf Advisory Committee		Transparency Reliability & Accountability Committee "TRAC"
	Health Advisory Committee		Transportation and Parking Committee
	Health Facilities Authority Board		Visitor and Convention Authority
	Hispanic Affairs Committee		Waterfront Protection Committee
	Historic Preservation Board		Youth Center Advisory Board
			* Board Required to File State Disclosure Form

Note: If applying for Youth Advisory Board, please indicate your affiliation with the Scott Rakow Youth Center:

1. Past service on the Youth Center Advisory Board: No Years of Service:

2. Present participation in Youth Center activities by your children: No If yes, please list the names of your children, their ages, and which programs. List below:

Child's name: Age: Program:

Child's name: Age: Program:

* Have you ever been convicted of a felony? No

• Have you ever been convicted of a felony? _____ If yes, please explain in detail:

• Do you currently have a violation(s) of City of Miami Beach codes: No If yes, please explain in detail:

• Do you currently owe the City of Miami Beach any money: No If yes, explain in detail:

• Are you currently serving on any City Boards or Committees: No If yes; which board?

• What organizations in the City of Miami Beach do you currently hold membership in?

Name: _____ Title: _____
Name: _____ Title: _____

• List all properties owned or have an interest in, which are located within the City of Miami Beach:
8242 Pine Tree Drive, 1946 Langx, 335 Collins

• I am now employed by the City of Miami Beach: No Which department? _____

• Pursuant to City Code Section 2-36 (b): Do you have a _____ who is employed by the
City of Miami Beach? Check all that apply. Identify the department(s):

None

The following information is voluntary and is neither part of your application nor has any bearing on your consideration for appointment. It is being asked to comply with federal equal opportunity reporting requirements.

Gender: Male Race: White

Ethnic Origin: Check one only (1)

Hispanic

Physically Challenged: No

Employment Status: Employed Other: _____

NOTE: If appointed, you will be required to follow certain laws which apply to city board/committee members. These laws include, but are not limited to, the following:

- o Prohibition from directly or indirectly lobbying city personnel (Miami Beach City Code section 2-459).
- o Prohibition from contracting with the city (Miami-Dade County Code section 2-11.1).
- o Prohibition from lobbying before board/committee you have served on for period of one year after leaving office (Miami Beach City Code section 2-28).
- o Requirement to disclose certain financial interests and gifts (Miami-Dade County Code section 2-11.1).
(re: CMB Community Development Advisory Committee): prohibition, during tenure and for one year after leaving office, from having any interest in or receiving any benefit from Community Development Block Grant funds for either yourself, or those with whom you have business or immediate family ties (CFR 570.611).

Upon request, copies of these laws may be obtained from the City Clerk.

"I hereby attest to the accuracy and truthfulness of the application and have received, read and will abide by Chapter 2, Article VII - of the City Code "Standards of Conduct for City Officers, Employees and Agency Members."

I Daniel Novais agreed to the following terms on 12/15/2009 10:40:11 AM

Please attach a copy of your resume to this application

NOTE: Applications will remain on file for a period of one (1) calendar year.

Received in the City Clerk's Office by: _____ Date: ___/___/___ Control No. _____ Date: ___/___/___
Name of Deputy Clerk

DANIEL NOVELA

(305) 371-6711

5242 Pine Tree Drive, Miami Beach Florida 33140

dnovela@novelalaw.com

PROFESSIONAL EXPERIENCE:

NOVELA & ASSOCIATES, P.A., Miami, FL

Founding Partner -- October 2002 - Present

Novela & Associates focuses on corporate, real estate and entertainment transactional law.

Experience: Over ten years of experience negotiated, drafting and closing complex transactions in the corporate, entertainment and real estate areas of law.

STEEL HECTOR & DAVIS, Miami, FL

Associate -- Corporate, April 2001 - October 2002

Corporate Experience: Acted as outside general counsel for numerous companies, negotiated and drafted numerous general corporate agreements including stock purchase agreements, security agreements, licensing agreements, letter agreements, distribution agreements, employment agreements and stock option agreements.

TVG (TELEVISION GAMES NETWORK), Los Angeles, CA

Senior Corporate Counsel -- August 2000 - March 2001

As the sole attorney for a cable television startup in the Los Angeles office, prepared all necessary entertainment and corporate agreements and documents relating to the TVG cable network including talent agreement, licensing agreement, anchor agreements, and negotiation with cable carriers and sister cable companies at Fox Television and 20th Century Fox Pictures.

Corporate Experience: Prepared a bid for the privatization of the New York City Off-Track Betting Corporation for in excess of \$200 million, prepared numerous term sheets regarding possible spin-offs and alliances concerning TVG's wagering aspects; drafted agreements related to the TVG web site including licensing agreements, Internet merchandizing agreements, privacy policies, web marketing agreements; drafted and negotiated cable distribution agreements, TV commercial agreements, direct on-air sales programming agreements, simulcast agreements, on-air talent agreements, voice-over agreements and managed outside counsel.

CHRISTENSEN, MILLER, FINK, JACOBS, GLASER, WEIL & SHAPIRO, Los Angeles, CA

Associate -- Corporate, December 1998 - August 2000

Entertainment and Corporate Experience: Drafted and negotiated film finance, production and distribution agreements, film merchandising agreements, licensing agreements, Internet service agreements, security and pledge agreements, distribution agreements, employment agreements, shareholder agreements, stock option agreements, charter documents for corporations and LLCs, and numerous other related corporate and entertainment industry agreements and documents.

Securities and M&A Experience: Drafted S-1/prospectus for an Internet company IPO and prepared, reviewed and negotiated related offering agreements including the underwriting agreement and registration rights agreement, prepared numerous S-3 registration statements including shelf registrations, prepared an S-4/proxy statement in relation to a merger, drafted a merger agreement with regards to a merger transaction for equity and debt assumption in excess of \$6 billion, drafted and reviewed numerous 34 Act filings for seasoned and startup clients.

MILBANK, TWEED, HADLEY & MCCLOY, Los Angeles, CA

Associate -- Corporate, July 1997 - December 1998

M&A Experience: Drafted and negotiated asset purchase agreements, merger agreements, contribution agreements and security agreements and deeds of trusts, drafted agreements for a substantial investment in a power generation project in Argentina and Guatemala and coordinated with local counsel.

Securities Experience: Drafted 144A high-yield related documents including a registration rights agreement and sections of an offering memorandum; prepared sections of a Form 10, S-1 and S-11 for a corporation converting into a REIT; drafted an S-4/Proxy for a reincorporation merger; drafted 34 Act filings including 10Ks, 10Qs, 13Ds, 13Gs, and Form 3, 4, & 5s; and conducted due diligence on several 144A high-yield transaction.

ARMSTRONG, TEASDALE, SCHLAFLY & DAVIS, Kansas City, MO

Associate – Corporate and Real Estate, August 1996 - June 1997

General Corporate Experience: Drafted deeds of trust, security agreements, distribution agreements, employment agreements, and other related general corporate documents.

BAR MEMBER: Missouri 1996, California 1998, Florida 2002

EDUCATION:

TULANE LAW SCHOOL, New Orleans, LA

Juris Doctor, *cum laude*, 1996

Honors: Selected as a "1995 National NBSF Scholar" by the NBSF/National Hispanic Bar Association; Recipient of the "Joseph Bostick Merit Scholarship"

Activities: Committee Chairman, La Alianza Del Derecho; Student Advocate, The POPS Program (Program for Older Prisoners); Tutor for corporate law; Phi Delta Phi

FLORIDA INTERNATIONAL UNIVERSITY, Miami, FL

Bachelor of Business Administration, 1993

Majors: International Business; Marketing

Honors: Academic Honors 1993

Activities: Chairman, Inter-Fraternity Council; Vice-President, FIU Law Association; 1992 Honor Delegate, Phi Delta Theta Leadership College, Social Chairman, Phi Delta Theta.

Self-Financed Undergraduate Education

L' UNIVERSITA' LORENZO DE MEDICI, Florence, Italy

Area of Concentration: Renaissance Architecture and Design, 1991

COMMUNITY: Executive Committee, MAM (Miami Art Museum) Contemporaries; Founding Member, MAM Young Collectors Circle; Former Member, Miami Beach Hispanic Affairs Committee.

INTEREST: Contemporary art, gardening, architecture and design, music and travel (traveled extensively throughout Europe, Latin America, the Caribbean and Morocco)

LANGUAGES: Fluent in Spanish



MIAMI BEACH

CITY OF MIAMI BEACH

BOARD AND COMMITTEE APPLICATION FORM

NAME: Venette Last Name that First Name that Middle Initial J

HOME ADDRESS: 14 Apt No. 2395 House No./Street Lake Parcourt Dr City Miami Beach State FL Zip Code 33149

PHONE: 305 538 3708 Home 305 538 3708 Work 305 538 3708 Fax 305 538 3708 Email address that@miami.gov

Business Name: Lucken Hospital Position: System Analyst

Address: _____ No. _____ Street _____ City _____ State _____ Zip Code _____

Professional License (describe): _____ Expires: _____ Attach a copy of the license _____

Pursuant to City Code section 2-22(4) a and b: Members of agencies, boards, and committees shall be affiliated with the city; this requirement shall be fulfilled in the following ways: a) an individual shall have been a resident of the city for a minimum of six months; or b) an individual shall demonstrate ownership/interest for a minimum of six months in a business established in the city.

- Resident of Miami Beach for a minimum of six (6) months: Yes or No
- Demonstrate an ownership/interest in a business in Miami Beach for a minimum of six (6) months: Yes or No
- Are you a registered voter in Miami Beach: Yes or No
- (Please circle one): I am now a resident of: North Beach South Beach Middle Beach
- I am applying for an appointment because I have special abilities, knowledge and experience. Please list below: Community Bank
Market in heart because of Miami Beach
- Are you presently a registered lobbyist with the City of Miami Beach? Yes or No

Please list your preferences in order of ranking [1] first choice [2] second choice, and [3] third choice. Please note that only three (3) choices will be observed by the City Clerk's Office, (Regular Boards of City)

<input type="checkbox"/> Affordable Housing Advisory Committee	<input type="checkbox"/> Housing Authority
<input type="checkbox"/> Art in Public Places Committee	<input type="checkbox"/> Loan Review Committee
<input checked="" type="checkbox"/> Beautification Committee	<input type="checkbox"/> Marine Authority
<input type="checkbox"/> Board of Adjustment	<input type="checkbox"/> Miami Beach Commission for Women
<input type="checkbox"/> Budget Advisory Committee	<input checked="" type="checkbox"/> Miami Beach Cultural Arts Council
<input type="checkbox"/> Capital Improvements Projects Oversight Committee	<input type="checkbox"/> Miami Beach Sister Cities Program
<input checked="" type="checkbox"/> Committee on the Homeless	<input type="checkbox"/> Normandy Shores Local Government Neigh. Improvement
<input type="checkbox"/> Committee for Quality Education in MB	<input type="checkbox"/> Parks and Recreation Facilities Board
<input type="checkbox"/> Community Development Advisory	<input type="checkbox"/> Personnel Board
<input type="checkbox"/> Community Relations Board	<input type="checkbox"/> Planning Board
<input type="checkbox"/> Convention Center Advisory Board	<input checked="" type="checkbox"/> Police Citizens Relations Committee
<input type="checkbox"/> Debarment Committee	<input type="checkbox"/> Production Industry Council
<input type="checkbox"/> Design Review Board	<input type="checkbox"/> Public Safety Advisory Committee
<input type="checkbox"/> Disability Access Committee	<input type="checkbox"/> Safety Committee
<input checked="" type="checkbox"/> Fine Arts Board	<input type="checkbox"/> Single Family Residential Review Panel
<input type="checkbox"/> Gay, Lesbian, Bisexual and Transgender (GLBT)	<input type="checkbox"/> Sustainability Committee
<input type="checkbox"/> Golf Advisory Committee	<input type="checkbox"/> Transparency Reliability & Accountability Committee "TRAC"
<input checked="" type="checkbox"/> Health Advisory Committee	<input type="checkbox"/> Transportation and Parking Committee
<input type="checkbox"/> Health Facilities Authority Board	<input type="checkbox"/> Visitor and Convention Authority
<input type="checkbox"/> Hispanic Affairs Committee	<input type="checkbox"/> Waterfront Protection Committee
<input type="checkbox"/> Historic Preservation Board	<input type="checkbox"/> Youth Center Advisory Board
*Board Required to File State Disclosure Form	

Note: If applying for Youth Advisory Board, please indicate your affiliation with the Scott Rakow Youth Center:

1. Past service on the Youth Center Advisory Board: Yes No Years of Service _____

2. Present participation in Youth Center activities by your children Yes No . If yes, please list the names of your children, their ages, and which programs. List below

Child's name: _____ Age: _____ Program: _____

Child's name: _____ Age: _____ Program: _____

Scanned *sp*

Paul J. Venette

2395 Lake Pancoast Drive # 14 Miami Beach, FL 33140-4696

305-538-3728(Home)**paulinmiami@the-beach.net**

OBJECTIVE: Seeking a full time position in Information Systems.
Areas of interest include System Analysis and Data Management.

EXPERIENCE:

**6/2002 – Present Jackson South Community Hospital Miami, FL www.jhamiami.org
HIS Analyst / Specialist**

- *Provide support for the HIS financial, clinical applications and software utilized at Jackson South.
- *Create financial and clinical reports.
- *Perform security coordinator duties for the HIS system and other systems utilized.
- *Conduct HIS system and pc software training sessions.
- * Coordinate and/or assist with HIS software conversions and implementations.
- *Project Manager for upgrades and updates.
- * Identifies application problems and develops plans to correct them. Demonstrates ability to perform diagnosis, write and document issues/problems within a timely manner of completion.
- *Demonstrates ability to be multi-task oriented. Effectively manages numerous applications.
- *Demonstrates ability and knowledge to handle on call problems.
- * Transmits vendor requested information as approved.
- * Performs daily and weekly financial audits.
- * Performs daily system operations audit.
- * Performs other related work as required.

7/2001 - 10/2001 Ecometry Corp Delray Beach, FL www.ecometry.com

Account Manager

- *Resolved software issues for major accounts.
- *Replicate problems to determine if software issues or user error.
- *Reviewing COBOL code.
- *Created a 'job' stating the nature of software problems and send it the programming department to develop solutions.
- *Prioritized issues based on importance.
- *Documentation of all issues in STAR tracking system.
- *Customer Service: dealing with large volume of phone contacts.
- *Sales: Suggestion to clients to upgrade to next version of software, when updated software corrects software issues.

11/2000 - 3/2001 Mercy Hospital Miami, FL www.mercymiami.org

Network Coordinator

*Organized and interpreted data, then communicated the results to various individuals at various levels.

*Knowledge of a database in a Window environment. Assist with managing and utilizing the database to create and examine reports.

*Updated software and hardware. Worked closely with IT to install DSL line and PC Anywhere at the department's Satellite offices, also installed Fraction T1 line and dealt with security issues.

*Used the following applications: Peachtree [accounting system], ESI [Mercy Hospital accounting system], and Trendstar [Mercy Hospital statistical reporting system].

*Develop, implement and monitor system for growth and stability by working with the financial, clinical and operational staff members, the computer consultant and the hospital's IS area to ensure long-range operational support and system integration for service delivery.

*Knowledge of Medical claim processing.

9/1999 - 6/2000 WQED (PBS) Pittsburgh, PA www.wqed.org

System Analyst

*Created an organized data management function through system analysis that makes large volumes of constantly changing information both accessible and easy to update.

*Supervised data entry clerks.

*Developed queries using SQL /Oracle.

*Pulled data from an Oracle Database on a Unix platform.

*Analyzed the data and identified the sources of major database errors. Worked with the IT Department to resolve problems.

*Eliminated duplicate entries that were prone to skewing report accuracy.

*Formulated network data entry policy and procedures to unify formatting for an organization in constant communication within a large subscriber and volunteer population. Created accurate reports.

*Introduced monthly renewal and installment reports that brought in a more consistent flow of revenue.

*FTP files to Vendors. Worked closely with vendors retrieving and accessing data files.

EDUCATION:

05/2006 St Thomas University Miami, Florida www.stu.edu

Master of Science Management -Health Care Administration

5/2002 Miami Dade Community College Miami, Florida www.mdc.edu

Oracle Developer

12/1999 Robert Morris University US-PA-Pittsburgh www.rmu.edu

Bachelor of Science-Information Systems

AFFILIATIONS:

South Florida Healthcare Executive Forum (SFHEF) <http://sfhef.ache.org/> a group of
ACHE (American College of Health Care Executives. (www.ache.org)
2008 – Present Board Member - Education Chair

Miami Beach Art Trust. www.miamiartzone.com
2008 – Present Board Member - Treasure