



FRANK WHITE, JR.
Jackson County Executive

EXECUTIVE ORDER NO. 16-08

**TO: MEMBERS OF THE LEGISLATURE
CLERK OF THE LEGISLATURE**

**FROM: FRANK WHITE, JR.
JACKSON COUNTY EXECUTIVE**

DATE: MARCH 30, 2016

RE: APPOINTMENT TO THE PENSION PLAN BOARD OF TRUSTEES

Pursuant to section 1540., Jackson County Code I hereby make the following appointment to the Pension Plan Board of Trustees:

Amiee Wenson is appointed as an active member of the Pension Plan for a term to expire February 17, 2017. Ms. Wenson's appointment is occasioned by the resignation of Robbie Makinen. A copy of Ms. Wenson's resume is attached.



Frank White, Jr., County Executive

Dated: 3/31/16

RECEIVED

MAR 31 2016

MARY JO SPINO
COUNTY CLERK

C. Spino
9:34 A.M.



**Amiee Wenson
1042 Longfellow Circle
Liberty, MO 64068
Cell Phone (816) 509-6686
E-mail awenson@jacksongov.org**

Objective:

Provide evidence of my experience in order to be considered for appointment to the Jackson County Pension Board.

Experience:

Jackson County, Missouri

Assistant Director, Collection Department

April 2014 – present

Manage department operation including 5 direct reports and 30 employees responsible for billing and collecting personal property taxes for over 600,000 business, personal and real estate accounts. Coordinate efforts of units including taxpayer assistance, cash receipts, and the delinquent land tax unit that is responsible for the annual delinquent land tax foreclosure sale.

Senior Administrative Manager, County Executive Department

August 2009- April 2014

Supported various high level projects including a public safety radio upgrade of approximately \$5 million in equipment, infrastructure and system upgrades. Coordinated employee training sessions including supervisor trainings, administrative professionals group and emergency preparedness trainings. Participated in employee committees including Safety Committee, Employee Health Task Force and Leadership Development group. Acted as county risk manager, handling claims and setting up claims management system. Supported the 2012 Jackson County Charter Task Force. Served as liaison to the Jackson County Municipal Court.

Liberty Public School District

Director, Community Development

March 2008 – June 2009

Created partnerships as a liaison between the community and School District. Presented information to groups regarding School District initiatives. Organized special events including ribbon cuttings, convocation and academic achievement banquet. Coordinated community committees including the "Character For All" campaign and Kids Voting. Developed Fall and Spring course offerings for Community Education classes held on evenings and weekends for the School District. Recruited and coordinated with instructors, managed development of course catalog, supervised registration and oversaw class implementation. Developed brochures, posters, web content, correspondence and campaign materials for initiatives ranging from Character Education to public ballot issues.

City of Lee's Summit, MO

Assistant to the City Manager

March 2003 – February 2008

Key member of senior management team for administration department and City Manager's office in a 90,000 population Kansas City area suburb.

Community Development Block Grant (CDBG) Program Administrator

Managed all aspects of the \$350,000 annual Entitlement grant program including project management, reporting, environmental review and financial management. Implemented over seventy (70) projects totaling \$1.4 million.

Volunteer committees

Worked with appointed citizen committees as assigned including the Lee's Summit Arts Council, Health Education Advisory Board, Human Relations Commission, Beautification Commission and Cultural Arts Task Force to accomplish community objectives. Facilitated strategic planning efforts of various Boards and Commissions.

Economic Development

Evaluated economic development projects, coordinated City department review, corresponded with developers and consultants and prepared/delivered presentations to public bodies. Typical project size of economic investment of \$242 million utilizing various public financing tools including Tax Increment Financing, Transportation Development Districts and Missouri Downtown Economic Stimulus Act funding.

Special projects

Developed and monitored contracts for transit service for intra-city and commuter bus services. Represented City in various capacities including the Hope House Coordinated Community Council to Prevent Domestic Violence, the Eastern Jackson County Betterment Council, 2000 Census Complete Count Committee and other metro area efforts. Amended the City travel policy and developed an electronic Travel Advance Request form to streamline the city travel process.

Legislative

Supported City Council Committee and developed State and Federal Legislative Programs for communication of priorities to elected officials on the County, State and Federal levels. Coordinated annual legislative luncheon in conjunction with the R-7 School District and the Chamber of Commerce; coordinated the Eastern Jackson County annual legislative dinner in Jefferson City. Monitored and analyzed proposed legislation for its potential impact on City operations.

Support for City Manager, Mayor and City Council

Prepared speeches and presentations for city officials on topics ranging from Economic Development to Stress in the Workplace. Assisted Mayor with preparation of annual State of the City speech. Wrote and edited articles for *City Scope*, Lee's Summit's quarterly citizen newsletter.

Management Analyst

July 1999 – March 2003

Worked with Assistant City Administrator on CDBG program on an increasingly responsible basis. Developed and implemented First Time Homebuyer program to offer closing cost/down payment assistance to qualified buyers. Researched and provided analysis for various projects including wireless carrier antenna leases, customer service processes and demographic analysis. Also researched issues such as televising city council meetings, grant information access, the EEO for the Police department, Health Advisory Committee and city beautification. Conducted surveys of metro area cities regarding topics including moving violations and workload of municipal law departments. Assisted in the preparation of the citywide compensation study. Coordinated special event and parade permit applications. Coordinated annual Capital Improvements Plan (CIP) process with various City departments.

Management Intern

July 1997 – June 1999

Assisted the Administration department with various tasks and projects including research and analysis. Supported efforts of the City's update of the *Lee's Summit 21st Century* citizen strategic plan which included managing stakeholder meetings that involved over 150 citizens.

Education:

Masters of Public Administration
University of Kansas 1999

Bachelor of Arts
University of Kansas 1997

References available upon request.