



FRANK WHITE, JR.
Jackson County Executive
EXECUTIVE ORDER NO. 17-11

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

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

DATE: MAY 9, 2017

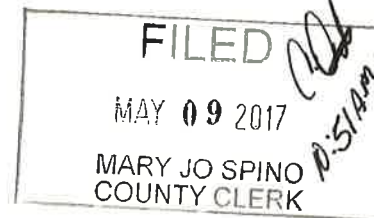
**RE: APPOINTMENT TO THE JACKSON COUNTY BOARD OF SERVICES
FOR THE DEVELOPMENTALLY DISABLED - EITAS**

I hereby appoint Tedi H. Rowland to the Jackson County Board of Services for the Developmentally Disabled – EITAS, to fill the vacancy occasioned by the resignation of Melesa N. Johnson, for a new term to expire December 31, 2019. A copy of Ms. Rowland’s resume is attached.



Frank White, Jr., County Executive

Date: 5/9/2017



Tedi H. Rowland

14401 E. Covington Rd. ~ Independence, MO 64055
tedirowland@att.net

Education:

Bachelor of Science, University of Central Missouri, Warrensburg, MO

Major: Journalism ~ Minor: Political Science Honors Graduate

Graduated *cum laude*

Work Experience:

Senior Paralegal – Jackson County, Missouri, County Counselor's Office

- Effectively coordinate with other departments to bring timely completion of projects
- Draft legislation for the weekly Legislative Agenda and proclamations to be presented by the County Executive to recognize local citizens
- Draft contracts, including professional services agreements, consulting agreements, and cooperative agreements. Coordinate the development of contracts with using departments.
- Assist attorneys with civil matters, including research, drafting pleadings and motions, witness interviews, and investigations
- Manage bankruptcy matters, including drafting motions, electronic CM/ECF filing, and research
- Coordinated the planning and implementation of the Legal Files Case Management software. Provide guidance, training, and assistance to employees on procedures and policies. Coordinate various matters with other County departments, legislative officials, and their staff
- Proficient in Microsoft Office 10: Word, Excel, PowerPoint, Publisher, and Legal Files Case Management Software

Manager of Finance – Rowland Consulting

- Managed all aspects of the financial operations of consulting business specializing in financial institution consultation services
- Handled invoices, business proposals, and account reconciliation

Communications Manager – Kansas City Board of Trade

- Composed and edited newsletters and press releases
- Bought advertising for national financial publications including the Wall Street Journal, Barron's, and Bloomberg New
- Facilitated membership sales

Publications and Customer Services – H&R Block

- Wrote and edited newsletters
- Coordinated resolution of customer services issues to corporate offices

News Editor – University of Central Missouri

- Supervised and directed staff of student writers
- Wrote and edited news stories and editorials
- Designed layout for weekly newspaper

Volunteer Service:

- Jackson County Democratic Committee – Former Treasurer
- St. Mark's Catholic Church Parish Council – Former Chair
- Junior Service League of Independence – Former Board Member
- William Southern PTA – Former Treasurer and Fundraising Chair

Awards:

- Distinguished Administrative Professional, Public Employee Recognition Day, May 2013
- Charno Award, University of Central Missouri - presented to the outstanding graduating student
- Journalism Student of the Year
- Citizen of the Year, William Southern Elementary