



MICHAEL D. SANDERS

Jackson County Executive

EXECUTIVE ORDER # 08-05

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

**FROM: Michael D. Sanders
JACKSON COUNTY EXECUTIVE**

DATE: January 28, 2008

**RE: APPOINTMENTS TO THE JACKSON COUNTY BOARD OF SERVICES
FOR THE DEVELOPMENTALLY DISABLED**

I hereby make the following appointments and reappointments to the Jackson County Board of Services for Developmentally Disabled:

Appointments

Anita Kathleen Parran, is appointed to fill the vacancy occasioned by the resignation of Sheryl Ingram Max, for a new term to expire December 31, 2009. A copy of Ms. Parran's resume is attached.

Becky Sandring, is appointed to fill the vacancy occasioned by the resignation of James M. White, for a new term to expire December 31, 2008. A copy of Ms. Sandring's resume is attached.

Matthew L. Levi, is appointed to fill the vacancy occasioned by the expiration of the term of Dianne L. Maddix, for a term to expire December 31, 2008. A copy of Mr. Levi's resume is attached.

FILED

JAN 28 2008

**MARY JO SPINO
COUNTY CLERK**



Members of the County Legislature
Jackson County Clerk
January 28, 2008
Page 2

Reappointments

Rosetta B. Robins is reappointed for such term to expire December 31, 2010.

Don P. Saxton is reappointed for such term to expire December 31, 2010.



Michael D. Sanders, County Executive

Date: 1/28/2008

Matthew L. Levi, CCIM
3659 Harrison Boulevard
Kansas City, Missouri
(816) 756-2071

mlevi@blockandco.com mattlevi@earthlink.net

Work Experience

- 1996 – Present **Vice President, Block & Company, Inc. Realtors, Kansas City, MO**
Responsibilities:
Development, acquisition and disposition of real estate properties
Achievements:
Certified Commercial Investment Member
Lifetime Member of the KCRAR Million Dollar Club with over forty million dollars in real estate transactions
- 1993 – 1995 **Sales Manager, Terra Cotta & Cast Stone, Inc. Shawnee, KS**
Responsibilities:
Director of sales and marketing for a national cast stone manufacturer
Achievements:
Developed and Created internal sales department
Increased bidding territory from regional to national scope
Computerized estimating, bidding and marketing departments
- 1989 – 1993 **General Manager, Media Library, Inc. Kansas City, MO**
Responsibilities:
Marketing broadcast news materials nationally
Administration of regional offices in Kansas City, MO, Wichita, KS and Memphis, TN
Achievements:
Increased market sales by 400 %
Expanded market area from local to national scope
Computerized administration and sales departments
- 1988 – 1989 **Kansas City Art Institute, Kansas City, MO**
Responsibilities:
Production of a weekly Art Institute Newspaper and Alumni Magazine
Achievements:
Designed printed materials for gallery openings, fund raising events and press releases
- Education** MS, Architecture, University of Kansas, 1992
BS, Journalism, University of Kansas, 1987

Community Involvement

President, National Organization for Disorders of the Corpus Callosum, www.nodcc.org – School Board President, Visitation School, www.visitation.org - past board member and founding member of the Foundation for Inclusive Religious Education F.I.R.E. www.fire-program.org, past board treasurer, Troost Corridor Community Association

Becky Sandring

117 NE Edgewater Drive
Lee's Summit, Missouri 64064
H: (816) 478-0718
C: (816) 582-3070
E-Mail: bsandring@gmail.com

EXECUTIVE PROFILE

Accomplished financial executive, with experience across multiple financial disciplines. A leader with proven results in enterprise-wide strategy and execution including mergers, acquisitions and divestitures. Integral to integration of process improvement culture, including business right-sizing projects, liquidity review and risk control system development. Consistently driven to improve processes and results for the shareholder.

EXPERIENCE**Director Finance - Aquila, Inc.**

2005 - Present

- Selected by the CFO to lead the financial process working with multiple investment banking advisors to ensure strong valuation analysis results and accurate board information, process culminated with the announced sale of the company
- Instrumental in formulating, developing and building strategic models used to assess natural gas and vertically integrated electric utilities, electric generation and ancillary assets divestitures
- Developed analytics used to ensure liquidity forecasting is adequately responsive to any/all utility fuel supply, purchase power commodity hedging and operating needs
- Responsible for quarterly Audit Committee board reporting

**Director Finance Six Sigma/Deployment Champion –
Aquila, Inc.**

2004 - 2005

- Selected by the CEO to be one of five key participants in deploying and implementing the Six Sigma methodology across the entire organization
- Built project results tracking process for Board Committee reporting, developed board presentations for project results
- Designed processes used to measure eleven multi-jurisdictional natural gas and electric utility cross commodity risks
- Developed best practices for driver based economies of scale analysis across business units designed to minimize allocated corporate and utility specific operating costs, realignment of infrastructure and accountability for execution, reporting results to senior management and Board
- Directed studies designed to determine merits of converting single corporate entity consisting of eleven individual natural gas and electric utilities (business units), comprised of in excess of \$2 Billion of assets, to traditional utility holding company structure

Director Financial Management – Aquila Merchant, Inc.

1999 - 2004

- Designed, developed, utilized and back-tested financial models assessing the value of various electric generation, tolling, and long term natural gas transportation investments
- Hired and managed a team to perform general ledger, budgeting support for the generation and long term gas transmission business
- Implemented SFAS 133 Accounting for Derivative Instruments and Hedging

Activities for a merchant generation portfolio, worked on accounting position papers to explain, validate and reduce earnings volatility related to the various fair value techniques used in transaction valuations in accordance with the complex and broadly defined accounting standards in the energy merchant sector.

- Played a key role in developing and closing financing structures including operating leases, equity offerings and government bond financing related to building the merchant generation portfolio.
- Led the merchant accounting team through the wind down of the business, including forensic accounting reviews of previous work, staff roll off and bankruptcy analysis

Manager Generation – Utilicorp United, Inc.

1997 - 1999

- Performed results analysis, incorporated analysis into monthly, quarterly and annual operational reviews
- Developed financial models to assess various generation options for the regulated business, assess generation synergies in acquiring additional regulated businesses

**Reengineering Manager General Ledger/Budgets –
Utilicorp United, Inc.**

1997 - 1999

- Designed an integrated accounting system to centralize general ledger, accounts payable, payroll, procurement and budgeting across eight different regulated entities and a merchant energy business.
- Assessed, selected implemented one software solution which centralized the integrated general ledger function.
- Instrumental in developing future organizational structure based on centralized functions.
- Hired and managed the staff which implemented new budget collection process across a eight state regulated asset base

**Systems Analyst/Supervisor General Ledger/Manager
Budgeting –
Missouri Public Service**

1993 - 1997

- Implemented general ledger accounting system, including payroll, accounts payable and property systems.
- Developed and led a staff to achieve a reduction in the monthly close process from 12 days to 3 days, developed and maintained SFAS 109 Accounting for Income Taxes accounting procedures, developed unbilled revenue model for general ledger accrual
- Led a team which shortened the annual budget cycle by streamlining collection and consolidation process, utilized customer surveys to assess process effectiveness
- Developed and maintained variance analysis on a monthly, quarterly and annual basis for the operating division

EDUCATION/REFERENCES

William Jewell College, Liberty Missouri
Bachelor of Science in Accounting
Studied at Harlaxton in England

References:
Upon request.

7145 McGee Street • Kansas City, Missouri 64114

ANITA KATHLEEN PARRAN
A results oriented professional.

Home: 816.822.0588 • FAX: 816.822.8335
 Mobile: 816.392.5980
 E-mail: akparran@swbell.net

EXPERIENCE SUMMARY

- Public/media relations development, planning & strategy implementation
- Strategic management and marketing planning/implementation
- Written and oral communications skills
- Conceptualizing, developing and directing projects and programs
- Developing, nurturing and maintaining Informational networks
- Budget development, tracking and management
- Public speaking and presentation skills
- Adult training and teaching
- Conference/meeting coordination, management and materials development
- Managing multiple tasks/responsibilities simultaneously

EMPLOYMENT

1989- **AARP**
 Current **Kansas City, Missouri**

2001-Current: Associate State Director for Public Affairs

Develop and implement communications plan for AARP in Missouri and support national communication and organization strategies. Manage internal and external special projects; cultivate external relationships with organizations to further organizational goals and objectives.

1995-2000: Associate State Director

Provided leadership, direction, and management to state volunteer structure. Directed the development and implementation of volunteer programs, projects, services and activities at the state level. Developed marketing and communications materials in support of strategic issues, programs, and services offered at the state level. Certified Trainer/facilitator for: Community Development, Direct Action Organizing, Coaching to Excellence, and Training of Trainers: Accelerated Learning (TOT:AL).

1989-95: Area 6 Communications Representative

Developed and implemented public and media relations strategies that supported organization vision and objectives. Maintained linkages with media outlets, professional organizations and the aging network. Prepared annual budget for communications activities including printing and program support needs based on area/multi-state strategic management plans.

- **General:** Public and media relations for internal and external audiences.
 - News releases and PSAs
 - News conferences
 - Advertising copy
 - Media briefings
 - Media kits
 - Editorial board meetings
 - Media buys and placements
 - Public speaking/presentations

Continued on Page 2

ANITA KATHLEEN PARRAN**Page 2**

♦ **Publications:** Conceptualized and developed area specific materials for use by volunteers and staff. Responsibilities Included: writing, editing, proofreading, layout design, and print production buying and coordination.

- Handbooks
- Newsletters
- Brochures
- Directories
- Annual Reports
- Fliers

♦ **Volunteer Support:** Provided communications technical support in the forms of training, developing/providing resource materials, conducting and attending meetings and conferences. Responsibilities Included recruiting, orienting and evaluating volunteer performance.

♦ **Staff Support:** Consultant and advisor to staff regarding communications issues impacting program delivery, priority Issues of AARP and projects.

♦ **Other:** Supervised Administrative Assistant. Supervised communications work-study students: recruited, conducted hiring and exit interviews, assigned and supervised work assignments, evaluated performance, and provided career development guidance.

♦ **Staff Liaison to Programs:** Served as staff liaison to Driver Safety, Grief & Loss, and Tax-Aide programs. Ensured volunteer access to resources that enhanced efficiency and delivery processes, including training.

1987-89

URBAN LEAGUE OF GREATER KANSAS CITY
Kansas City, Missouri
Director of Communications

Developed and directed synergistic marketing communications strategies. Designed and implemented integrated program and communications activities, which fostered participation in human service delivery/advocacy community coalitions. Established and managed communications policies and practices required to maintain effective program activities and enhanced community visibility. Communications management and technical support; media and public relations; printed materials development; writing, editing and layout design; and, photography and printing production management.

**1988-
Current**

PARK COLLEGE
Parkville, Missouri
Adjunct Instructor - Evening & Weekend College Program

Developed and delivered instruction for principles of marketing/marketing management course offered to adults seeking undergraduate degrees. Developed creative instructional methods to synthesize key components of the marketing mix (production, promotion, distribution and price) concept.

Continued on Page 3

ANITA KATHLEEN PARRAN

Page 3

**1986-87 OHIO ARTS COUNCIL
Columbus, Ohio
Publications Editor/Public Information Specialist**

Managed article assignments; wrote feature and news articles; supervised all aspects of printing production and distribution. Coordinated publication design with staff graphics designer/illustrator, and, hired/directed photographers. Specific areas of responsibility:

- ♦ **Policy:** Monitored public and staff discussions of arts programs, priorities and needs; served as Information liaison between agency staff and 19-member governing council.
- ♦ **Special Events:** Conference planning and conference material development.
- ♦ **artspace:** Sixteen-page bimonthly, statewide newsmagazine featuring OAC, state and national news, arts issues, activities and events.
- ♦ **Publications:** Promotional brochures, directories, anthologies, posters, grant applications, handbooks, and art catalogues.
- ♦ **Speeches:** Speechwriter for OAC executive director, council chair, governor, state legislators and other dignitaries.
- ♦ **General:** Media and public relations for print and electronic outlets.

**1985-87 PLAIN ENGLISH
Columbus, Ohio
Partner/Communications Writer and Consultant**

Partner in small firm, target market: small to medium-sized companies requiring communications services. Developed the firm's strategic management and marketing plans, and budgeting/bookkeeping systems. Contributed to development to client base through community networking and formal presentations. Conducted operations audits and ensured quality control of services. Communications: wrote business, human interest and feature articles for newsmagazines and magazines; brochure, advertisement and DM/DR development; and, managed printing production.

**1982-85 ROCKWELL INTERNATIONAL CORPORATION
Columbus, Ohio
Plans/Schedule Management Administrator**

Supervised four technical writers in the Productivity Development Department. Managed manufacturing document needs and workflow for the B-1B and (Space) Shuttle programs. Interpreted and wrote company and government specification fabrication methods in collaboration with the Quality & Research Assurance, Engineering, and Manufacturing departments.

Prepared and edited department Standard Operating Procedures (SOP).

Continued on Page 4

ANITA KATHLEEN PARRAN

Page 4

1980-82 MURFF AND ASSOCIATES INSURANCE**Columbus, Ohio
Administrative Manager**

Managed overall office operations and provided administrative support to company president. Introduced and established systematic reports for sales tracking, budgeting/bookkeeping, and communications with insurance company sales force and clients. Developed, directed and analyzed marketing strategic plan implemented by agents. Conceptualized, initiated and implemented an advertising program, including the development and writing of ad copy and POS materials.

1978-80 SOUTHWESTERN BELL TELEPHONE COMPANY**St. Louis, Missouri
Marketing Associate/Staff Supervisor, Business Market Management Dept.**

Developed and wrote five-year strategic/tactical marketing management plans; performed extensive market research; established business sales applications; and developed and presented training program/materials for sales organizations in five state operating telephone company area.

1973-78 RALSTON PURINA COMPANY**St. Louis, Missouri****1976-78: Inventory Control; Assistant, Distribution Department**

Maintained inventories nationally and internationally for four consumer product groups. Prepared product production schedules through analysis and coordination with manufacturing locations and Consumer Products Division marketing team.

1974-76: Sales Representative, Grocery Products Division

Contacted retail grocery outlets and wholesale companies in two state territory to increase sales and improve/implement merchandising programs based on goals and objectives of the organization. Prepared and delivered sales promotion presentations and established consistent sales route, enhancing customer service. Ensured quality control for retail, wholesale and buying public customers utilizing negotiation and communications skills.

1973-74: Assistant Editor, Public Relations Department

Wrote feature and news articles; generated story ideas; coordinated all aspects of production including editing, proofreading, layout design, and photo assignments. Collaborated with marketing and legal departments to ensure accuracy and quality.

♦ **Squaretalk:** Two page biweekly newsletter for employees at headquarters facility.

♦ **Ralston Purina Magazine:** Thirty-two page bimonthly magazine featuring company and employee news, products and industry trends.

Continued on Page 5

ANITA KATHLEEN PARRAN

Page 5

EDUCATION

Webster University
M.A., Business Management
Webster Groves, Missouri

Stephens College
A.A., Liberal Arts
B.A., Journalism
Columbia, Missouri

Seminars and Courses

- Interviewing and Selecting New Employees
- The New Community Relations
- Creative Thinking
- Presentation Skills
- The Basics of WINDOWS
- Training of Trainers: Accelerated Learning
- Team Building & Coaching Skills for Managers
- Denis Waitley: Lessons In Leadership
- How to Develop & Administer a Budget
- Community Strategic Training Institute
- Community Development (CD)
- Coaching to Excellence
- Job Instruction Training
- Time Management
- Basic Word Processing/PowerPoint
- Planning Effective Meetings
- Creative Training Techniques
- Diversity Training
- Leadership Skills
- Direct Action Organizing (DAO)
- Communications in the Workplace
- Interpersonal Skills
- On-going Public Relations & Marketing Seminars

PROFESIONAL AFFILIATIONS/VOLUNTEER INVOLVMENT♦ **Association for Women in Communications****The Greater Kansas City Professional Chapter**

- 2006 Recipient - "Headliner Award" presented by the National Association for Women In Communications (AWC), September 2006
- 2006 Recipient - *Lifetime Achievement Award* presented by the Kansas City Association of Black Journalists
- 2006 Annual AWC Conference, Sponsors Committee Member
- Vice President-Programs, 2000-2001
- 1999 Recipient of "Unsung Hero Award"
- Program Committee Chair, 1998-99
- Entrepreneur '98 Special Event, Sponsors Committee Chair
- Immediate Past President, 1997-98
- President, 1996-97
- President-Elect, 1995-96
- 1995 Recipient of "Leading Change Award"
- 1995 International Conference Delegate
- Vice Chair-Programs, 1994-95
- Vice Chair-Membership, 1993-94
- Treasurer, 1991-93
- Secretary, 1990-91

♦ **Kansas City Association of Black Journalists**

- 2006 Recipient - "Lifetime Achievement Award" presented by the Kansas City Association of Black Journalists, October 2006
- Past President, 2003-2005
- President, 2002 and 2003
- Annual Media Awards Planning Co-Chair, 2000-2005
- Annual Media Awards Planning Committee, 1999

Continued on page 6

ANITA KATHLEEN PARRAN

Page 6

- **Community Blood Center**
 - Board of Directors, 2004-Current
- **Harvesters The Community Food Bank**
 - Board of Directors, 2004-Current
- **The Central Exchange**
 - Board of Directors, 2000-2006
 - Board of Directors, Vice Chair-Programs, 2004-2006
 - Women's Lyceum Event, Steering Committee Member, 2003
 - Cultural Diversity Committee, Co-chair, 2001 - 2006
 - *The Real Women Project*, Advisory Board Member, 2001-2002
 - Adele Hall Endowment for Advancement and Development Advisory Board, 2001-2003
 - Black History Month Celebration Planning Committee, 1999-2000
 - 1999 "Woman of the Year" Steering Committee
 - Program Committee, 1998-2001
- **Missouri Board of Pharmacy**
 - Public Member, 2005-2010
Appointed by Governor Matt Blunt
 - Public Member, 2000-2005
Appointed by Governor Mel Carnahan
- **Mayor's Committee for People With Disabilities**
 - Member since 2000
Appointed by Kansas City, MO Mayor Kay Barnes
 - Chair, 2004 and 2005
 - Operations & Planning Sub-Committee Chair, 2002- 2003
- **The University of Kansas, Center for Advanced Heart Care**
 - Community Advisory Council, 2004 - Current
- **The Urban League of Greater Kansas City**
 - Board of Governors, 2003-Current
- **Junior Achievement Mentor**
 - Elementary School Mentor/Classroom Facilitator, 1998-Current
- **Society of Professional Journalists (Sigma Delta Chi)**
- **The Kansas City Press Club**
- **The Metropolitan Press Club of St. Louis**
- **The Black Chamber of Commerce of Greater Kansas City**
- **WWW Book Review Group**
 - Charter Member, 1996-Current

Continued on Page 7

ANITA KATHLEEN PARRAN

Page 7

- ♦ **Women of Words (WOW)**
 - Charter Member, 2001-Current

OTHER

- *"50+1 Power Mavens" The Definitive List of Influential Women Who Have Shaped and Inspired Kansas City, KC Business Magazine, March 2007*

PAST AFFILIATIONS

- ♦ **Coalition for Independence**
 - Board of Directors, 1997-2004
- ♦ **Sheffield Place**
 - Board of Directors, 2001-2003
- ♦ **Coalition for Community Collaboration**
 - Board of Directors, 2003
 - President, Board of Directors, 2001-2002
 - President-Elect, Board of Directors, 2000-2001
 - Board of Directors, Nominating Committee, 1999
 - Board of Directors, Communications Chair, 1998-99
- ♦ **STOP Violence Coalition**
 - Kindness Is Contagious Publicity Committee, 2002
 - Publicity Chair, Kindest Kansas Citian Banquet, 2000
- ♦ **The Children's SPOT at St. Luke's Hospital**
 - Advisory Board Member, 1997-2001
 - Publicity Chair, "Once Upon A Time", 1997-2000
- ♦ **Friends of The Missouri Women's Council**
 - Board of Directors, 1998-2001
- ♦ **The Women's Foundation of Greater Kansas City**
 - Tribute Book Committee, 1998 and 1999
- ♦ **The Helping Hand of Goodwill Industries**
 - Annual Fashion Show Planning Team, 1998
 - Annual Fashion Show Model, 1997
- ♦ **Missouri State Library Task Force on Senior Services**
 - Chair, Marketing Sub-Committee, 1997-98
- ♦ **Urban League of Greater Kansas City-Career & Education Exposure Program**
 - *Volunteer of the Week* for KPRS FM Radio/Urban League, 1997
- ♦ **Alpha Kappa Alpha Sorority, Inc.**
Beta Omega Chapter
 - *Ivy Leaf* Reporter, 1992-93
 - Debutante Ball Publicity Chair, 1992

Continued on Page 8

ANITA K. PARRAN
Page 8

- ♦ **International Association of Business Communicators (IABC)**
- ♦ **Public Relations Society of America (PRSA)**

References Available Upon Request

ANITA KATHLEEN PARRAN**AARP INTERNAL ACTIVITIES**

- Executive Director's Employee Advisory Council (EDEAC)
At-Large Representative for Field Services Division, 1992-94
- Chapter Summit Task Force
- State Newsletter Work Group
- Field Services Division Publications Task Force
- Minority Concerns Advisory Council
- Communications Representatives Job Responsibility Task Force
- Area 6 Local Level Task Force
- Summer Staff Exchange at AARP Headquarters, Washington DC
Joint projects for the Communications Division and
Tax-Aide and Transportation Department
- AARP Connections for Independent Living Program Work Group
- State & Community Operations Meeting Planning Work Group
- Volunteer Job Specific Orientation Work Group
- Associate State Representatives PIQ Work Group
- Training of Trainers: Accelerated Learning (TOT:AL)
- "AARP In A Box" Work Team
- Direct Action Organizing (DAO)
- Community Development (CD)
- Coaching to Excellence
- AARP New Product Workgroup
- Media Relations Workgroup