



**FRANK WHITE, JR.**  
Jackson County Executive

**EXECUTIVE ORDER NO. 20-22**

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

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

**DATE: DECEMBER 16, 2020**

**RE: APPOINTMENT OF CHIEF ADMINISTRATIVE OFFICER**


**RECEIVED**

DEC 17 2020

**MARY JO SPINO  
COUNTY CLERK**

*JKR  
12:20pm*

I hereby appoint Sylvya J. Stevenson as Chief Administrative Officer, effective January 4, 2021. A copy of Ms. Stevenson's resume is attached.

  
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Frank White, Jr., County Executive

Dated: 12/17/20



# Sylvia J. Stevenson

## Candidate for the Chief Administrative Officer

Striking success at formulation and management of Federal IT procurement operating budget, while offering long-term strategic planning and best practices to support organization infrastructure to meet growing demands of customers and stakeholders. Supporting growth of IT modernization and operations through the development of result-driven processes that improve transparency, workflow operations, performance, and eliminating inefficiencies, while providing clear measures for accountability.

### Experience

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#### Criterion Systems-USDA Contractor

Digital Infrastructure Service Center – DISC  
Master IT Budget Analyst (Lead)

Kansas City, Mo  
November 2017 – Present

- Responsible for oversight, management and formulation of \$144M annual Data Center Hosting Services operating budget
- Develop and manage Capital Improvement Budget and forecasting Corpus Depreciation Loan Repayment
- Identified \$4.7M in cost avoidance to DISC agency for FY19
- Coordinated planning/communication with consultants on the development of new budget system for USDA
- Facilitates meetings with divisions/branches managers regarding their budgets and Investments
- Coordinate and delegate training for onboarding new employees
- Manages all IT Support Service contracts and modifications
- Conducts research and analysis to make recommendations for the use of appropriation lapse and decisions to fund unbudgeted projects and IT purchases
- Responsible for maintaining a balanced budget consisting of all business lines in accordance with Working Capital Fund for the National Financial Management System
- Responsible for reviewing contracts including inter-agency agreements (7600A/B), quotes, memorandum of understanding (MOU), statement of work, facility work agreements, lease without the option to pay (LWOP) and performance work statements.
- Reviews daily financial activity of facility operations and maintenance, Capital Projects, Customer pass-thru procurements, Data Migration and procurements that include, Federal and Contract Labor
- Updates DISC Business Plan and facilitates annual pre-budget strategy sessions to prepare for budget formulation
- Measures annual KPIs of Budget Analysts
- Instrumental in developing the Internal Funding Request Process, and process improvements for budget inquiries and requisitioning approval
- Conducts quarterly, mid-year and year end analysis that result to financial savings, identify inefficiencies and potential financial risk in funding loss.
- Initiates, changes and approves purchase orders, and general ledger documents.
- Presents monthly status of funds reports to senior leadership team detailing analysis of revenues to expenditures
- Manages Tech Refresh Capacity for necessary development, modernization and enhancement for IT
- Engages in discussion on rate development and growth of products including, SAN NAS storage, Mainframe VTL Luminex and information security.
- Delegates tasks, directives and communicates priorities to Budget Analysts

# Sylvia J. Stevenson

## Candidate for the Chief Administrative Officer

- Manage personnel, Prior Year Budget Authority and attend Budget/Spending Authority Meetings with Senior Executives
- Conducts budget analyses and make recommendations on funding and next steps
- Forecasts to extrapolate cost for new capital projects and discuss return on investments analyses

*City of Kansas City - Office of Management and Budget*

Kansas City, Mo

Position Review Committee Administrator & Budget Analyst

October 2014 – November 2017

- Assisted with the development and production of the City's \$1.59 billion operating budget
- Liaised between the City Manager's Office of Performance Management, Budget Division and City Departments
- Assisted City Departments in establishing SMART KPIs to tie directly to the City's overall performance metrics as published in Citywide Business Plan
- Coordinated annual and quarterly meetings with City Departments to support and review business plans and strategic objectives while also identifying budgetary needs
- Facilitated Community Engagement University and other budget presentations as needed
- Processed department personnel requests, while making recommendations for approval or denial position reclass/creations/upgrades/deletion, internal promotion approvals and communicate and discuss changes with Human Resource Department
- Managed data publishing for all websites containing Budget Data or community engagement information including Open Data
- Assisted departments with identifying anticipated milestones to meet department strategic objectives and targeted outcomes
- Consistently met deadlines for projects delegated by the leadership team
- Ran reports and build analyzer reports by department code, and program and other sub-programs
- Trained nine Budget Office staff on managing the personnel budget
- Established a cash flow spreadsheet for Convention and Tourism Fund to monitor growth of revenues, expenditures and debt service
- Conducted quarterly analysis for various departments and discusses analysis with executive leadership team
- Conducted analysis uncovering \$6.2 million in unpaid Enterprise General Liability Claim Overhead Cost
- Assisted with facilitating four annual Citizen Work Session to discuss the Citywide Business Plan/Five-Year Financial Plan and engage residents in activities that better explain difficulties faced in determining City priorities
- Measured quarterly KPIs of team members
- Evaluated department programs at year 2 and 3 and reported findings to Directors, Fiscal Officers and Budget Team
- Reviewed and update policy language in ordinances that require, but not limited to, contract renewals, designating requisitioning authority and estimating and appropriating funds
- Drafted ordinances mandated by state and federal law such as, Pay Ordinances pursuant to the Fair labor Standards Acts (FLSA) and other statutes
- Attended council meetings, monthly department budget meetings. community meetings
- Facilitated annual Community Engagement University, discussing vision, mission and strategic plan of the Budget Division
- Completed a part-time benefit analysis for employees that work at least 40 hours a pay period

# Sylvia J. Stevenson

## Candidate for the Chief Administrative Officer

- Served on the Mayor's Minimum Wage Task Force as a representative of the Budget Office
- Conducted a minimum wage cost analysis for Mayor, City Manager's Office, business community and stakeholders
- Conducted scenarios and analyses of grant fungibility for Law Department and Human Resources
- Served as the website contact person for the Budget Division and was responsible for coordinating updates to all internal and external website communication and content
- Conducted annual Internal Service Fund Fixed Cost Allocations for City Departments and quarterly salary projections
- Conducted analysis to set billable rates for charge back to City departments
- Established employment development response justification to encourage executive leadership team to invest in professional development and leadership training for staff

### City of Mission Hills

Assistant to City Administrator  
Special Projects

Mission Hills, Ks

September 2012 - October 2014

- Conducted quarterly revenue and expenditure analysis and made recommendation to City Administrator and Council
- Discussed changes to the budget with City Manager bi-weekly meetings
- Utilized Congressional Budget Office Baseline for CPI in annual budget projection
- Attended strategic planning meeting which included City Council, Mayor and City Administrator and Assistant City Administrator
- Assisted with the utilization of Regression Model, time series and inflation to complete five-year financial forecast and to also form a revenue and expenditure Gap Analysis for 2015-2019
- Completed five-year financial plan for departments including, General Government, Street Lights and Storm Water Expenditures
- Reviewed capital improvement project plans and engaged in discussion regarding project expectation with developers and City Council
- Drafted Request for Proposal for the 63<sup>rd</sup> Street Bridge Project and the City's Comprehensive Plan rewrite
- Attended Council Meetings, Planning Commission Meetings and Architectural Review Board Meetings
- Attended bid hearings, demonstration of project proposals presented by businesses
- Attended meetings with leadership from eight Northeast Kansas municipalities to form a coalition to discuss cost-benefit analysis for potential Watershed Project.
- Assisted with the coordination of City's annual Street Fair activity for residents and their families

### National Congress of Black Women Inc. -Kansas City

Founder/Current President

Kansas City, MO

November 2013 - Present

- Responsible for planning, organization, and direction of the organization's operations and program services
- Works with board of directors in evaluating community and professional development programs.
- Assist with the development and management of budget, financial policies, procedures, and reporting
- Appoints officers to positions and chairs to committee

# Sylvia J. Stevenson

## Candidate for the Chief Administrative Officer

- Reports to board of directors on progress and accomplishments
- Serves as Chairperson of the Executive Board
- Assist membership committee with membership retention and growth efforts
- Assist with accurate and timely analyses that capture and communicate fundraising results, and variances
- Provides leadership to membership and Executive Board Members to ensure appropriate support of all departments.
- Effective communications with members, National Headquarters and community members
- Encourages professional development and training to improve the quality of members
- Provides management of Chapter programs and projects and delegates responsibilities accordingly
- Facilitate annual leadership retreat and members retreat
- Chapter Representative at National Conventions and Leadership Conferences

### Education

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*University of Oklahoma*

Master of Public Administration

Concentration- City Management & Public Policy

*University of Missouri- Kansas City*

Bachelor of Arts in Political Science

Bachelor of Arts in Criminal Justice

### Certification

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Mid-America Regional Council Community Leadership Certification - *September 2013*

Government Finance Officer Association, GFOA Analyst Training - *April 2017*

Microsoft Excel 2016 - *May 2019*

Centurions Leadership Program, Kansas City Chamber of Commerce - *October 2020*

### Software

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Proficient in MS Office Word, Excel, PowerPoint, Outlook, Mail-Merge, basic office machine functions, Financial Management Modernization Initiative, AgLearn, Sales Force, SPSS, SAS, Adobe-Pro Doc, Oracle-People Soft, Performance Budgeting 360, Salesforce, Power Bi Desktop, Visio

### Volunteer Experiences

- Safety Coordinator
- Big Brothers Big Sisters
- National Congress of Black Women, Inc.-KC
- Centurions Alumni

### Professional Membership

- ASPA, American Society for Public Administration
- Centurions Leadership Program
- League of Women in Government
- Northern Nights Toastmaster Club
- National Congress of Black Women, Inc.

# **Sylvia J. Stevenson**

## **Candidate for the Chief Administrative Officer**

- Kansas City Chamber of Commerce
- Blacks in Government
- ICMA, International City/ County Management Association
- NFBPA, National Forum for Black Public Administrators

### Honors

- City of Kansas City Customer Service Award for the Finance Department

### Skills

- General Accepting Accounting Principles (GAAP) and Public Integrity
- Information Management and the use of proper language and communication methods
- Project Management
- Proficient in operating a PC or office computer
- Prioritization in projects, tasks and processes
- Effective communication with governing bodies, senior leadership, staff, general public and stakeholders
- Relationship building, Team Player