

Please be reminded pursuant to Section 3 of Article X of the Bylaws, no member of the Board shall cast a vote on any matter on which he or she has a conflict of interest as defined by federal or state law. Upon discovery of an actual or potential conflict of interest, the Board Member shall promptly disclose the actual or potential conflict of interest, promptly file a written statement of disqualification, shall withdraw from any further participation in the transaction involved, and shall abstain from voting on the matter. In the event of such disclosure or abstention, Article IX Section 3 shall govern the voting requirements on such matter.

Nominating Committee Meeting Agenda

July 17, 2025 - 9:00 a.m.

Join the meeting via Microsoft Teams

Committee Members

Turner Arbour, John Howell, Lori Romano

Call to order Turner Arbour, Chair

Public Comments

No requests from the public were received during the allotted time published in the Public Notice.

Action Items

- 1. Minutes from March 24, 2025, Nominating Committee Meeting (Turner Arbour) Page 2
- 2. Board Candidate Timothy Hellmers (Jerome Salatino) Page 4
- 3. Board Candidate Stefanie Pontlitz (Jerome Salatino) Page 13

Information Items

1. Board Composition and Staggered Terms (Jerome Salatino)...... Page 31

Chair Comments CEO Comments

Adjournment

info@careersourcepascohernando.com P.O. Box 6589 | Spring Hill, FL 34611 p: 352-593-2222 | f: 352-593-2200



ACTION ITEM 1 Approval of Minutes

In accordance with Article VI, Section 2 of the approved bylaws, the Board is required to keep correct and complete minutes of the proceedings of any Board or Committee meeting.

Draft minutes of the March 24, 2025, Nominating Committee Meeting are presented for review. Any modifications should be requested prior to approval.

FOR CONSIDERATION

Approval of March 24, 2025, Nominating Committee Meeting Minutes, to include any modifications or changes noted by the Committee.



Nominating Committee Meeting Minutes - DRAFT

March 24, 2025 – 9.00 a.m.

Committee Members Present: Turner Arbour, John Howell, Lori Romano

Absent: None

Quorum Present: Yes

Others Present: PHWB Staff – Jerome Salatino, Nicole Beverley

Proceedings: Meeting called to order at 3:01 p.m. by Turner Arbour

Public Comments

No public comments were received.

Action Item 1 – Minutes from February 20, 2025, Nominating Committee Meeting

The Committee reviewed the minutes from the February 20, 2025, Nominating Committee Meeting for any corrections or comments. Hearing none, a motion was made to accept the minutes of the meeting.

MOTION was made by Lori Romano to approve the minutes.

MOTION was seconded by John Howell. Motion carried 3-0.

Action Item 2 – Board Candidate – Cindy Bray

The committee members reviewed the candidate for Board membership for presentation to the Executive Committee. Ms. Bray has been nominated to fill a vacancy under the Labor/Apprenticeships sector.

MOTION was made by John Howell to approve the Board candidate recommendation.

MOTION was seconded by Lori Romano. Motion carried 3-0.

Information Item 1 – Board Composition and Staggered Terms

Jerome Salatino reviewed the Board Composition and Staggered Terms, and provided an update on the current vacancies available within the Pasco Hernando Workforce Board of Directors.

With no further business to discuss, the meeting adjourned.



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ACTION ITEM 2 Board Candidate – Timothy Hellmers

With three vacant seats on the Board, and to maintain compliance with CareerSource Florida Policy Number 91, the following nomination has been received to fill a vacancy under the Labor/Apprenticeships sector:

Candidate: Timothy Hellmers

Mr. Hellmers represents the Department of Veteran's Affairs that provides healthcare services in our region to veterans and has been nominated by the James A. Haley VA Hospital. Information on Mr. Hellmers is included and presented for review.

To ensure a turnover balance on the board, and to establish consistent terms of office, staff recommend adding Mr. Hellmers to Class 3 of staggered terms. The proposed term end date for Mr. Hellmers is June 30, 2031.

FOR CONSIDERATION

Recommend the approval of the candidate for presentation to the PHWB Executive Committee.



APPLICATION FOR MEMBERSHIP PASCO HERNANDO WORKFORCE BOARD

Please provide full and complete information. Send the completed form and attachments to Nicole Beverley at nbeverley@careersourcepascohernando.com.

Include a biography that includes pertinent employment and educational information, as well as information about other boards on which you serve.

Last Name:		First Nam	ne:			M.I.:	
Street Address:							
City:				State:		Zip:	
County of Residence:				Home Pl	hone:		
Personal Email:				Cell Pho	Cell Phone:		
Employer or Organization that will be	e represent	ted:		1			
Job Title or Position:				Est. Ann	ual Revenue	ə:	
Street Address:							
City:				State:		Zip:	
County of Business:				Work Ph	Work Phone:		
Work Email:				Other Phone:			
Assistant Name:				Assistant Title:			
Assistant Email:			Assistant Phone:				
	Home Pho Work Phor	-	Cell Ph Work E		Personal Other:		
Please choose the industry sector	r that best	fits your l	ousines	s/organiz	ation:		
Accounting/Finance		overnment			Real Es	tate	
Agriculture	He	ealthcare		Retail			
Arts and Culture	Ho	ospitality/To	ourism	Utilities			
Bio Tech					Union		
Communications	ommunications Manufacturing				Wholesale		
Construction	Social Services				Other:		
Education							

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DEMOGRAPHIC DETAILS

The following information is requested to assist CareerSource Pasco Hernando in complying with Board diversity and representation requirements as mandated by the Workforce Innovation and Opportunity Act, Florida Statute 445.007(1), and CareerSource Florida's Administrative Policy 091.

Gender:	Race/Ethnicity:	Other:		
Male	White (not Hispanic)	Disabled Individual		
Female	Black/African American (not Hispanic)	Older Individual		
	White and Hispanic	Veteran		
	Black and Hispanic			
	Other			



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Hellmers, Timothy L.

timothyhellmers@gmail.com • 1245 Whisper Run Ct. Lutz, FL • (352) 428-5270

Objective

Dynamic Healthcare Leader with a robust background in Mental Health Care, Healthcare Administration, and Quality Management. Known for fostering transparent communication among interdisciplinary teams, achieving high compliance and quality standards. Proven track record in enhancing patient-focused care through effective management of office operations and administrative functions, including performance improvement and budget management. Resourceful problem solver adept at identifying needs and implementing innovative solutions to drive productivity and efficiency across diverse organizational levels. Military experience, former member of the United States Air Force.

Education and Certifications Timeline

- American College of Healthcare Executives (ACHE) Member Focusing on Fellowship Completion (est. 2025)
- Competency Development for Leadership Certificate Received 2020
- Florida International University Health Services Administration, Master's Degree – Fall 2019
- University of South Florida
 Sociology Degree, Bachelor's Degree Fall 2017
- Green Belt Certification
 Received 2016

Professional Experience

James A Haley Veterans Hospital | 13000 Bruce B. Downs Blvd.

Executive Assistant to Chief of Staff/Chief Medical Officer (Health System Specialist) 05/2023 – Present

- Primary duty as the Health Systems Specialist is working alongside Chief of Staff (COS)/Chief Medical Officer (CMO) in daily operations for oversight of 4000+ clinicians.
- Key leader for the planning, developing, coordinating, directing, and evaluating for outpatient, inpatient, and residential services of James A. Haley Veterans' Hospital

(JAHVH) its Community Based Outpatient Clinics (CBOCs), and the Homeless/SUDS Domiciliary (DOM).

- Development of new health system processes and procedures. Analyzed workflow trends to determine optimal utilization of the health system resources.
- Managed changes in integrated health care delivery systems and technological innovations while keeping focus on quality of care.
- Evaluates conformity of all healthcare program documents with overarching philosophies of the Veterans Health Administration. Explained and developed policies, procedures and services to patients.
- Examined and resolved problems concerning access, performance, or functionality within the healthcare system infrastructure.
- Developed business plans aimed at enhancing staffing efficiencies and improving reporting frameworks.
- Spearheaded a post-discharge engagement initiative that successfully advanced JAHVA from the bottom 6 nationally to surpass the 90th percentile.
- Reduced the wait time for new outpatient mental health patients from more than 20 days to an average of 9.6 days.
- Conducted audits and evaluations, including those by the Joint Commission, Medical Inspector, and Inspector General.
- Oversee strategic planning initiatives throughout the James A. Haley healthcare system.

James A Haley Veterans Hospital | 13000 Bruce B. Downs Blvd.

Administrative Chief (Supervisory Program Specialist) 05/2020 - 05/2023

- Primary duty as the Administrative Chief for Mental Health and Behavioral Sciences Service is working alongside Mental Health Chief in daily operations for oversight of 380+ clinicians.
- Supervised team of 50 VA administrative employees. Delegated work to staff, setting priorities and goals. Managed Human Resource, Position Management, and Credentialing and Privileging actions.
- Responsible for the direction of a budget (est. \$80,000,000) and financial management program for Mental Health Service employees and work with the Chief Fiscal Officer in the employment of groups of employees, such as General Schedule, Title 38, and Hybrid-Title 38. Involved in all facets of financial management, including budget formulation, justification, assessment, execution, and reporting.
- Communicated regularly with senior leadership regarding updates on projects and programs managed by the department.
- Conducted regular assessments of program effectiveness and efficiency.
- Implemented quality control measures to uphold standards.

James A Haley Veterans Hospital | 13000 Bruce B. Downs Blvd.

Program Specialist/Health Systems Specialist 10/2016 – 05/2020

- Accreditation Manager for the Service. Joint Commission and CARF accreditation.
- Identified potential areas of risk associated with noncompliance with applicable laws or regulations.

- •••
- Developed training materials to educate faculty and staff on the importance of accreditation standards.
- Conducted periodic reviews of program operations to ensure compliance with accreditation requirements.
- Facilitated cross-functional teams to design and implement process improvements.
- Trained and mentored project leaders and discipline managers to drive culture change toward total quality mindset across production continuum.
- Conducted data analysis to identify areas of opportunity for improved efficiency and effectiveness.
- Rectified CPT and various data entry errors identified during report generation for precise workload tracking and documentation. Worked with the Business Office to ensure 3rd party billing is received and everything is appropriate and accurate.

Other Professional Experience

- National Official for Veteran's Games Dept. of VA (2015 current)
- Equal Employment Opportunity Assistant James a Haley VA (2015 2016)
- Logistician Target (2014 2015)
- Service Advisor Jim Browne Auto (2012 2014)
- Special Vehicle Mechanic US Air Force (2008 2012)

Skills

- Healthcare management
- Organizational leadership
- Strategic Planning
- Goal Setting & Attainment
- Patient Experience
- Healthcare accreditation & quality
- Workflow and data analysis
- Performance and process improvement
- Staffing optimization

- Team leadership
- Medical coding and Productivity
- Program / Policy/ Documentation Development & Design
- Staff Selection, Recruitment, Hiring, Scheduling, Mentoring, Counseling, & Disciplinary Actions
- Fiscal Accountability
- Community Outreach

References

- Christopher Blasy, D.O. FAAFP, Chief of Staff, (813)972-7537 or <u>Christopher.Blasy@va.gov</u>
- Glenn Catalano, M.D., Chief of Mental Health, (813)631-7111 or <u>Glenn.Catalano@va.gov</u>
- Colleen Jakey, M.D., Chief of Staff (former), (813)817-6766 or Colleen.Jakey@va.gov
- Chad Adams, FACHE, Deputy Executive Health System Director, (352)339-3335
- Daniel Ducker, Tennessee Valley VA Executive Director, (615)873-6970 or Daniel.Ducker@va.gov
- Michael Benning, Equal Employment Opportunity (retired), (813)380-7757

Biography



Timothy L. Hellmers

Timothy L. Hellmers is a dynamic healthcare leader with extensive experience in mental health care, healthcare administration, and quality management. Known for fostering transparent communication and achieving high compliance and quality standards, Timothy excels in managing office operations and enhancing patient-focused care.

Born in New Port Richey, FL and raised in Brooksville, FL. Timothy graduated high school at Hernando Christian Academy in Brooksville, FL and played basketball and baseball. With a Master's Degree in Health Services Administration from Florida International University and a Bachelor's Degree in Sociology from the University of South Florida, Timothy is also a member of the American College of Healthcare Executives (ACHE) and holds various certifications, including Competency Development for Leadership and Lean Six Sigma Green Belt Certification.

Currently, Timothy serves as the Health System Specialist at James A. Haley Veterans Hospital, where he assists the Chief of Staff/Chief Medical Officer in overseeing operations for over 4000 clinicians. His previous roles at the same institution include Administrative Chief and Program Specialist, where he managed budget, accreditation, and operational efficiency improvements.

Timothy's career began in the United States Air Force as a Special Vehicle Mechanic, which instilled in him a disciplined approach to problem-solving. He remains actively involved in community service as a National Official for Veteran's Games.

Timothy's skills span healthcare management, strategic planning, performance improvement, and community outreach, making him a valuable asset in advancing the quality and efficiency of healthcare delivery.



DEPARTMENT OF VETERANS AFFAIRS James A. Haley Veterans' Hospital 13000 Bruce B. Downs Boulevard Tampa, FL 33612

June 17, 2025

Mr. Jerome Salatino Pasco-Hernando Workforce Board, Inc. P.O. Box 6589 Spring Hill, FL 34611

Dear Mr. Salatino,

I am writing to highly recommend and nominate Timothy Hellmers as a representative of the business sector in the Pasco Hernando Region.

As the Health Systems Specialist at the James A. Haley VA Hospital, Tim has demonstrated an exceptional commitment to enhancing healthcare delivery through innovative solutions and strategic leadership. His extensive experience in numerous projects aimed at improving patient care and operational efficiency highlights his suitability for this role. Tim's analytical skills, paired with his deep understanding of healthcare systems, have consistently led to the successful implementation of critical initiatives. From optimizing workflow processes within clinical services to spearheading interdisciplinary collaborations across our enterprise, Tim's contributions have been invaluable to our department. These attributes will significantly enhance the overall composition of the Board of Directors at CareerSource Pasco Hernando.

One of Tim's standout qualities is his proactive approach to leadership. He has a natural ability to inspire and motivate team members, fostering a collaborative environment that encourages innovation and continuous improvement. His adaptability and keen problem-solving skills enable him to navigate complex challenges with ease, making him an asset to any healthcare organization.

In conclusion, Tim Hellmers exemplifies the qualities of a forward-thinking healthcare leader. His participation on the board will not only benefit his professional growth but also contribute to the advancement of our organization and the broader healthcare community. I wholeheartedly support his application and urge you to consider him for this opportunity.

The James A. Haley VA Healthcare System has been serving the area for many years as a federal government organization operating as a not-for-profit. Please accept this nomination for your consideration.

Sincerely,

-10 Q \langle

Christopher D Blasy, DO, FAAFP Chief of Staff James A. Haley VA Hospital

ACTION ITEM 3 Board Candidate – Stefanie Pontlitz

With three vacant seats on the Board, and to maintain compliance with CareerSource Florida Policy Number 91, the following nomination has been received to fill a vacancy under the Business sector:

Candidate: Stefanie Pontlitz

Mrs. Pontlitz represents the accounting/finance industry sector in our region to and has been nominated by the Pasco EDC. Information on Mrs. Pontlitz is included and presented for review.

To ensure a turnover balance on the board, and to establish consistent terms of office, staff recommend adding Mrs. Pontlitz to Class 2 of staggered terms. The proposed term end date for Mrs. Pontlitz is April 11, 2030.

FOR CONSIDERATION

Recommend the approval of the candidate for presentation to the PHWB Executive Committee.

HERNANDO COUNTY BOARD OF COUNTY COMMISSIONERS BOARD/COMMITTEE APPLICATION

	Please type or print clearly	
Name of Board/Committee Pasco	-Hernando Workforce Board of Directors	
Check one:	 ✓ Full Member Position ✓ Alternate Member Position 	_
Name Timothy Luke Hellmers (Your na	S me must be listed as it appears on your voter registration card)	
RECORD UPON SUBMITTING EXEMPTION TO THE RELEAS	ION IS REQUIRED FOR COUNTY RECORDS AND BECO THIS APPLICATION. IF YOU BELIEVE THAT YOU QUA E OF THIS INFORMATION, PURSUANT TO F.S. 119.07, P TION. YOUR FAILURE TO ANSWER FULLY AND TRUT IN YOUR APPLICATION BEING DENIED OR YOUR OCOMMITTEE IF APPOINTED.	ALIFY FOR AN LEASE STATE
Address 1245 Wisper Run Ct		
City Lutz	Zip_33558	
Telephone (352)428-5270	(home)	(business)
E-mail address timothy.hellmers@	⊉gmail.com	
Are you a resident of Hernando Co	ounty? No, Pasco	
Voter Registration Number 1251	64085	
Education Masters of Health Service (Please incl Bachelor of Arts in Sociology, Un	vice Administration, Florida International University; lude any certificates, awards, diplomas, degrees, professional license number niversity of South Florida;	s, etc.)
American College of Healthcare		
Employment History Department	of Veterans Affairs, James A Haley VA from 2015-current;	
(Attach a ra Target 2014-2015; Service Advis	esume if available) sor at Jim Browne Auto 2012-2014; US Air Force 2008-2012	2
Licenses or Certificates Held <u>VA</u>	Competency Development for Leadership Certificate	
Have you ever previously applied for	or a position on any County Board/Committee? <u>No</u>	
	mmittee(s) you applied for, when you applied, and whether you	were appointed.
middomoonou? No	ead guilty or no contest, or entered into PTI for a felony o ot automatically disqualify you for consideration.	r 1 st / 2 nd degree
If yes, what charges?		
Are you currently involved as a de		
If yes, what charges?		
Have you ever been named as a defe	endant in a civil action suit? <u>No</u>	
If yes, when and describe action.		

Please state your reasons for applying to this Board/Committee | am deeply committed to serving on the board to enhance veterans' health and well-being, address healthcare and homelessness. Leverage my passion

and experience to make a tangible impact in our community. Advocating where needed.

Please list three character references of persons NOT related to, NOT an employer, NOT an employee of you or your company, and whom you have known at least one (1) year. Please include addresses and phone numbers.

1. Jake Gaustad, 9118 E Sweetwater Dr. Inverness, FL 34450. (352)584-1878

2. Adam Calvert, 407 Druid Hills Rd. Temple Terrace, FL 33617. (850)217-3687

3. Melanie Mumley, . (813)928-2599

I hereby request consideration as a committee/board appointee. It is my intention to familiarize myself to the duties and responsibilities of the office to which I may be appointed, and to fulfill the appointment to the best of my ability, exercising good judgement, fairness, impartiality, and faithful attendance. By my signature below, I hereby authorize Hernando County to check my references and my background, including, without limitation, obtaining a criminal history check. I also agree to file a Financial Disclosure form as required by State law, if applicable, and abide by provisions of the State Sunshine Law.

I hereby swear and affirm, under Penalty of Perjury, that the above information is true and correct.

Applicant s signature TIMOTHY HELLMERS Digitally signed by TIMOTHY HELLMERS

(Please direct all inquiries to the County Administrator s Office at 754-4002.)

Completed applications may be submitted to the County Administrator's office, 15470 Flight Path Drive, Brooksville, Florida 34604, or faxed to 352-754-4025 Attention: Jessica Wright.



Hernando County Background Consent / Release Form

As a volunteer applicant, I understand and acknowledge that an investigative report may be compiled on me. This report may include information regarding any criminal records, and from various public and private sources including law enforcement agencies at the Federal, State or County level, courts record repositories, sexual offender registries and any other source required to verify information that I have voluntarily provided.

PERSONAL INFORMATION

Legal Name:					
Date of Birth:					
Other Names Used:					
	(Legal Name) First		M.I.	Last	
Dates Used (from/to):					
Home Phone #:					
Cell Phone #:					
E-mail Address:					
Are you 18 years of age	or older?			□ Yes	□ No
GEOGRAPHIC INFORM	IATION				
Current Address:					
City, State, Zip :					
Time at this address:		Years		Month	
Previous Address:					
City, State, Zip :					
Time at this address		Years		Month	

By signing below, you hereby authorize, empower and release from all liability, without reservation, any agency contacted by Hernando County to furnish the above-mentioned information. You further authorize ongoing procurement of the above-mentioned information at any time during your relationship with Hernando County. You agree that a fax or photocopy of this authorization is to be considered and accepted with the same authority as the original.

Applicant's Signature

Date

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APPLICATION FOR MEMBERSHIP PASCO HERNANDO WORKFORCE BOARD

Please provide full and complete information. Send the completed form and attachments to Nicole Beverley at nbeverley@careersourcepascohernando.com.

Include a biography that includes pertinent employment and educational information, as well as information about other boards on which you serve.

Last Name: Pontlitz	anie	M.I.: F					
Street Address: 11538 Lakeview Dr							
City: New Port Richey		State: FL	Zip: 34654				
County of Residence: Pasco		Home Phone: 727-5	514-5133				
Personal Email: sfpontlitz@gmail.com		Cell Phone: 727-514-5133					
Employer or Organization that will be repre-	esented: Pontlitz Asse	et Advisors					
Job Title or Position: COO		Est. Annual Revenue	e: 350,000				
Street Address: 5920 Main Street							
City: New Port Richey		State: FL	Zip: 34652				
County of Business: Pasco/Hernando		Work Phone: 877-3	55-1755				
Work Email: sfpontlitz@gmail.com		Other Phone:					
Assistant Name: n/a		Assistant Title: n/a					
Assistant Email: n/a		Assistant Phone:	Assistant Phone:				
	_						
	Phone 🛛 Cell Ph						
L Work	Phone U Work E	imail 📙 Other:					
Please choose the industry sector that	best fits your busines	s/organization:					
Accounting/Finance	Government	Real Es	tate				
Agriculture	Healthcare	☐ Retail					
Arts and Culture	☐ Hospitality/Tourism	Utilities					
🔲 Bio Tech	🗌 Union						
Communications	Manufacturing	U Wholesa	ale				
Construction	Social Services	☐ Other:					
Education							

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DEMOGRAPHIC DETAILS

The following information is requested to assist CareerSource Pasco Hernando in complying with Board diversity and representation requirements as mandated by the Workforce Innovation and Opportunity Act, Florida Statute 445.007(1), and CareerSource Florida's Administrative Policy 091.

Gender:	Race/Ethnicity:	Other:
Male	🛛 White (not Hispanic)	Disabled Individual
X Female	Black/African American (not Hispanic)	🔲 Older Individual
	White and Hispanic	🔲 Veteran
	Black and Hispanic	
	□ Other	



Stefanie Ambrosio Pontlitz 11538 Lakeview Dr New Port Richey, FL 34654 (727) 514-5133 sfpontlitz@gmail.com

EDUCATION: Bachelor of Communications, May 2003 Minors: Business and English Florida State University, Tallahassee, FL Graduated Cum Laude

Series 7 & 66 Licensed

EXPERIENCE:

Chief Operating Officer, May 2025 to Present Pontlitz Asset Advisors, New Port Richey, FL

- Direct daily operations across all departments to ensure seamless delivery of financial advisory services and client satisfaction.
- Collaborate with the Chief Wealth Strategist to develop and execute business strategies aligned with firm growth and client retention goals.
- Oversee compliance with SEC, FINRA, and state regulatory requirements, ensuring firm policies and procedures adhered to industry standards.
- Streamline operational processes, implemented scalable systems, and drove efficiencies to support growth and profitability.
- Manage financial forecasting, budgeting, and resource allocation
- Supervise cross-functional teams including client services, marketing, finance, and HR to enhance operational alignment and team performance.
- Identify and deploy new technologies and platforms to improve advisor productivity and client experience.
- Build and maintained vendor and partner relationships to support firm operations and business development initiatives.
- Develop KPIs and dashboards to track operational performance and support data-driven decision-making.
- Oversee risk management protocols and business continuity planning.

Chief Executive Officer, Executive Director, November 2020 to May 2025 Lighthouse for the Visually Impaired and Blind, New Port Richey, FL

Fiscal Control:

- Analyze and direct all financial operations of all programs and services
- Work closely with the contracted accounting firm to maintain standards of accounting applicable to nonprofit business practice
- Negotiate contracts and agreements with funding sources in accordance with the guidance of the Board of Directors

Programs:

- Establish program objectives, and ensure objectives are achieved
- Carry out programs that meet national accreditation standards and achieve the objectives of each program
- Oversee and supervise all rehabilitation programs, including holding regular staff and case management meetings, policy and procedure reviews, curriculum development and staff development/training
- Locate new sources of funding and oversee grant proposals & applications

Personnel Management:

- Carry out sound personnel practices and policies in accordance with the Personnel Manual and current professional standards
- Recruit, employ, supervise, evaluate, and discharge all personnel
- Encourage professional growth of staff

Policy:

- Helps set and carry out the policies and procedures as set forth in the Policy & Procedure Manual
- Recommend changes in policies and procedures
- Presents recommendations to the Board of Directors concerning legal and contractual obligations of the agency

Community Relations:

- Initiate new contacts and maintain contacts with other human service agencies, and network locally, statewide, nationally, and internationally
- Promote awareness about blindness and low vision within agencies, businesses, and organizations in the community

Fundraising & Development:

• Serve in concert with the Board of Directors in fundraising

Owner, March 2021 to Present Cypress Charitable Consulting

Grant Writing:

- Offer ongoing contracts for grant writing services for nonprofit organizations
- Research grant opportunities, write highly competitive proposals and participate in debriefs on approved or rejected proposals

Social Media:

- Offer on-going contracts for social media services for nonprofit organizations
- Work with organizations for content and create additional content
- Track and analyze results based on social media platforms

Vice President Development, March 2018 to November 2020 Youth and Family Alternatives, New Port Richey, FL

- Responsible for planning, directing and increasing the development of financial resources for the organization
- Identify, cultivate and foster new partnerships to expand programming enrichments
- Manage, support and oversee RAP River Run Committee, largest fundraiser
- Work directly with Supportive Living Coaches and Developmentally Delayed residents in new affordable housing project
- Elevate fundraising initiatives and provide management support to overall agency
- Secured \$250,000 in 2019 State Legislative Budget for shelter renovations, \$500,000 requested in 2020 LBR, decision pending.
- In first 6 months of fiscal year 2019-20, wrote grants for a total of \$1,553,000. Decisions pending.
- Produced promotional social media post in cooperation with Pasco County Sheriff's Office, generated 31,000 views, 10,000 likes and more than 1,000 shares
- Wrote, submitted and managed grants through DJJ, DCF and DV
- Raised 1,800,000 in first year and 2,600,000 in second year of position

Chief Operating Officer, November 2016 to March 2018

Vice President of Development, January 2015 to November 2016 (Promoted to COO) Director of Development, April 2012 to January 2015 (Promoted to VP of Development) United Way of Pasco County, Land O'Lakes, FL

- Responsible for planning, directing and increasing the development of financial resources for the organization
- Responsible for development and implementation of annual budget
- Provide timely financial reporting to Finance Committee and Board of Directors
- Annually supervise and mentor Publix Associate on Loan
- Develop, implement and supervise new Small Business Partnership Manager and overall initiative
- Create, implement and execute signature fundraiser, Lip Sync Battle Pasco Page 20 of 33

- Assist community partners with volunteerism needs, fundraising guidance, and community education
- Compose and distribute the United Way story through press releases, social media, newsletters, and other outlets
- Verify incoming funds for input into donor relations software
- Confirm input of pledges and funds in donor relations software and transfer to QuickBooks

• Utilize monthly Profit and Loss, Accounts Receivable and other fiscal statements to evaluate current fundraising status and pledge loss estimates

• From 2013-2015: Recruit volunteers and leaders to staff locations for annual Stuff the Bus program, schedule volunteers and ensure adequate volunteer coverage throughout event

•Raised more than \$100,000 in school supplies for more than 3,500 Pasco teachers during 3-year Stuff the Bus event

• Increased largest corporate donor campaign in 2016-2017 by 14.05% or \$120,000

Retirement Services Team Lead, February 2010 to April 2012 Customer Service Rep I, August 2009 to February 2010 (Promoted to Team Lead) Chase Investment Services Corporation/Chase Bank, Tampa, FL

• Provide direct supervision to 10+ Customer Service Representatives (CSR) and management support to 30+ representatives

• Evaluate, maintain and deliver monthly reviews to CSR levels 1 through 3

• Assist upper management with all aspects of managing employee performance, quality control and handling escalation requests

• Address high priority/complex requests from internal/external clients

• Develop, implement and supervise a new Retirement Specialist queue available to Financial Advisors and licensed Personal Bankers

• Coach Chase bankers, financial advisors, tellers and private wealth managers regarding policies, procedures, products, systems and banking transactions involved with Retirement services

• Interview candidates for available positions within the Contact Center

Financial Advisor, July 2005 to August 2009

A.G. Edwards & Sons/Wachovia Securities/Wells Fargo Advisors, Port Richey, FL

- Responsible for over \$25 million in client assets
- Maintain and service over 100 households
- Assist in the comprehensive understanding of complex financial issues
- Conduct in-depth reviews of clients' financial circumstances, risk levels, time horizon and goals
- Review and respond to clients changing needs and financial circumstances
- Develop Planned Giving strategies/charitable giving strategies as part of client's financial plan
- Obtain and build client base through prospecting

• Provide expert guidance for individuals and businesses in the areas of retirement solutions, insurance and investment services, estate needs, business solutions, education funding, and employee benefits

• Utilize research and product knowledge to maintain assets according to clients' goals

• Achieved Accredited Asset Management Specialist Designation

PROFESSIONAL AND COMMUNITY ACTIVITIES:

• Community resume available upon request

PROFESSIONAL REFERENCES:

• References available upon request

Stefanie Ambrosio Pontlitz Community Resume

Service Club Activities:

Rotary Club of Trinity

Officer Positions:

2022-2023 Director of Club Administration, Elect

2021-2022 Treasurer

2020-2021 Past President & Treasurer

2019-2020 President

2018-19 President Elect

2017-18 Board of Directors

Committee Positions:

2019-2021 Co-chair of Paul Harris House – a Safety Town building to promote community service 2019 Gala Committee & Decorating Co-Chair 2018 Public Image Chair 2018 Gala Chair 2017 Gala Committee & Logistics Chair 2015 & 2016 Speaker Chair 2013-2015 Schwettman Interact Liaison 2014 Fire & Ice Gala Promotions Chair 2013-2014 Miss Sunshine 2013 PasCow Plop Social Media Chair 2013-2015 Weekly Bulletins 2013-2015 Pack-A-Sack Liaison (Dec 2013, Feb-May 2014, March 2015)

Sponsorships:

2013-2022 Gala Sponsor (through Pontlitz Asset Advisors)

Rotary District 6950

2025-2026 District Governor 1st Lady 2022-2024 District Governor 1st Lady Elect 2016-2018 District Executive Board of Directors 2016-2018 District Alumni Chair 2016 Incoming District Alumni Chair (new position)

Junior Service League

Officer Positions: 2018-2022 Sustainer *2016-2017* Sustainer & Board Consultant 2015-2016 Past President 2014-2015 President 2013-2014 1st Vice-President 2008-2009 2nd Vice-President 2007-2008 Secretary

Committee Positions:

2017 Nominating Committee Chair 2015 Historian / Alumni Database Creation 2014 Bylaws Committee 2014 Playground Committee Member 2013-2014 Nominating Committee Chair 2008-2009 Nominating Committee Chair 2008 Santa Brunch Chair

Sponsorships:

2008-2016 Dancing with the Local Stars Sponsor (through Pontlitz Asset Advisors)

Lions Club of Hudson/Bayonet Point

Committee Positions:

2022 Nominating Committee

Other Community Affiliations Activities: Big Blue BBQ 2022 Event Co-Chair

Leadership Pasco

Officer Positions: 2017 Immediate Past President 2016 President 2015 President Elect 2014 Secretary 2013-2014 Board Member 2012-2013 Class Vice President

Committee Positions:

2018-2022 Strategic Planning Committee 2017-2022 Past President's Council 2017-2022 Class Day Chair 2017 Bylaws Committee 2016 -2021 Nominating Committee Member 2015-2022 Recruitment Committee Member 2015-2016 Class Day Co-Chair 2014 Business & Industry Day Chair 2014 Branding Committee Member 2013-2017 Youth Leadership Pasco Class Day presenter 2013-2017 SIMSOC Committee Member 2012 Taste of Pasco Marketing & Promotions Committee Member

Sponsorships:

2019-2022 Simsoc and Graduation Sponsor (through Pontlitz Asset Advisors)

SPCA Suncoast

Officer Positions: 2013-2017 Secretary

Committee Positions:

2016 Finance Committee 2015 Finance Committee 2014 & 2015 Spay-ghetti Dinner Committee 2014 Whiskers & Tails Fundraiser Chair 2013-2015 Finance Committee 2013 Executive Review Committee

Toys for Tots

Officer Positions: 2014 Volunteer Coordinator

Youth and Family Alternatives

Committee Positions:

2022 RAP River Run Co-Chair (post-employment)
2018 & 2019 was employed by YFA
2017 RAP River Run Committee (pre-employment)
2016 RAP River Run Committee (pre-employment)
2015 RAP River Run Volunteer (pre-employment)
2014 RAP River Run Committee (pre-employment)

United Way of Pasco County

Committee Positions:

2018-2019 Stuff the Bus Volunteer (post-employment)

Professional and Occupational Activities:

Association of Fundraising Professionals

Officer Positions: 2018-2022 Treasurer 2017 Treasurer 2016 Past President 2015 President 2014 President Elect & Secretary 2013 Board Member

Committee Positions:

2019-2020 Website Chair 2017 Website Chair 2017-2018 Public Relations Co-Chair 2016 National Philanthropy Day Chair 2016 Mentorship Chair 2015 Public Relations Chair 2014 National Philanthropy Day Chair 2013 Programs Chair 2013 Diversity Chair

Business Networking International, Outlook to Success Chapter

Officer Positions: 2008-2010 Director 2006-2007 Founder & First President

Committee Positions:

2008-2009 Mentor Coordinator 2007-2008 Member Issues Chair

West Pasco Young Professionals Group

Officer Positions: 2018-2019 Officer 2012-2013 Secretary 2008-2009 President 2007-2008 Secretary

Committee Positions:

2015 Sleek & Sexy Committee – Volunteer Chair 2009-2010 Social Chair 2008 Sleek & Sexy Committee 2007 Sleek & Sexy Committee 2007 Santa Brunch Committee

Sponsorships:

2008-2016 Sleek and Sexy Event Sponsor (through Pontlitz Asset Advisors)

Calusa Business and Professional Women

Officer Positions: 2007 Treasurer 2006 Treasurer 2005 Treasurer

Committee Positions:

2006 Program Chair 2005-2007 Scholarship Committee

West Pasco Chamber of Commerce

Committee Positions:

2017 Amanda Murphy's Honorary Governor's Race Committee 2013 Honorary Governor's Race Wacky Quacky Duck Race Chair 2005-2017 Chamber Ambassador

Sponsorships:

2007-2009 Main Sponsor, Hudson Brochure Exchange

Other

2022-2023 RESPECT of Florida Oversight Committee 2022-2023 Florida Associations Serving the Blind Board Secretary 2018-2021 Suncoast Credit Union Advisory Board 2015-2022 Krewe of Mustang Sallies, General Member 2014 Celebration of Lights-Santa Is Real, Board Member and Volunteer 2009 American Cancer Society, Relay for Life, Luminaria Chair 2007-2009 All Children's Hospital Guild, General Member 2007-2009 Community Service Council, Bachelor Auction Committee 2005-2007 Sigma Alpha Epsilon (St. Leo University) Fundraising and promotions consultant 2004-2005 Public Relations Society of America, General Member 2004-2005 Sigma Alpha Epsilon (Univ. of North Florida) Fundraising and promotions consultant 1999-2003 Women's Refuge House DV Shelter volunteer 1999 Peter Warrick Heisman Coalition

Awards:

Leadership Pasco

2020 Judith Rochelle Award

Rotary Club of Trinity

2013-2014 Rotarian of the Year

It's Your Home Trinity Magazine

2017 Hometown Hero (February)

West Pasco Chamber of Commerce

2022 Queen Chasco Nominee 2020 Queen Chasco Nominee 2019 Queen Chasco Nominee – declined nomination due to commitment as incoming Rotary President 2018 Queen Chasco Nominee 2017 Queen Chasco Nominee 2016 Queen Chasco Nominee 2015 Queen Chasco Nominee 2009 Queen Chasco Nominee

Association of Fundraising Professionals

2013 Chamberlain Scholar



POLICY COUNCIL

April 8, 2025

Staci Bertrand, Duke Energy Andrea Brvenik, Pasco-Hernando State College Nick Carideo, Morton Plant North Bay Hospital/BayCare

James DeTuccio, Saint Leo University Matt Fetterhoff, Phillips & Jordan, Inc. Lisa Gibbings, Metro Development Group Ricky Gude, Withlacoochee River Electric Cooperative

Ryan Quattlebaum, AdventHealth Andy Taylor, TECO/Emera Jamie Wilson, Moffitt Cancer Center

BOARD OF DIRECTORS

STACEYANN SINCLAIR JIBBISON – CHAIR RASMUSSEN UNIVERSITY PAUL MANUEL—VICE CHAIR COASTAL DESIGN CONSULTANTS, INC. ALAIN FERNANDEZ- SECRETARY/TREASURER SUNCOAST CREDIT UNION MICHELE LEO HINTSON—IMMEDIATE PAST CHAIR SHUMAKER

Sheylla Aceves, Tiger Concrete & Screed, LLC John Allgeier, Moffitt Cancer Center Mike Bishop, Thirsty Buffalo Brewing Company Jim Cummings, JE Dunn Construction Alain Fernandez, Suncoast Credit Union David Garcia, Charter Communications Dr. Stephen Kubasek, Saint Leo University Chris LaFace. RIPA & Associates. LLC Mike Lawson, Metro Development Group Stephanie Lerret, Avalon Park West Brandon May, Morton Plant North Bay Hospital/BayCare Mark Metheny, Homes By West Bay, LLC Skip Miller, Truist Dewey Mitchell, Berkshire Hathaway Florida Properties Mike Murrill, AdventHealth Zephyrhills Dr. Jesse Pisors, Pasco-Hernando State College Rick Richmond, TECO/Emera Mike Ross, Ardurra Group, Inc. Frank Rygiel, CSI Ryan Schell, Clifton Larson Allen, LLP Sally Seymour, HCA Florida Bayonet Point Hospital J. Bradley Smith, Wells Fargo Gene Snyder, SouthState Bank Davor Trubajic, Regions Bank Heidi Tuttle-Beisner, Commercial Asset Partners Realty Tom Willson, Phillips & Jordan, Inc. Michael Wolf, Columnar Land

Ex Officio

Commissioner Seth Weightman Pasco Administrator Mike Carballa, P.E. Jerome Salatino, CareerSource Pasco Hernando Pasco Hernando CareerSource Attn: Board of Directors 4440 Grand Boulevard New Port Richey, FL 34652

Dear Members of the Board of Directors:

It is my pleasure to nominate Stefanie Pontlitz, COO for Pontlitz Asset Advisors, for your consideration to the Pasco-Hernando Workforce Board. Stefanie has recently joined her husband in their family financial practice and will be leaving Lighthouse for the Visually Impaired and Blind in May. Previously, Stefanie held a seat on the Workforce Board as the CEO for Lighthouse since 2023 advocating for residents with disabilities. I believe that Stefanie's experience on the Workforce Board, in our community, as a nonprofit leader, and as a business owner, will provide her valuable insight into the needs of our residents.

Pontlitz Asset Advisors has been in business since 2008. Stefanie received her Series 7 in 2005 working for AG Edwards and Chase Bank as a financial advisor. She worked full time while her husband began their own practice. Giving her heart, time and career to local nonprofits, Stefanie grew her leadership skills and was exposed to various aspects of local needs.

Stefanie is a former resident of Hernando County and a current resident of Pasco County. The last two agencies she worked for had a strong presence in both counties, giving her a perspective into each one's unique needs. She is extremely involved in the community and has a vast network of resources. I believe you will find her to be an asset to your board of directors.

Thank you for your consideration,

Bill Cronin President/CEO

CD: Turner Arbour



PASCO COUNTY BOARD OF COUNTY COMMISSIONERS

West Pasco Government Center 8731 Citizens Drive, Suite 340 New Port Richey, FL 34654

Phone: (727) 847-8115 Fax: (727) 815-7010

APPLICATION FOR ADVISORY BOARD/COMMITTEE/COMMISSION

Advisory Board/Committee/Commission you are applying for:

Pasco-He	rnando Workforce Board of Directors
Are you v	willing to be considered for an alternate Board/Committee/Commission Yes 🖌 No 🗌
Are you a	a registered voter? (Need only answer if a requirement for the entity for which you are applying) Yes 🚺 No
Name	Stefanie Pontlitz
Address	11538 Lakeview Dr
City	w Port Richey State FL Zip 34654
l reside ir	n Commission District # (can be found on back of your Voter Registration Card) 4
Are you a	a Year Round Resident? Yes 🖌 No
Do you re	eside in the unincorporated area? Yes 🖌 No
lf no, plea	ase indicate city: n/a
Home P	^{Cell Phone} 727-514-5133 ^{Work Phone} 727-514-5133 ^{Cell Phone} 727-514-5133
Email	sfpontlitz@gmail.com
Employe	er Pontlitz Asset Advisors
Address	5920 Main Street, New Port Richey, FL 34652
Occupa	tion (if retired, please indicate) Finance
	list any governmental Advisory Boards/Committees/Commissions on which you currently serve sion for the Status of Women, appointed 2024
boards/co with Florid African	d of County Commissioners strives to ensure equal access for minorities and women to serve on advisory ommittees/commissions. Completing this information will help the County Commissioners Office compile information needed to comply da State Statutes 760.80. American Asian American American American Moman c American Native American Other
Received Meets Q	ualifications: Yes No Forwarded to Department: edgement Sent: BOCC Mtg Date: Action:

APPLICATION FOR ADVISORY BOARD/COMMITTEE/COMMISSION

Complete the following. Please describe those facets of your background/experience which you feel may be useful for membership on this Board/Committee/Commission.

Academic - Degrees, Diplomas

Bachelor of Communications, May 2003 Minors: Business and English Florida State University, Tallahassee, FL Graduated Cum Laude

Professional - Certification

Series 7 & 66 Licensed SHRM Certified Professional Social Enterprise Designation, St. Leo University

Knowledge - Training, interest or experience

Strong financial experience and knowledge; Worked for various social service agencies and am familiar with the needs and gaps in the community, work with a variety of community organizations and have strong resources and network, experience with Vocational Rehabilitation and workforce development, experience hiring and managing employees in both counties, interest in growing job opportunities for stigmatized and under-served populations

Community Involvement - List organizations/positions

Rotary District 6950 - Assistant Governor Area 6 (West Pasco) Rotary Club of Trinity - Past President, Director of Administration Leadership Pasco - Director Emeritus Big Blue BBQ - Co-Chair

Organizations - Memberships

Rotary District 6950 Rotary Club of Trinity Leadership Pasco Florida Agencies Serving the Blind

IMPORTANT INFORMATION

1. Eligibility for membership on certain advisory boards/committees/commissions requires a valid voter registration card.

2. Membership on certain advisory boards/committees/commissions requires financial disclosure or the submission of other information.

3. Florida State Statute 119.07 designates this application as a public document to be made available for anyone requesting to view it.

4. Pasco County Code of Ordinances Article V regulates Boards, Committees, Authorities, Councils, and Commissioners of the Board of County Commissioners.

The Board of County Commissioners of Pasco County, Florida does not discriminate upon the basis of any individual's disability status. This non discrimination policy involves every aspect of the Board's functions including one's access to, participation, employment, or treatment in its programs or activities. If you are a person with a disability who needs any accommodation in order to participate in this proceeding, you are entitled, at no cost to you, to the provision of certain assistant. Within two working days of your receipt of this notice, please contact Human Resources, West Pasco Government Center, 7536 State Street, New Port Richey, FL 34654; (727) 847-8030 and via 1-800-955-8771 if you are hearing impaired.

By typing my name and submitting this application, I acknowledge this constitutes my signature under the Florida Electronic Signature Act.

Electronic Signature

Type Name

Stefanie PontItiz

Date

PLEASE NOTE: Application will remain active for one (1) year. Resumes may be included; however, the application MUST still be completed. **Read Important Information** section, then sign the application.

Revised 5/9/2018

Email Form

INFORMATION ITEM 1 Board Composition and Staggered Terms

The following item is presented as information for the Committee.

No action is required.

BOARD COMPOSITION

WC	DRKFORCE	8	
Α.	Labor/Apprenticeships (Must be 20% or greater)	4	21%
1	Representative of labor organization	Robert Fuerst	Required
2	Representative of labor organization	Lee Middleton	Required
3	Representative of joint labor-management organization	Keven Barber	Required
4	Representative of community-based organization		Optional
5	Organization that serves veterans		Optional
6	Organizations supporting individuals with disabilities	Cindy Bray	Optional
7	Organization assisting youth		Optional
8	Union affiliated registered apprenticeship program		Optional
9	Non-union affiliated registered apprenticeship program		Optional
В.	Education	2	
1	Representative of adult education and literacy activities	Lori Romano	Required
2	Representative of adult education and literacy activities		Optional
3	Representative of higher education		Required
4	Representative of private education	Tom Mudano	Required
5	Representative of local educational agencies or CBO		Optional
C.	Governmental/Economic/Community Development	2	
1	Representative of economic and community development	Turner Arbour	Required
2	Representative of Vocational Rehabilitation	John Howell	Required
3	Representative of transportation, housing, and public assist		Optional
4	Representative of philanthropic organizations		Optional
D.	Other Entity Representation	0	
1	Other representatives as determined by CLEO		Optional
	SINESS		
	Business (Must be 51% or greater)	11	58%
1	Representative of small business	Joelle Neri	Required
2	Representative of small business	Dana Cutlip	Required
3	Representative of other business	Mark Earl	Optional
4	Representative of other business	Cami Leech Florio	Optional
5	Representative of other business	Paul Micklow	Optional
6	Representative of other business	Lindsey Hack	Optional
7	Representative of other business	Gary Steele	Optional
8	Representative of other business	Nils Lenz	Optional
9	Representative of other business	Charles Gibbons	Optional
10	Representative of other business	Hope Kennedy	Optional
11	Representative of other business	Beth Galic	Optional
12	Representative of other business		Optional
L	Representation Count:		
	Current Board Member Count:	19	

BOARD OF DIRECTORS - STAGGERED TERMS

ITEM	POSITION	DIRECTOR	CLA	SS 1	CLASS 2		CLASS 3		
#	#	NAME	START DATE	END DATE	START DATE	END DATE	START DATE	END DATE	
1	A4	Cindy Bray	04/03/25	06/30/29					
2	E3	Mark Earl	07/01/21	06/30/29					
3	E4	VACANT		06/30/29					
4	E8	Nils Lenz	07/01/21	06/30/29					
5	E2	Dana Cutlip	07/01/21	06/30/29					
6	E1	Joelle Neri	07/01/21	06/30/29					
7	C2	John Howell	07/01/21	06/30/29					
8	B3	VACANT		06/30/29					
9	A3	Keven Barber	07/01/21	06/30/29					
10	E10	Hope Kennedy	07/01/21	06/30/29					
11	C1	Turner Arbour	07/01/21	06/30/29					
12	E9	Charles Gibbons	07/01/21	06/30/29					
13	B1	VACANT				04/11/30			
14	A1	Robert Fuerst			10/07/24	05/23/30			
15	A2	Lee Middleton			06/07/22	06/06/30			
16	E7	Gary Steele			03/11/24	06/30/30			
17	E12	Cami Leech Florio			10/07/24	06/30/30			
18	B2	Lori Romano					02/07/23	02/06/31	
19	E6	Lindsey Hack					05/09/23	05/08/31	
20	E5	Paul Micklow					05/23/23	05/22/31	
21	B4	Tom Mudano					08/08/23	06/30/31	
22	E11	Beth Galic					09/05/23	06/30/31	
23	A6	VACANT						06/30/31	

Terms of office should run consistent with the fiscal year. All subsequent appointments in Class 2 and Class 3 will have an end date of June 30.

Board Composition Categories:

A - Labor/Apprenticeships

B - Education C - Gove

C - Governmental/Economic/Community Development

D - Other Entity Representation

E - Business