

RECEIVED BY CMO

2009 JAN -4 PM 2: 48

Routed To:

Council

City Clerk

City Manager

City Attorney

Attach A

Council Support Specialist

Other \_\_\_\_\_

**LEONARD BRISKMAN**

915 Pleasant Drive

Rockville, MD 20850

H: 301-990-9114 W: 202-305-9414 Fax: 301-990-9660

Email: [lenbriskman@comcast.net](mailto:lenbriskman@comcast.net)

December 29, 2009

Mayor and Council  
111 Maryland Ave.  
Rockville, MD 20850

Re: Finance Task Force

Dear Sir/Madam:

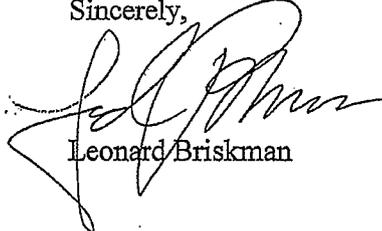
I am writing to express an interest in participating in the Finance and Budget Task Force. I read that the Mayor and Council is interested in looking more closely at financial and budget policies.

I am currently employed at the U.S. Marshals Service as a Manager of Complex Assets in the Forfeiture Division. I am responsible for the evaluation, management oversight, and disposal of all complex assets targeted for seizure and forfeiture by the U.S. Department of Justice. This includes operating businesses, all commercial real estate, complex residential real estate, and financial instruments such as stocks, bonds, and partnership interests.

I hold a BA in Economics, an MBA in Finance. Also hold credentials as an Accredited Senior Appraiser for Business Valuations with the American Society of Appraisers, the valuation of distressed business assets, and an insolvency and restructuring advisor.

I believe that I can offer considerable assistance to the City of Rockville as a member of the task force.

Sincerely,



Leonard Briskman



To: "Marika Brown" <marika.brown@verizon.net>  
Cc: mayorcouncil@rockvillemd.gov  
Bcc:  
Subject: Re: Finance Committee

Dear Marika,

Thank you for expressing an interest in the Budget and Finance Task Force. I am forwarding a copy to the entire Mayor and Council so they are aware of your desire to serve on the group.

If any more information is required, I will be in touch.

Have a nice holiday,

*Claire*

Claire F. Funkhouser, CMC  
City Clerk/Treasurer  
City of Rockville  
City Clerk's Office  
111 Maryland Avenue  
Rockville, Maryland 20850  
Phone: 240-314-8282  
FAX: 240-314-8289  
Email: cfunkhouser@rockvillemd.gov

"Marika Brown"      Phyllis/Mark, I am interested in a position on the...      12/15/2009 11:31:10 AM

From: "Marika Brown" <marika.brown@verizon.net>  
To: <mpierzchala@rockvillemd.gov>, <pmarcuccio@rockvillemd.gov>  
Cc: <cfunkhouser@rockvillemd.gov>  
Date: 12/15/2009 11:31 AM  
Subject: Finance Committee

Phyllis/Mark, I am interested in a position on the newly created Finance Committee. I am a Certified Public Accountant and recently retired from UnitedHealthcare, where I ran the Enrollment, Billing and Cash Collection Department for the MAMSI Health Plans. I have not needed a resume in many years since I worked for 28 years at the same company. I can create one if you would like to see more of my background.  
Let me know.

Thanks.

Marika Brown  
201 Evans St.  
Rockville, MD 20850

Phone: (H) 301-340-8970 (C) 301-351-0303

# Marika Brown, CPA

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**Objective** To obtain a challenging and rewarding position that utilizes my skills.

**Work Summary** Over twenty eight years of experience in the healthcare industry within the Accounting, Billing and Eligibility Operations areas. Comprehensive understanding of the collection and reconciling of large group accounts. Effective in changing and improving processes while providing excellent customer service. Over 20 years of proven management expertise dealing with a diverse employee base.

**Professional Experience** 1981 - 2009 MAMSI, A UnitedHealthcare Company Rockville, MD

**Director, Group Services 03/06 – 09/09**  
Managed a staff of 100 employees with responsibility for enrollment of members, billing and collection of premiums from employers and individuals. Customers included the Federal Government, the State of Maryland and many other large national accounts. Cash collections amounted to as much as \$250 million dollars per month. Generated 40,000 invoices for all products on a monthly basis. Also responsible for all incoming electronic enrollments and reconciliation files  
Capitation payments to primary care physicians.  
Billing of medical claims to self insured employer groups, including lag triangles estimating potential liabilities.  
Monthly financial accruals and reports.  
Managed the quarterly and annual audits including Sarbanes Oxley reporting.

**Director, Large Group Services 09/90 – 03/06**  
Same as above but for large commercial groups only.  
Automated various processes over the years such as posting cash receipts directly to customer accounts by importing daily files from the bank as well as electronic enrollment of members.  
Worked with IT programmers to rework the billing calculation to improve accuracy and also re-designed the presentation of bills.

**Accounting Manager, 1981 – 1990**  
Directed the preparation of monthly financial statements for five associated corporations.  
Preparation of external reports to SEC and various regulatory agencies.  
Responsible for all banking activities.  
Preparation of all tax returns.  
Managing the annual audit and all activities of the accounting department and professional staff.  
Responsible for all collections and disbursements as well as payroll.

**Self-employed Accountant 1978 - 1981**  
Provided accounting services to various small businesses.

**Education** BS Business Management 1987, Columbia Union College, Takoma Park, MD  
AA Accounting, Montgomery College, Rockville, MD

**Skills** Proficient in Windows, Microsoft Office, Lotus Notes, adhoc queries main frame computer.



Finance and Budget Task Force  
Paul Clark to: Mayor Council

01/01/2010 04:02 PM

Mayor and Council:

I am expressing my interest in participating in the Finance and Budget Task Force. My resume is attached.

I retired in 2007 after a 40 year career in Federal service.

Thank you for your consideration.

Sincerely,

Paul Clark



resume 1.doc

**PAUL T. CLARK**  
957 Farm Haven Drive  
Rockville, MD 20852  
(301) 468-1687      [pepsc@verizon.net](mailto:pepsc@verizon.net)

**WORK EXPERIENCE**

**U.S. DEPARTMENT OF HEALTH & HUMAN SERVICES (DHHS)**

**Health Resources and Services Administration (HRSA)**

**Director, Smallpox Vaccine Injury Compensation Program (2003 - 2007)**

Implement and manage a \$42 million national bio-terrorism program that provides medical and/or lost employment income benefit payments to first responders injured by the smallpox vaccine, or death benefit payments to their survivors.

**Director, Ricky Ray Hemophilia Relief Fund Program (1999 - 2005)**

Implement and administer a \$655 million trust fund program that provides a \$100,000 compassionate payment to an individual with a blood-clotting disorder who was treated with contaminated anti-hemophilic factor and contracted HIV, or to their survivors.

**Associate Director for Quality Improvement Programs, Division of Grants and Procurement Management (1998 - 1999)**

Initiate customer service and outreach, human resource improvement, and innovative management programs for Division personnel.

**Deputy Director, acting, Division of Grants and Procurement Management (1997 - 1998)**

Oversee cost advisory, audit resolution, grants policy, and contract/acquisition operation branches. Serve on a PHS Act, Section 340B Drug Pricing Prime Vendor Program Team.

**Branch Chief, Division of Grants and Procurement Management (1982 - 1997)**

Merge the HSA and Health Resources Administration grant and contract support functions into the new HRSA agency. Manage the merged grant and cooperative agreement policy, audit resolution, cost advisory, and indirect cost rate agreement functions. Help create grants management policy, procedures, and practices for the Maternal and Child Health block grant programs. Establish a grants operation for the Office of Rural Health Policy.

**U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE (HEW)**

**Health Services Administration (HSA)**

**Branch Chief, Division of Grants and Contracts (1977 - 1982)**

Serve as Grants Policy Officer providing grants management and cooperative agreement policy and procedure advice to agency management and program managers

**Grants Management Specialist, Division of Grants and Contracts (1974 - 1977)**

Advise program officials on OMB, Department, PHS grants management policies, procedures and practices. Resolve monetary, internal control and regulatory compliance audit findings with grantees and contractors.

**HEW Audit Agency**

**Auditor-in-Charge, Washington Area Audit Office (1971 - 1974)**

Plan and conduct program management and evaluation audits of Department agencies and programs. Teach at the Upward Mobility Training Program Seminars.

**U.S. DEPARTMENT OF DEFENSE**

**Department of the Army (1968-1971)**

**Lieutenant, 6th Bn., 9th F. A., V Corps, U.S. Army Europe and Seventh Army**

Battalion Adjutant, Personnel Officer (S-1), and Intelligence Officer (S-2) (1970 - 1971);

Commander, Headquarters and Headquarters Battery (1969 -1970); and

Commander, Service Battery. (1969)

Prior to deployment: U.S. Army Artillery and Missile Center Officer Candidate School, Ft. Sill, OK (1968 -1969); Advanced Individual Training, Ft. Sill, OK (1968); and Basic Training, Ft. Dix, NJ (1968).

**U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE (HEW)**

**HEW Audit Agency**

**Auditor, Washington Area Audit Office (1967-1968)**

Audit an Office of Education grant to a non-profit organization. Audit report became an appendix to a congressional investigative committee report.

**U.S. DEPARTMENT OF COMMERCE**

**Office of Audit**

**Auditor (1967)**

Audit construction grants and contracts awarded to municipalities; and loans to small businesses.

**EDUCATION / SPECIALIZED TRAINING**

**UNIVERSITY OF SCRANTON**

School of Business and Management

B.S., Business Administration - Accounting, 1967

**GEORGE WASHINGTON UNIVERSITY**

School of Business and Public Management

Contemporary Executive Development Seminar Program, 9.0 CEU credits, 1990

**ATLANTIC MANAGEMENT CENTER, INC.**

U.S. Department of Health & Human Services

Executive Contracting Seminar (CON 301), 3.6 CEU credits, 1998

**U.S. OFFICE OF PERSONNEL MANAGEMENT**

Executive Seminar Center

Management Development Seminar Program, 1985

**WASHINGTON TECHNICAL INSTITUTE**

The Center for Manpower Instructor Development

Area Manpower Instructor Development Seminar, 1971

**U.S. ARMY ARTILLERY AND MISSILE SCHOOL**

Officer Candidate School, Class 3-69, Diploma, 1969

Commissioned 2nd Lieutenant, U.S. Army Artillery, 1969



Re: Budget & Finance Committee  
Claire Funkhouser to: Jim Coyle  
Cc: mayorcouncil

12/16/2009 11:08 AM

Hi, Jim,

I just wanted to confirm that the Mayor and Council have received your email expressing an interest in serving on the Budget and Finance Task Force. The Mayor and Council will let you know if anything more is needed in terms of information.

Hope you and Lorine have great holiday.

*Claire*

Claire F. Funkhouser, CMC  
City Clerk/Treasurer  
City of Rockville  
City Clerk's Office  
111 Maryland Avenue  
Rockville, Maryland 20850  
Phone: 240-314-8282  
FAX: 240-314-8289  
Email: cfunkhouser@rockvillemd.gov

Jim Coyle

To whom it May Concern: I would be interested in...

12/16/2009 09:21:35 AM

From: Jim Coyle <jimcoyl@gmail.com>  
To: mayorcouncil@rockvillemd.gov  
Date: 12/16/2009 09:21 AM  
Subject: Budget & Finance Committee

To whom it May Concern,

I would be interested in helping the M & C by serving on the new Committee. As a former Mayor and Council member, as well as, an urban management professional I can bring appropriate experiences to reviewing the challenges facing Rockville. During one period in my career, I was responsible for financial programs at the International City Management Association and I also served as the City Manager in Norristown, PA.

Thank you for your consideration.

Jim Coyle  
14 Fire Princess Ct.  
Rockville, MD 20850  
301-251-1584

**BERYL L. FEINBERG**

Office of Management and Budget  
 14<sup>th</sup> floor, EOB  
 (240) 777-2768  
[beryl.feinberg@montgomerycountymd.gov](mailto:beryl.feinberg@montgomerycountymd.gov)

1200 Halesworth Drive  
 Potomac, Maryland 20854  
 (301) 309-3799

**BUDGET MANAGER** – Montgomery County Office of Management and Budget (OMB), Rockville, MD November 1997 to present. (Management Leadership Service)

- As Operating Budget Coordinator, provide complex analyses and recommendations to senior level management and Executive staff concerning County Government operating budgets, programs, and management issues.
- Knowledge of county structure, programs and services, administration, and regulations.
- Assume a leadership role working with outside consultants and county staff in a fiscal and operational analysis of a capital project.
- Develop strong working relationships within the Executive Branch and with Legislative Branch staff and elected officials. Prepare materials for Executive staff pertaining to HHS programs, county government-wide community outreach programming, comparative recreation and senior program dollars across fiscal years, and community grant processes and allocations, and implementation of the Living Wage law.
- Monitor and provide testimony at legislative branch budget hearings, committee meetings, and before Council. Topics range from programs to budgetary and fiscal policy issues including operating budget Spending Affordability Guidelines, fund balance policies, loans from the general fund, fiscal plan updates and non-competitive contract awards.
- Serve on the Board of Directors of the Local Management Board, ARRA Compliance Committee, Long Branch Management Committee, Early Childhood Initiative Task Force and Steering Committee, HIPAA Task Force, ADA Steering Committee, Quarterly Leadership Forum Steering Committee, Grant Review Committee, Contract Review Committee, and a workgroup to resolve fiscal issues related to State House Bill 669 fiscal claims against the County.
- Author and deliver presentations to community-wide operating budget forums, ethnic advisory committees, non-profit grant-seeking forums, visiting Japanese, Korean and African delegations, Health and Human Services Community Forums, Urban District Advisory Boards, civic associations, and the Bethesda Urban Partnership Board on government structure, fiscal policy, and budgeting processes.
- Administrative Officer for OMB, responsible for personnel administration, EEO compliance, recruitment and liaison with the Office of Human Resources. Complete all administrative documents including the Limited English Proficiency and Diversity plans. Supervised professional and para-professional staff. Serve as a mentor in the county's Management Development Program.

**SENIOR MANAGEMENT and BUDGET SPECIALIST (Acting)** – Montgomery County Department of Health and Human Services (DHHS), Rockville, MD July 1995 to August 1997.

- Prepare DHHS Operating budget requests, totaling \$126,397,690 in tax supported funds and \$27,013,790 in grant funds. Oversee completion of all submission documents. Prepare DHHS Capital Improvements Program.
- Conduct extensive training sessions with administrative specialists and program managers on grants management and monitoring budgets.

**MANAGEMENT and BUDGET SPECIALIST III** – Montgomery County Department of Health, Rockville, MD November 1993 – June 1995.

**ADMINISTRATIVE SPECIALIST III** – Montgomery County Department of Addiction, Victim, and Mental Health Services. July 1992 – November 1993.

- Grants manager, including grant proposals and budgets, monitoring and reporting requirements.
- Develop strong relationships with non-profit partners providing contractual services.
- Contract administration and monitoring for sole practitioners to complex residential facilities. Responsibilities include: writing and developing Requests for Proposals, contracts and amendments; working with other County Departments and offices (County Attorney's Office, Finance, Procurement) to manage contract issues; invoice approval; contract budgets review and approval; and managed contract award protests.
- Knowledge of personnel and administrative issues pertaining to job abolishment, job creation, position descriptions, PPFs, PAFs. Familiar with County policies and procedures manuals.

**MANAGER and LIBRARIAN** – Montgomery County Department of Public Libraries. Rockville, MD 1989 – 1992.

- Manage all operations of Department's Government Information Center (GIC). Responsibilities include: supervision, hiring and performance evaluation of professional and nonprofessional staff.
- Staff Development Liaison. Responsibilities include the implementation of a departmental annual Staff Development Plan. A major project focused on the design of a system-wide communications training seminar (Information Accuracy) for more than 200 staff, development of program content, program monitoring, modification and evaluation.

**DIRECTOR OF MARKETING and DIVISION MANAGER**, Library Services Division – Atflis Federal Services, Rockville, MD 1988-1989.

- Managed and supervised all aspects of Library Services Division for government and private library services contracts with \$12,000,000 annual revenues, and staffed with 57 library professionals and paraprofessionals.
- Develop and implement bid/no-bid criteria in response to government contracting opportunities, and then complete all bid proposals. Winning proposals with the Library of Congress, National Library of Medicine, NASA/Goddard, NASA/Langley, and National Geographic Society.

**PROJECT and INFORMATION MANAGER** – Lewin & Associates, Inc. Washington, D.C. (became ICF/Lewin, 10/88) 1984 – 1988.

- Project Manager for an integrated information management system. Responsibilities included design specifications for an on-line bibliographic database; project staffing; database preparation; data entry and retrieval techniques, off-site manager of multiple Resource Centers across the United States; successful marketing program for on-line database and document center; and fiscal oversight.

**SURVEY RESEARCH CONSULTANT** – National Association of State Mental Retardation Program Directors, Alexandria, VA. 1983 – 1984.

- Conducted all aspects of a mail and telephone survey including instrument design, data collection, processing and evaluation, and preparation of a final report on Future Financial Planning for the Developmentally Disabled.

**MANAGER and LIBRARIAN**— Prince George's County Library System. Hyattsville, Maryland. 1974  
— 1980.

- Promoted to management position, opening the Glenarden Library. Duties included: staffing; training and evaluating professional librarians and nonprofessionals; conducting community needs assessments; budgetary control for a 200,000 volume library.
- Initiated, planned and implemented departmental program series and service delivery model for developmentally delayed adult library users.

**EDUCATIONAL BACKGROUND**

MBA, University of Maryland at College Park, Maryland 1982.

MLS, Catholic University of America, Washington, D.C. 1974.

BA, School of International Service at The American University, Washington, D.C. 1971.

**AWARDS and HONORS**

Leadership Montgomery, Class of 2009

Employee of the Year Award, Health Department, 1994.

Recipient of Delta Gamma Continuing Education Fellowship.

Elected to undergraduate and graduate honor societies.

**COMMUNITY SERVICE**

Collaboration Council of Montgomery County, Board of Directors and Treasurer

Temple Shalom, Chevy Chase, Maryland, Served on Board of Trustees

City of Rockville Board of Supervisors of Elections



To: "Rich Gottfried" <richgott3@verizon.net>  
Cc:  
Bcc:  
Subject: Re: Budget and Finance Commission Submission

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Dear Rich:

Nice to speak with you today. As we discussed, the Mayor and Council each received a copy of your email expressing your interest in the Budget and Finance Task Force. I understand that you will be sending a copy of your resume soon.

Have a nice weekend and enjoy the snow!

*Claire*

Claire F. Funkhouser, CMC  
City Clerk/Treasurer  
City of Rockville  
City Clerk's Office  
111 Maryland Avenue  
Rockville, Maryland 20850  
Phone: 240-314-8282  
FAX: 240-314-8289  
Email: cfunkhouser@rockvillemd.gov

"Rich Gottfried"

12/18/09 To: M&C

12/18/2009 11:16:08 AM

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From: "Rich Gottfried" <richgott3@verizon.net>  
To: <mayorcouncil@rockvillemd.gov>  
Date: 12/18/2009 11:16 AM  
Subject: Budget and Finance Commission Submission

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12/18/09  
To: M&C  
From: Richard Gottfried, CPA, M.S. in Taxation  
Re: Submission to the Budget and Finance Commission

Please enter my name to the Budget and Finance Commission for your approval...looking forward to serve.

Let me know when the first meeting commences.

Thanks  
Richard Gottfried  
email: [richgott3@verizon.net](mailto:richgott3@verizon.net)  
Telephone Cell 301-717-9558

RECEIVED  
CITY CLERKS OFFICE  
2009 DEC 29 AM 10:36

December 28, 2009

Richard Gottfried, CPA, M.S. in Taxation  
309 Twinbrook Parkway  
Rockville, Maryland 20851  
301-717-9558  
Email: [richgott3@verizon.net](mailto:richgott3@verizon.net)

RE: Bio for submission to the Budget and Finance Commission

To: Mayor and Council, City of Rockville Maryland

Task Force membership requirements as posted on the city website:

1. Relevant expertise with local government financing or accounting:

Since 2006, I have anticipated/originated several of the City of Rockville's Finance and Budget Task Force technical objectives necessary to provide an effective review of Rockville's Financial Management Policies and Budget expenditures.

Many of my submitted suggestions were approved and implemented by the M&C and the City's Finance Department.

I have reviewed in detail the City's annual budgets since 2006 and have made comments during the public hearings which were approved and implemented by the M&C.

I teach governmental accounting at a local university.

Public Accounting: Over seven years of experience with KPMG and Deloitte & Touche in New York in their audit department.

Corporate Accounting: Over ten years as Controller for several For-Profit organizations where I have prepared and improved the budget and the budget process, prepared the Board of Directors' Financial Report including preparing various charts for non-accountants to understand.

Not-For-Profit Organizations: Over six years as Director of Finance for three Not-For-Profit Organizations where I have prepared and improved the budget and the budget process, presented the budget to the Board of Directors, prepared the Board of Directors' Financial Report including preparing various charts for non-accountants to understand.

I have prepared and reviewed the financial management polices for several organizations.

I have reviewed the M&C agenda items for their Monday meetings for several years and already see ways to improve the financial presentation in the agenda items with regard to financial presentations and the annual budget.

Data display

See above.

Process management

See above.

Related fields

See above.

I have a B.S. in Accounting from Syracuse University, a M.S. in Taxation from Georgetown University, and I am a CPA.



richgott3@verizon.net to: CFunkhouser  
Please respond to "richgott3@verizon.net"

12/29/2009 02:55 PM

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History: This message has been replied to.

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hi claire

I am out of town...the short answer is the university of northern virginia and  
I taught the class this past semester which ended on dec.20

I have taught this class at another university as well and can let you know  
when I get back next week if needed.

thanks

rich

-----  
Sent from my Verizon Wireless mobile phone

RE: more info  
Rich Gottfried  
to:  
CFunkhouser  
01/04/2010 11:49 AM  
Show Details

History: This message has been replied to and forwarded.  
Hi Claire

Ok here it is...

I have taught part time in the evening and weekend classes for over 22 years.

The classes covered principles of accounting, cost accounting, intermediate accounting, advanced accounting, individual income tax accounting, corporation and partnership accounting, governmental accounting, computerized accounting software, not-for-profit accounting and auditing.

I have taught at several colleges and universities along the way:

Southern Connecticut State University, Post College, Strayer University, University of Maryland University College, Howard Community College, Montgomery College-Rockville, University of Phoenix and University of Northern Virginia...

Most recently this past semester I have taught the Governmental Accounting course at UNVA in the Fall 2009 semester.

I have taught governmental accounting several times over the past 22 years specifically where and when it all runs together and I do not remember the details as to which university or semester.... but I have taught governmental accounting class before...

If you need anything else from me, please let me know.

Thanks  
Richard Gottfried

-----Original Message-----

**From:** CFunkhouser@rockvillemd.gov [mailto:CFunkhouser@rockvillemd.gov]  
**Sent:** Monday, January 04, 2010 11:20 AM  
**To:** Rich Gottfried  
**Subject:** RE: more info

HNY to you, too. I think you were going to give me the name and dates of the other school that was mentioned besides NOVA.

Claire F. Funkhouser, CMC  
City Clerk/Treasurer  
City of Rockville  
City Clerk's Office  
111 Maryland Avenue  
Rockville, Maryland 20850

Phone: 240-314-8282  
FAX: 240-314-8289  
Email: cfunkhouser@rockvillemd.gov

☐ "Rich Gottfried" ---01/04/2010 11:15:34 AM---Hi claire

From: "Rich Gottfried" <richgott3@verizon.net>  
To: <CFunkhouser@rockvillemd.gov>  
Date: 01/04/2010 11:15 AM  
Subject: RE: more info

---

Hi claire

HNY!

Are we all set on this matter? or do you need more information from me.

thanks  
rich

-----Original Message-----

**From:** CFunkhouser@rockvillemd.gov [<mailto:CFunkhouser@rockvillemd.gov>]

**Sent:** Tuesday, December 29, 2009 2:59 PM

**To:** richgott3@verizon.net

**Subject:** Re:

That would be great, Rich. I look forward to getting that information. You can give me the name of the school now and the dates later if that is helpful.

*Claire*

Claire F. Funkhouser, CMC  
City Clerk/Treasurer  
City of Rockville  
City Clerk's Office  
111 Maryland Avenue  
Rockville, Maryland 20850  
Phone: 240-314-8282  
FAX: 240-314-8289  
Email: cfunkhouser@rockvillemd.gov

☐ "richgott3@verizon.net" ---12/29/2009 02:55:15 PM---hi claire I am out of town...the short answer is the university of northern virginia and I taught th

From: "richgott3@verizon.net" <richgott3@verizon.net>  
To: <CFunkhouser@rockvillemd.gov>

A - 17

Date: 12/29/2009 02:55 PM  
Subject:

---

hi claire

I am out of town...the short answer is the university of northern virginia and I taught the class this past semester which ended on dec.20 I have taught this class at another university as well and can let you know when I get back next week if needed.

thanks

rich

-----  
Sent from my Verizon Wireless mobile phone



Finance and Budget Task Force  
Rebecca Kanin to: mayorcouncil

01/04/2010 12:44 PM

Good Afternoon:

I am applying for the Finance and Budget Task Force. I have recently moved back to Montgomery County and the county and community.

My interest and experience makes me an ideal candidate for the Task Force. Previously I was a Legislative Representative. My responsibilities in this role included all tasks associated with preparing state budget requests for the Massachusetts State budget. Most recently I was a Consultant at a government consulting company; leading agency business process improvement and federal grant management.

My resume is attached.

Please let me know if you have any questions.

Thank you,

Rebecca Kanin  
301-452-1140



RK resume.doc

**REBECCA KANIN**

10743 Mist Haven Terrace • Rockville, MD • 301-452-1140  
 rebeccakanin@yahoo.com

**SUMMARY:**

Experienced, results-oriented, and motivated project manager. Skilled in public policy analysis and program implementation. Effective communicator with the ability to develop and maintain successful, long-term relationships with internal and external stakeholders.

**PROFESSIONAL EXPERIENCE:****Public Consulting Group, Boston, MA****Sept. 2005-Oct. 2009***Consultant*

- Managed multiple clients and projects simultaneously, maintaining valuable client relationships.
- Analyzed quantitative and qualitative data to compare baseline measures to post-implementation data to determine project design success.
- Developed and managed project budgets to client and PCG expectations, while maintaining efficient staff utilization.
- PCG key expert on business process improvement; project results include enhanced efficiency of agency programs and better employee morale and customer service.
- Performed federal grant comparison analysis for cities across the country to ensure client was applying for and receiving all possible federal grant opportunities.
- Analyzed federal and state regulations and grants to develop effective and compliant program design through best practice review.
- Skilled in writing and editing client reports and proposals.
- Subject matter expert: Medicaid, Supplemental Nutrition Assistance Program (SNAP) and Temporary Assistance for Needy Families (TANF).
- Strategically developed new opportunities for PCG by conducting policy research and understanding client needs.
- Represented PCG at national conferences attended by agency directors for states across the country.

**State Rep. Ellen Story: State Legislator, Boston, MA****Aug. 2003-Sept. 2005***Legislative Aide*

- Wrote and filed legislation on behalf of the Representative.
- Supported the Representative with constituent services, correspondence, scheduling, office management, and other pertinent legislative duties.
- Attended and organized meetings on behalf of the Representative.
- Maintained relationships with media correspondents, advocates, constituents, and other legislators.
- Staffed Women's Legislative Caucus Board meetings, ensuring Representative was aware of all activities conducted by the Caucus.

**Isabella Stewart Gardner Museum, Boston MA****Oct. 2002-Aug.2003***Development Associate*

- Managed and trained department interns.
- Supported the Director of Individual Giving via department organization, and maintenance of high-level donors.
- Lead liaison for membership customer service, ensuring members received museum communication, participated in museum educational activities and received tickets to museum openings.
- Processed all gift transactions - Individual, Corporate and Foundation - for every museum account.

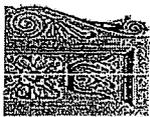
**EDUCATION**

**Masters of Business Administration (MBA), GPA: 3.5**  
 Clark University, Worcester, MA

**May 2009**

**Bachelors of Arts, Major in Art History (Honors), GPA: 3.7**  
 Trinity College, Hartford, CT

**May 2002**



**Budget and Finance Task Force**  
Claire Funkhouser to: Jonathan Smith  
Cc: mayorcouncil

12/15/2009 12:52 PM

Dear Jonathan:

Thank you for your email this morning to Councilmember Britton in which you expressed an interest in serving on the Budget and Finance Task Force established by the Mayor and Council on December 14. Mayor Marcuccio had also given copied me on an email that you had sent to her.

You wrote to Councilmember Britton, " I'm writing to volunteer for the budget review committee. I am a long time city resident and have previously served on boards and commissions. I am a consultant with Booz Allen Hamilton, leading our Economic and Business Analysis services at the IRS, and received my MBA at the University of Maryland's Shady Grove campus. As a compliment to our budget review, I'd like to advocate a transparency effort similar to that of the President's. We can create a website using free software to let citizens review budget details and analysis. This can also be a vehicle for collecting citizen feedback. Best regards, Jonathan Smith Formerly of 310 Croydon Avenue Now at 4 Farsta Court. "

If you have a resume available, that would be helpful. Please either email it to [mayorcouncil@rockvillemd.gov](mailto:mayorcouncil@rockvillemd.gov) or send it to them at 111 Maryland Avenue, Rockville, Maryland 20850. If any other information is needed, I will let you know.

Sincerely,

Claire F. Funkhouser, CMC  
City Clerk/Treasurer  
City of Rockville  
City Clerk's Office  
111 Maryland Avenue  
Rockville, Maryland 20850  
Phone: 240-314-8282  
FAX: 240-314-8289  
Email: [cfunkhouser@rockvillemd.gov](mailto:cfunkhouser@rockvillemd.gov)

## Jonathan H. Smith

PMP and CISSP  
4 Farsta Court, Rockville, MD 20850  
301-728-2747, jonsmith20850@gmail.com

### SUMMARY OF QUALIFICATIONS

- Client relationship management
- Administrative and delivery-team leadership
- Information Technology (IT) and Information Assurance (IA) governance and control
- Federal and agency-level policy development and analysis
- Performance measurement program establishment and operation
- Quantitative management controls
- Legal, regulatory, and policy compliance
- Meeting and solution facilitation

### EDUCATION

Robert H. Smith School of Business, University of Maryland, College Park, MD  
Master of Business Administration (3.96 GPA)

University of Maryland, College Park, MD  
Bachelor of Arts, Philosophy

### EXPERIENCE

Booz Allen Hamilton, Mclean, VA  
Associate

2001 - Present

- Policy development and analysis
  - Led the joint government/private sector development of the Federal Enterprise Architecture Security and Privacy Profile on behalf of the Office of Management and Budget, the Federal Chief Information Officers (CIO) Council, and the Department of Homeland Security.
  - Led development of the Department of the Navy (DON) IA Manual (SECNAV M-5239.1).
  - Analyzed National Institute of Standards and Technology's library of computer security publications, recommending a lifecycle approach for the ongoing maintenance and evolution.
  - Led a twenty person team tasked with completely revamping information assurance policies and manuals at a Federal agency.
- Performance management
  - Conducted an analysis of the Department of Defense's (DoD) IA strategy to create a goal-oriented set of performance measures addressing process compliance, implementation, effectiveness, and efficiency. Supported DoD-wide socialization and execution of those measures. Developed dashboard views supporting those measures.
  - Developed a DON CIO Federal Information Security Management Act guide and recommended a related performance management dashboard for tracking
  - Assessed Internal Revenue Service (IRS) IT projects against organizational criteria, formally documenting their criteria and an improved methodology for reviewing, analyzing, and displaying portfolio performance.
- Program management
  - Facilitated the emergency redevelopment of the Department of the Treasury's deployment schedule for the Department-wide Homeland Security Presidential Directive 12 roll-out. Led the government team through the development of an integrated milestone plan, work breakdown structure, and resource-loaded integrated master schedule.
  - Managed a \$3 million IRS transformation effort focused on the development of standard processes (risk, schedule, earned value, performance measurement) and the measurement of IT projects' performance.
  - Managed burn rates, staff selection, and profit targets on Cost Plus, Time and Materials, and Fixed Price contracts.
- Team leadership
  - Lead for 25 person market team.
  - Coordinated proposals as "book boss" and authored technical and management approaches.
  - Conducted role-based interviews and made hiring recommendations.

- Developed junior and mid-level team members through formal training, work-stretch activities, and *ad hoc* mentoring.
- Established an annual junior-senior staff mentoring event and an annual Firm-wide career forum.
- Established a forum for Smith MBAs currently at Booz Allen focused on networking and recruiting.

**Commission on Landlord-Tenant Affairs, Montgomery County, MD** ~1999 - 2006

**Commissioner** (voluntary, part-time position)

- Adjudicated disputes between landlords and tenants by leading hearings, gathering evidence and testimony, and authoring legally binding decisions.
- Co-developed new regulations governing ratio utility billing systems.
- Appointed by the Montgomery County Executive.

**National Cancer Institute, Bethesda, MD** 1996 - 2001

**Program Analyst**

- Coordinated agency-wide best practices initiative.
- Drove an IT system upgrade, including benchmarking current performance, coordinating cross-agency acceptance of requirements, testing the new system, and leading the new system roll-out.
- Coordinated Office of Management communications to administrative and scientific audiences.

#### **ADDITIONAL INFORMATION**

**Clearances:** DoD Top Secret, IRS Public Trust

#### **Certifications**

- Project Management Professional (since 2007)
- ISO/IEC 27001 Information Security Management Systems Lead Auditor (since 2006)
- Certified Information Systems Security Professional (since 2003)

#### **Conferences and Publications**

- Impact of International Information Assurance Standardization, Department of Defense IAnewsletter, Volume 8, Number 4, Spring 2006. (Lead Author)
- "DoD's Enterprise Information Assurance Metrics Program" 9th Annual DoD Information Assurance Workshop, Philadelphia, PA, February 7, 2005. (Author)
- "Making the Grade: Secrets to FISMA Scorecard Success Revealed," Computer Security Institute 31st Annual Conference and Exhibition, Washington, D.C., November 10, 2004. (Author and Speaker)
- Framework for Federal Financial Management Systems. Joint Financial Management Improvement Program. April 2004 (Contributor)
- The Importance of High Quality Information Assurance Metrics, Department of Defense IAnewsletter, Volume 7, Number 3. Winter 2004. (Lead Author)
- Security Guide for Interconnecting Information Technology Systems, National Institute of Standards and Technologies Special Publication 800-47, August 2002. (Co-author)

FINANCE/  
BUDGET <sup>Attach A</sup>  
COMMITTEE



Re: Budget review   
Phyllis Marcuccio to: Jonathan Smith  
Cc: Claire Funkhouser

11/28/2009 10:11 AM

Hi Jonathan,

Thank you for the kind comments on the election. We have a terrific group and I have high hopes for some exciting times.

Also, thank you for expressing an interest in the new Finance and Budget Task Force. As soon as the process is outlined and cleared by the council, we will be alerting candidates to serve. We will keep you note on file in the interim.

Phyllis

Phyllis Marcuccio  
Council Member  
111 Maryland Avenue  
Rockville, MD 20850  
301-762-3588 (home)

-----Jonathan Smith <jonsmith20850@gmail.com> wrote: -----

To: Phyllis Marcuccio <pmarcuccio@rockvillemd.gov>  
From: Jonathan Smith <jonsmith20850@gmail.com>  
Date: 11/23/2009 03:08PM  
Subject: Budget review

Dear Phyllis,

Congratulations again for yesterday. We all enjoyed your talk.

I'm writing to volunteer for the budget review committee. I am a long time city resident and have previously served on boards and commissions. I am a consultant with Booz Allen Hamilton, leading our Economic and Business Analysis services at the IRS, and recently completed my MBA at the University of Maryland's Shady Grove campus.

As a compliment to our budget review, I'd like to advocate a transparency effort similar to that of the Obama administration. We can create a website using free software to let citizens review budget details and analysis. This can also be a vehicle for collecting citizen feedback.

Best regards,

Attach A

Jonathan Smith  
Formerly of 310 Croydon Avenue  
Now at 4 Farsta Court

Finance and Budget Task Force

Art

to:

mayorcouncil

12/28/2009 09:07 PM

Please respond to "Art"

Show Details

RECEIVED  
CITY CLERKS OFFICE

2009 DEC 29 AM 10:36

Dear Mayor and Council,

I hereby apply for membership on the Finance and Budget Task Force. My credentials are that I have 26 years of experience as a budget analyst at the federal Office of Management and Budget (OMB), which is part of the Executive Office of the President and is the central budget office for the Federal Government. All of my experience has been in the Budget Review Division, which is the central division in OMB.

More relevant to the Task Force, for the past 7 years I have been the Chief of the Budget Concepts Branch. My branch writes Circular A-11, *Preparation and Submission of Budget Estimates*, which is the principal guidance to federal agencies about budget concepts, the form and content of budget submissions, development of the President's Budget documents, organization of the budget database, and requirements for executing enacted budgets. In addition, I chair an influential group of staff from OMB, the Congressional Budget Committees, and the Congressional Budget Office, which resolves differences between the two Branches in the application of budget concepts and legal interpretations of budget legislation. I have also served as an informal advisor to several developing countries (China and Costa Rica, most recently) on the form and content of their budgets. In short, I wrestle each day with the same basic issue that the Task Force will analyse -- how can we make the budget and the budget process more transparent to non-budget technicians?

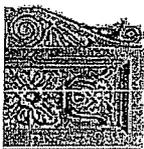
I could provide a long list of awards that attest to my performance. For brevity, I will cite an early accolade and a recent recognition. In 1988 David Broder wrote in the Washington Post that my PC was the most important piece of non-military hardware in the federal government, referring to my work as a staff member for the National Economic Commission on Deficit Reduction. This past September, I was awarded a Presidential Meretorius Rank Award, recognizing sustained accomplishments in budgeting.

My application is contingent on my understanding that the Task Force will focus only on technical issues and will not be involved in making policy recommendations. I see no value and a lot of downsides to a Task Force trying to resolve policy issues, which is appropriately the job of the Mayor and Council. I obviously have strong personal policy preferences, which I would continue to pursue outside the Task Force as a City resident.

Thanks in advance for your consideration.

Regards,

Art Stigile  
312 W Edmonston Dr  
Rockville, MD 20852  
(H) 301-605-7593  
(W) 202-395-4521



Re: FW: News Release - Applicants Sought for Task Forces on  
Communication, Finance and Budget

Claire Funkhouser to: Weber Home

12/16/2009 11:11 AM

Cc: mayorcouncil

Dear Mr. Weber,

This is to confirm that the Mayor and Council have received your email expressing an interest in serving on the Budget and Finance Task Force. The Mayor and Council will let you know if there is anything more needed in terms of information.

Hope you have a nice holiday,

Claire F. Funkhouser, CMC  
City Clerk/Treasurer  
City of Rockville  
City Clerk's Office  
111 Maryland Avenue  
Rockville, Maryland 20850  
Phone: 240-314-8282  
FAX: 240-314-8289  
Email: cfunkhouser@rockvillemd.gov

"Weber Home"

Dear Mayor and Council

12/16/2009 10:56:57 AM

From: "Weber Home" <weberjm@comcast.net>  
To: <mayorcouncil@rockvillemd.gov>  
Date: 12/16/2009 10:56 AM  
Subject: FW: News Release - Applicants Sought for Task Forces on Communication, Finance and Budget

Dear Mayor and Council,

As requested in the News Release below, I wish to apply for membership on the Finance and Budget Task Force. I have no experience in local government financing or accounting. However, as you can see by my resume (attached), I have extensive budget experience at the Federal level. I have served as Deputy Director of the Department of Justice Budget Staff, Associate Commissioner for Budget at the Immigration and Naturalization Service and Chief Financial Officer of the Food and Drug Administration.

I look forward to hearing from you.

Regards, Jeff Weber



FW: News Release - Applicants Sought for Task Forces on Communication,  
Finance and Budget  
Weber Home to: mayorcouncil

12/16/2009 10:56 AM

Dear Mayor and Council,

As requested in the News Release below, I wish to apply for membership on the Finance and Budget Task Force. I have no experience in local government financing or accounting. However, as you can see by my resume (attached), I have extensive budget experience at the Federal level. I have served as Deputy Director of the Department of Justice Budget Staff, Associate Commissioner for Budget at the Immigration and Naturalization Service and Chief Financial Officer of the Food and Drug Administration.

I look forward to hearing from you.

Regards, Jeff Weber



## News Release

Public Information Office • City of Rockville, Maryland

Contact: JoAnn Grbach FOR IMMEDIATE RELEASE

Public Information Specialist Tuesday, Dec. 15, 2009

Tel.: 240.314.8116

E-mail: [jgrbach@rockvillemd.gov](mailto:jgrbach@rockvillemd.gov)

Jenny Kimball

Assistant City Manager

240-314-8104

Fax: 240.314.8130

Web site: [www.rockvillemd.gov](http://www.rockvillemd.gov)

**Applicants Sought for Task Forces on Communication, Finance  
and Budget**

ROCKVILLE, Md., December 15, 2009-The Rockville Mayor and Council are seeking applicants for new task forces they voted in December to create: a Communications Task Force and a Budget and Finance Task Force.

The Communications Task Force is charged with identifying ways the City can better notify and involve citizens in the decision-making processes affecting them; helping residents keep up with projects as they make their way through the planning process, finding the right contact person when questions arise and generally staying more informed of City business.

The Communications Task Force will be comprised of seven members who are nominated and approved by the Mayor and Council. The Task Force would be asked to prepare a report, within six months of being formed, for the Mayor and Council that outlines findings and recommendations about communication from the City to residents.

To learn more about the Communications Task Force, go to [http://www.rockvillemd.gov/government/mc/communications\\_task\\_force](http://www.rockvillemd.gov/government/mc/communications_task_force).

The purpose of the Finance and Budget Task Force is to help define better tools and procedures for the Mayor and Council and staff to build the City's annual budget.

The Finance and Budget Task Force would have three technical goals that include reviewing Rockville's Financial Management Policies, Rockville's budget process, and the budget book, especially the presentation of budget data.

The Task Force would make positive recommendations to City staff and Mayor and Council, including an interim report by the end of March and a finished report by the end of June. Individuals who apply for the task force should have relevant expertise with local government financing or accounting, data display, process management or related fields.

To learn more about the Finance and Budget Task Force, go to [http://www.rockvillemd.gov/government/mc/budget\\_task\\_force](http://www.rockvillemd.gov/government/mc/budget_task_force).

Residents interested in participating in either task force should submit an

expression of interest to the Mayor and Council by e-mail at [mayorcouncil@rockvillemd.gov](mailto:mayorcouncil@rockvillemd.gov); by mail to Mayor and Council, 111 Maryland Ave., Rockville, MD 20850; or by calling 240-314-8290.

###

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City of Rockville, Maryland | 111 Maryland Avenue | Rockville | MD | .20850



Jeffrey Weber resume oct 2009.doc

Email Marketing by



## Jeffrey M. Weber

### EDUCATION

M.P.A., Financial Management, Baruch College, 1985

M.A., Chemistry, Brooklyn College, 1974

B.S., Chemistry, City College of New York, 1970

### SUMMARY OF EXPERIENCE

Mr. Weber's last position was as a Principal with Booz Allen Hamilton, primarily working in their health care practice supporting various OpDivs within the Department of Health and Human Services.

Prior to joining Booz Allen, Mr. Weber had approximately thirty-five years experience in the Federal government. He served as Associate Commissioner for Management at the Food and Drug Administration (FDA) for four years prior to his retirement. FDA is the Federal government's principal agency for protecting the public health by assuring the safety, efficacy, and security of human and veterinary drugs, biological products, medical devices, our nation's food supply, cosmetics, and products that emit radiation. FDA is also responsible for advancing the public health by helping to speed innovations that make medicines and foods more effective, safer, and more affordable; and helping the public get the accurate, science-based information they need to use medicines and foods to improve their health. FDA's budget in Fiscal Year 2004 was \$1.8 billion. Mr. Weber managed the administrative infrastructure that supported this critical mission.

As the Associate Commissioner for Management, Mr. Weber worked closely with the FDA Commissioner and Department of Health and Human Services executives on all major administrative management issues while also serving as the FDA's Chief Financial Officer, the Chief Administrative Officer, and the Deputy Ethics Counselor. He was responsible for completing the most significant consolidation of administrative resources in FDA's history. Under his leadership, the design and subsequent stand up of the Office of Shared Services in FDA essentially changed the business model for service delivery and brought consistency and efficiency to the supporting work processes. He was also highly regarded for his leadership by LABQUEST, a community-based group that works to support the FDA headquarters consolidation at White Oak, Maryland.

As the Associate Commissioner for Management he was responsible for major cost-cutting initiatives for FDA. He managed and directed the budget formulation and execution processes which resulted in over a 40 percent increase to FDA's budget between FYs 2001 and FY 2005. Mr. Weber also supported the competitive sourcing effort, which resulted in six winning competitions and a 5-year savings of \$16,400,000. He was also instrumental in transforming how the agency conducted its IT operations through consolidating IT infrastructure support and the restructuring of the Chief Information Officer's (CIO) office.

Prior to being named Acting Associate Commissioner, Mr. Weber served as the Director, Office of Financial Management upon joining FDA in November 1999. He served as the Assistant Commissioner for Budget at the Immigration and Naturalization Service (INS), Department of Justice (DOJ). At INS, he was responsible for planning, directing, managing and coordinating the budget and financial analysis activities of an organization with an annual budget in excess of \$3.9 billion spread across a multitude of funding sources. He also served as Deputy Director of the

Department of Justice budget staff prior to serving at INS, where he interacted directly within the highest levels of the Justice Department in several administrations. Mr. Weber worked closely with several Attorney Generals and other Department of Justice executives, advising them on key issues impacting DOJ budgets and programs.

Mr. Weber has received numerous awards in recognition of his outstanding leadership and service, including the Presidential Rank Award for Meritorious Service.

## **EXPERIENCE**

### **Booz Allen Hamilton – Principal**

**2005 - 2009**

Jeffrey M. Weber served as a Principal with Booz Allen Hamilton, primarily working in their health care practice supporting various OpDivs within the Department of Health and Human Services. During his first year at Booz Allen, Mr. Weber lead a staff focusing on various e-gov projects including, e-travel, e-acquisition and e-grant strategies and solutions. He also coordinated the firm's efforts to deliver a total solution for Information Sharing that encompasses management, technology and policy services.

### **Department of Health and Human Services – Food and Drug Administration**

#### **Director, Office of Financial Management**

**(1999-2001)**

#### **Associate Commissioner for Management and Chief Financial Officer**

**(2001–2005)**

- As agency's Chief Administrative Officer, responsible for leading approximate 800 employees in the management and delivery of services in the areas of financial management, real property, procurement, information technology, etc.
- Responsible for the management of a \$1.8B budget, a 45 percent increase during my tenure.
- Modernized financial systems while still maintaining a clean audit opinion and eliminating all internal control material weaknesses.
- Responsible for implementation of a new service delivery model (shared services) for consolidation of administrative services.
- Lead successful competitive outsourcing program, resulting in all functions remaining in-house, while still saving over \$16 million over 5 years.
- Received Presidential Meritorious Rank Award in 2002.

### **Department of Justice - Immigration and Naturalization Service**

**(1995–1999)**

#### **Assistant Commissioner for Budget**

- Responsible for planning, directing, managing and coordinating the budget and financial analysis activities of an organization with an annual budget in excess of \$3.9 billion spread across a multitude of funding sources.
- Redesigned the agency's budget development process to fully integrate the budget requirements with mission-oriented decision-making.
- Developed consistent, coherent financial practices, including centralization of payroll resources and development of a Table of Organization, to allow agency leadership to effectively make decisions.
- Responsible for management of multiple user fee accounts, including revenue forecasting, resource allocation and usage analysis and cost studies to ensure revenues were properly projected.

**Department of Justice - Justice Management Division, Budget Staff (1988-1995)**

**Budget Analyst (1988-1989); Director, Law Enforcement and Corrections Group (1989-1990); Deputy Director (1991-1995)**

- Provided advice and guidance to senior policy officials regarding overall Department resource management.
- Advised the Attorney General and Deputy Attorney General on funding allocations and innovative ways to meet the Attorney General's priorities, including use of the Asset Forfeiture Fund, start up of the Organized Crime Drug Enforcement Account, multi-year funding for the Bureau of Prisons, funding for the Automated Booking Station initiative, etc.
- Responsible for communication of Department policies and priorities to Department components and outside organizations.

**AWARDS - Presidential Rank Award for Meritorious Service**

**CLEARANCE - Top Secret**

BRIEF BIO

James F. Coyle

Jim Coyle spent a career in governmental administration and programs at the local, state, federal, and international levels. Most of these years were spent directing policy, administration, budget, program, and technical functions in government and the private sector.

Jim's work experience has included serving as City Manager, Norristown, Pennsylvania; Executive Director, the Southern Institute for Human Resources Management, Atlanta, Georgia; Assistant Director of the Cuban/Haitian Task Force, U.S. Department of State, Washington, DC; Associate Director, International City Management Association, Washington, DC; Chief of Party, Planning and Human Systems, Inc., Cairo, Egypt; Assistant Administrator, U.S. Fire Administration, Washington, DC; Executive Director, Public Risk Management Association, Arlington, VA; and Executive Director, Grassroots Organization for Well-being of Seniors, Potomac, Maryland.

Jim served four terms on the Rockville City Council and one term as Mayor of Rockville (1985-1995). He also served on the Rockville Human Rights Commission and the Rockville Senior Services Task Force. He served on several National League of Cities Committees including the Finance and Intergovernmental Policy Steering Committee.

He has a BA degree in Government & Politics, University of Maryland and a MS degree in Urban Management from Drexel University, Philadelphia, PA. Jim also worked as an Adjunct Professor in Management at DeKalb College in Decatur, Georgia.