SHELBY COUNTY BOARD OF COMMISSIONERS
AGENDA ROUTE SHEET

Referred to Commission Committee General Government

For Commission Action on 6/2/08

DESCRIPTION OF ITEM: RESOLUTION APPROVING THE COUNTY MAYOR'S NOMINATION OF DAWN KINARD FOR REAPPOINTMENT AND YOLANDA D. INGRAM FOR APPOINTMENT TO THE MEMPHIS AND SHELBY COUNTY LAND USE CONTROL BOARD. SPONSORED BY COMMISSIONER JOE FORD.

CHECK ALL THAT APPLY BELOW:

__x__ This Action does NOT require expenditure of funds.

_____ This Item requires/approves expenditure of funds as follows (complete all that apply):

County General Funds: $_____ ; County CIP Funds- $_____

State Grant Funds: $_____; State Gas Tax Funds: $_____

Federal Grant Funds: $_____

Other funds (Specify source and amount): $_____

Other pass-thru funds (Specify source and amount): $ _____

Originating Department: Mayor's Office

APPROVAL:

Dept. Head:	Grace Hutchinson (545-4429) (Type your name & phone #.)	\ [illegible] (Initials)	\ 4-29-2008 (Date)
Elected Official:	(Type your name & phone #.)	\ (Initials)	\ (Date)
Division Director:	Grace Hutchinson (545-4429) (Type your name & phone #.)	\ [illegible] (Initials)	\ 4-30-2008 (Date)
CIP – A&F Director:	(Type your name & phone #.)	\ (Initials)	\ (Date)
Finance Dept.	Mike Swift (545-4269) (Type your name & phone #.)	\ MDS (Initials)	\ 4/30/08 (Date)
County Attorney:	Christy Kinard (545-4233) (Type your name & phone #.)	\ CK (Initials)	\ 04-29-08 (Date)
CAO/Mayor:	Jim Huntzicker (545-4514) (Type your name & phone #.)	\ [illegible] (Initials)	\ 4/30/08 (Date)

SUMMARY

I. Description of Item

This resolution reappoints Dawn Kinard and appoints Yolanda D. Ingram to the Memphis and Shelby Land Use Control Board.

II. Source and Amount of Funding

III. Contract Items

A. Type of Contract – N/A

B. Terms – N/A

IV. Additional Information Relevant to Approval of this Item

The Memphis and Shelby County Land Use Control members are appointed for terms of three (3) years each. Dawn Kinard has been a member since 12/31/2000. Her last eligible term will expire 12/31/2009. Yolanda D. Ingram is filling the expired term of William Mitchell and the term will expire 12/31/2009.

ITEM#_____

PREPARED BY: Lois Riseling

APPROVED BY: Christy L. Kinard
Assistant County Attorney

RESOLUTION APPROVING THE COUNTY MAYOR'S NOMINATION OF DAWN KINARD FOR REAPPOINTMENT AND YOLANDA D. INGRAM FOR APPOINTMENT TO THE MEMPHIS AND SHELBY COUNTY LAND USE CONTROL BOARD. SPONSORED BY COMMISSIONER JOE FORD.

WHEREAS, Pursuant to the rules and regulations governing the members of the Memphis and Shelby County Land Use Control Board, in written correspondence to the Chairman of the Shelby County Board of Commissioners dated April 29, 2008, the County Mayor nominated Dawn Kinard for reappointment and Yolanda D. Ingram for appointment to the board; and

WHEREAS, The ratification and approval by the Shelby County Board of Commissioners is required; and

WHEREAS, The members of the Memphis and Shelby County Land Use Control Board are appointed for a term of three (3) years upon approval by the Shelby County Board of Commissioners or until the appointment of their successors; and

WHEREAS, The term of service for Dawn Kinard expired on December 31, 2006, and the reappointment is retroactive to that date, expiring on December 31, 2009, for a term of three (3) years.

WHEREAS, Pursuant to Ordinance No. 343, adopted by the Shelby County Board of Commissioners on August 27, 2007, William Mitchell is term limited as of the expiration of the last term to which he was appointed, which expired on December 31, 2006, and is serving until his successor can be appointed; and

WHEREAS, Yolanda D. Ingram shall be appointed to fill the unexpired term that William Mitchell has been holding until his successor could be appointed and said term will expire on December 31, 2009; and

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF SHELBY COUNTY, TENNESSEE, That the reappointment of Dawn Kinard and the appointment of Yolanda D. Ingram to the Memphis and Shelby County Land Use Control Board for the terms listed above are with this Resolution hereby approved by the Shelby County Board of Commissioners.

BE IT FURTHER RESOLVED, That this Resolution shall take effect from and after the date it shall have been enacted according to due process of law, the public welfare requiring it.

_____
A C Wharton, Jr., County Mayor

Date: _____

ATTEST:

_____
Clerk, County Commission

ADOPTED _____

Board/Commission

Division of County Government

Name: Dawn Kinard

Date of Birth August, 11, 1966 Race White M ___ F X

Business Name: Welch Realty Company

Business Address: 7751 Wolf River Zip: 38138 Phone: 759-5700

E-mail Dawn.kinard@welchrealty.net Fax: 759-5711

Education: College Graduate

Name of Spouse: Bill Kinard Number of Children: 2

Home Address: 3105 Shea Rd Zip: 38017 Phone: 850-5946

Resident of Shelby County 41 years.

List any affiliation or ownership interest you have in any business, corporation, or partnership, and if such business contracts with or sells products or services to Shelby County Government.

Welch Builder Welch Interiors

Welch Investments - none do business (contracts or sales) with Shelby County Government

List members of family, where employed, and whether or not their employer contracts with or sells products or services to Shelby County Government.

none

Dawn Kinard
Signature

4/28/08
Date

(For Office Use Only)

Attendance Record (if applicable)

No. of Meetings_____ No. Attend_____ No. Absent_____

Disposition:

Approval_____ Resolution_____ Item#_____

4/2/2008

Board/Commission

NOTICE TO ALL PROSPECTIVE APPOINTEES TO SHELBY COUNTY BOARDS, AUTHORITIES OR COMMISSIONS

Pursuant to Resolution #26 adopted July 26, 1993, as amended, each person who submits his or her name for nomination to serve on a board, authority, or commission subject to approval by the Shelby County Board of Commissioners shall submit a list of all private county, social, athletic or professional clubs of which that person is a member. In the event it is determined that any such clubs are disciminatory in choosing their members on the basis of race, sex, or religion, the Shelby County Board of Commissioners may use this information in voting to reject the nominee.

Pursuant to the aforementioned Resolution you are hereby required to list all private country, social, athletic or professional clubs of which you belong.

1 Wyndrie Country Club
2 Colonial Country Club
3 Home Builders Association of Memphis
4 Memphis Area Association of Realtors
5
6
7
8

List below any of the aforementioned clubs of which you belong that do not have female members.

1 n/A
2
3
4

List below any of the aforementioned clubs of which you belong that do not have minority group members (e.g., African American, Hispanic, Asian).

1 n/A
2
3
4

Do any of the aforementioned clubs of which you belong discriminate in selecting members based on race, sex, or religion?

Circle Below:
Yes No

Submitted: Dawn Kinard
(Print Name)

Signature: Dawn Kinard

Date: 8/28/09

DAWN WELCH KINARD

7751 Wolf River Blvd. ▪ Germantown, TN 38138 ▪ 901-759-5100

PERSONAL

Residence 3105 Shea Road, Collierville, Tennessee (2 years)
Prior residence 6510 N. Oak Shadows Circle, Memphis, Tennessee (8 years)
Married October, 1990 to William Edward Kinard
Two children, Taylor Layne Kinard (7 years old) and Ty Welch Kinard (2-1/2 years old)
Church Affiliation - Central Church. Active in Joint Heirs Sunday School Class.
Member of National Wild Turkey Federation
Member of National Association of Scuba Divers
Member of Parents' Association of Hutchison School
Member of Wyndyke Country Club

EMPLOYMENT

WELCH REALTY COMPANY
REAL ESTATE DEVELOPMENT
Affiliate Broker/Office Manager, 1986 to Present
I received my Affiliate Broker's license in 1986 and began working with Welch Realty Company as a secretary and account manager. As I have grown in the field, I have been involved in the development of residential subdivisions and commercial properties, the home building industry, commercial management and leasing, sales and marketing of commercial and residential properties.

EDUCATION

BRIARCREST BAPTIST HIGH SCHOOL, Memphis, Tennessee
Graduated, Major in Science, English 1981-1984

UNIVERSITY OF MISSISSIPPI, Oxford, Mississippi
Major in Science and Nutrition-1986
Undergraduate studies with completion of core curriculum.

UNIVERSITY OF MEMPHIS, Memphis, Tennessee
Bachelor of Science Degree in Education 1988-1990

PROFESSIONAL AFFILIATIONS

- Memphis Area Home Builders Association
  Build-PAC Committee Board Member
- Memphis Area Association of Realtors
- Germantown Chamber of Commerce
- Rotary International Collierville
- Shelby County Work Release Board
- Land Use Control Board - Alternate

Land Use Control Board
Board/Commission

Page 1

Division of County Government

Name: Yolanda D. Ingram Date of Birth: 8-24-70

Business Name: Univ. of Memphis School of Law

Business Address: 207 Humphreys Zip: 38152 Phone: 678-3441

E-mail yingram@memphis.edu Fax: 678-5210

Business or Profession: Attorney/Administrator

Education: Univ. of MS - B.A., Washburn School of Law - J.D

Name of Spouse: Kevin Ingram Number of Children: 3

Home Address: 2876 Farindon Cove Zip: 38138 Phone: 755-9706

Resident of Shelby County 7 years.

List any affiliation or ownership interest you have in any business, corporation or partnership, and if such business contracts with or sells products or services to Shelby County Government.

None

List members of family, where employed, and whether or not their employer contracts with or sells products or services to Shelby County Government.

None

Yolanda Ingram
Signature

3-10-08
Date

(For Office Use Only)
Attendance Record (if applicable)
No. of Meetings_____ No. Attend_____ No. Absent_____
Disposition:
Approval_____ Resolution_____ Item_____

2/4/2008

Land Use Control Board
Board/Commission

NOTICE TO ALL PROSPECTIVE APPOINTEES TO SHELBY COUNTY BOARDS, AUTHORITIES OR COMMISSIONS

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Pursuant to the aforementioned Resolution you are hereby required to list all private country, social, athletic or professional clubs of which you belong.

1 None
2
3
4
5
6
7
8

List below any of the aforementioned clubs of which you belong that do not have female members.

1 N/A
2
3
4

List below any of the aforementioned clubs of which you belong that do not have minority group members (e.g., African American, Hispanic, Asian).

1 N/A
2
3
4

Do any of the aforementioned clubs of which you belong discriminate in selecting members based on race, sex, or religion?

Circle Below:
Yes No

Submitted: Yolanda Ingram
(Print Name)

Signature: Yolanda Ingram

Date: 3-10-07

Yolanda D. Ingram

7743 Roxshire Cove, Memphis, TN 38125 **Phone: (901) 755-9706** **Email: kyingram32@yahoo.com**

PROFESSIONAL BACKGROUND

A highly skilled professional with extensive expertise in strategic planning and program management. Thrive on exceeding goals and expectations, building successful customer relationships, and helping others maintain focus to accomplish the same positive results. A results-oriented leader with the ability to assess, process and analyze outcomes, recommend solutions and influence decision makers for positive change. A team builder who is able to conceive and implement both the big picture and details. Excellent communication skills which are used to listen, educate, inform, present, persuade and close.

CRITICAL SKILLS

Training, presenting, public speaking, writing, decision-making, planning, advising, motivating, researching, multi-tasking, communicating, team building, budgeting, implementing, listener, visionary, creative, organized, problem solver, time management, leader, detailed, thorough, and analytical.

SELECTED ACHIEVEMENTS

Hired to manage and oversee administration of the state-wide admission by performance program. Trained and supervised the staff. Made programmatic changes to improve the program. Analyzed, identified and evaluated strengths and weaknesses. Result: Program started on schedule. Increased enrollment by 70%. Received outstanding recognition from peers, participants, and management.

Presented new service to prospective buyers. Trained existing users to perform research on new service. Installed necessary system components to existing equipment. Upgraded software programs to shorten research time and speed up project completion. Result: Persuaded state legislature to purchase new service.

Reassigned and redistributed newly acquired building space to meet national accreditation requirements. Researched and evaluated possible uses for facility. Result: Retained accreditation for company. Utilized resources to the advantage of the company. Improved reputation of company. Received outstanding recognition from superior and management. Resolved space shortage and building overcrowding due to lack of space for meetings.

Planned and organized a successful membership drive. Researched ideas to improve involvement and participation. Collected and gathered data to solve low member numbers. Result: Increased membership to all organizations by 200%.

Presented bi-weekly training seminars to 150 people. Researched best practices in field. Trained, hired, and supervised employees. Implemented new program format. Developed and implemented a marketing strategy for program. Result: Increased retention among seminar participants. Reduced attrition rate of attendees. Improved attendance rate among entire class.

Identified organization's budgeting errors and spending discrepancy from prior years. Resolved long-standing funds misallocation. Aligned expenditures with appropriate fiscal year. Result: Retained $250,000 budget. Solved budget problem. Complied with state-wide accounting procedures.

Created and implemented training seminar program. Recruited and trained volunteers to attend seminars. Presented information. Identified audiences and locations for presentations. Collaborated with non-profit entities. Result: Established relationships and laid groundwork for future partnerships. Increased community involvement. Raised awareness. Improved rapport and accessibility.

Launched and created an internship program. Interviewed, selected and trained interns. Screened prospective employers. Identified placement sites. Result: Started intern program on schedule. Fulfilled 100% of customer contracts. Received positive customer feedback. Placed all interns within one week of program inception.

Improved program format and content. Evaluated program effectiveness. Eliminated ineffective components and staff. Result: Increased program success rate to 90%. Improved overall program satisfaction to 100%. Reduced attrition rate.

Collaborated with sales representative. Presented software and online service to professionals. Trained all employees within company to use the computer software and online research service. Increased revenue and territory growth by 95%.

Created, developed, and implemented an innovative employee retention program. Met with employees. Investigated and researched complaints. Negotiated new contracts. Result: Retained 100% of highly qualified employees. Improved job satisfaction.

PROFESSIONAL EXPERIENCE

Dean for Student Affairs, Director of Tennessee Institute for Pre-law & Academic Support Program
(May 2002 – Present)
University of Memphis, Cecil C. Humphreys School of Law, Memphis, TN

Adjunct Professor (August 2002 – Present)
University of Memphis, University College - Paralegal Studies, Memphis, TN
Southwest Tennessee Community College (Fall 2003)

LSAT Prep Instructor (Summer 2001)
University of Memphis Continuing Education, Memphis, TN

Account Manager
Thomson Corp. formerly, Westgroup, New Orleans, LA & Memphis, TN (November 1998 – May 2002)

Judicial Law Clerk
Jackson County Circuit Court, Kansas City, Missouri (January 1998 – November 1998)

Legal Writing Instructor
Temple University School of Law, Philadelphia, PA (August 1997 – December 1998)

Attorney - Litigation Department
Polsinelli Shalton Flanigan Suelthaus (formerly *Polsinelli, White, Vardeman & Shalton*,) Kansas City, Missouri (August 1995 – August 1997)

EDUCATION

Juris Doctor, *Dean's Honors*, Washburn University School of Law, Topeka, Kansas
B.A. in English, *Summa Cum Laude,* University of Mississippi, Oxford, MS

CONTINUING EDUCATION

Completed the following courses and seminars: Ethics in Leadership; Microsoft – Powerpoint & Excel Training; Diversity in the Workplace; Affirmative Action Training; Family Education Rights and Privacy Act; Managing Difficult Employees; Communication Skills in the Workplace; Balancing Work and Life – Stress Management; Planning and Organizing Events with limited funds; Financial Records System Training & Budget Management; Student Information System; Human Resource System; Admission Communication & Exchange System; Candidate Referral System; Admit-M- Records Management training; Contract Negotiation training; Engaging any audience; Classroom management training; Effective teaching strategies; Presentation Skills training; Creative Ways to attract applicants with limited resources; How to run effective training seminar

PROFESSIONAL ASSOCIATIONS & CIVIC ORGANIZATIONS

American Association of Collegiate Registrars and Admissions Officers (AACRAO)
Court Appointed Special Advocates (CASA) – Board of Directors
Law School Admissions Council (LSAC)
National Bar Association (NBA) – Ben F. Jones Chapter
Memphis Bar Association (MBA)
Kansas & Missouri Bar Member

SOFTWARE SKILLS

Microsoft Windows XP, Microsoft Word, Microsoft Excel, WordPerfect Office X3