Shelby County Government

A C Wharton, Jr.
Mayor

October 13, 2008

The Honorable Deidre Malone
Chairman, Shelby County Board of Commissioners
160 N. Main, Suite 450
Memphis, TN 38103

Dear Chairman Malone:

Pursuant to the rules and regulations governing the Memphis and Shelby County Board of Adjustment, I hereby nominate Daniel P. Dow for appointment and Lynda W. Raiford for reappointment.

Daniel P. Dow shall be appointed to fill the term that John Shepherd has been holding until his successor could be appointed and said term will expire on December 31, 2009.

The term of service for Lynda W. Raiford should be retroactive to December 31, 2006, expiring December 31, 2009.

For your use, biographical information is attached and approval of the Board of Commissioners will be appreciated.

Sincerely,

A C Wharton, Jr.
Mayor

ACW/lar

Enclosure

SUMMARY

I. Description of Item

This resolution appoints one new member, Daniel P. Dow, and reappoints one member, Lynda W. Raiford, to the Memphis and Shelby County Board of Adjustment.

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

Members of the Memphis and Shelby County Board of Adjustment are appointed for terms of three (3) years each. This will be the first term for Daniel P. Dow and the second term for Lynda W. Raiford. Please see attached list of Shelby County board members.

Board Members

Appointments	Resolution Date	Expire Date	Member Since	Race	Term yrs.
M/SC Board of Adjustment					
Mr. Eddie Carter	10/24/2005	12/31/2006	09/08/1997	BM	3
Ms. Lynda Raiford	08/22/2005	12/31/2006	12/31/2003	WF	3
Mr. John Shepherd	10/24/2005	12/31/2006	09/06/1977	WM	3
Mr. Roland Taylor	10/24/2005	12/31/2008	11/21/1994	WM	3

MEMPHIS AND SHELBY COUNTY BOARD OF ADJUSTMENT

REPORT ON ATTENDANCE FOR CALENDAR YEAR 2008
(January – September)

To: The Honorable A. C. Wharton, Mayor, County of Shelby
The Shelby County Board of Commissioners
The Honorable Dr. W. W. Herenton, Mayor, City of Memphis
The Memphis City Council

A report of attendance of the Memphis and Shelby County Board of Adjustment for the period from January 1, 2008 through June 30, 2008

Mr. John Shepherd served as Chairman for the calendar year 2008.

The Board has held six (9) monthly meetings in 2008 with attendance as follows:

David Andrews	7 out of 9 meetings
Eddie F. Carter, Jr.	8 out of 9 meetings
T. David Goodwin, Sr.	2 out of 9 meetings (Resigned)
Zakiyah M. Langford	2 out 2 meeting (Appointed/Aug. 08
Lynda Raiford	9 out of 9 meetings
John S. Shepherd	6 out of 9 meetings
Roland P. Taylor	7 out of 9 meetings

ADJUSTMENTS
Board/Commission

PLANNING & DEVELOPMENT
Division of County Government

Name: DANIEL P. DOW

Date of Birth: 11/05/59 Race HISPANIC M ✓ F ____

Business Name: FEDEX CORP

Business Address: 6625 LENOX PARK, MEMPHIS Zip: 38115 Phone 901-240-4967

E-mail dpdow@fedex.com Fax ____

Education: BS, ACCT; MSBA - INFORMATION TECHNOLOGY

Name of Spouse: TELESA Number of Children 3

Home Address: 274 N. AVALON ST. Zip 38112 Phone 901-274-4256

Resident of Shelby County 22 years.

Have you ever been convicted of a felony? Yes ____ No ✓
I give authorization to Shelby County Government to request that the Shelby County Sheriff's Department perform a background check. Yes ✓ No ____

I also understand that other sources including the official state websites listing sexual predators and a check of outstanding balances owed to departments and offices of county government may be performed.

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

Signature

9/26/08
Date

(For Office Use Only)
Attendance Record (if applicable)
No. of Meetings ____ No. Attend ____ No. Absent ____
Disposition:
Approval ____ Resolution ____ Item # ____

545-4666

Dowy D.

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 INSTITUTE of INTERNAL AUDITORS
2 TSCPA
3 INFORMATION SYSTEMS AUDITOR & CONTROL ASSN.
4 AICPA
5 IEEE
6 NATIONAL SOCIETY of HISPANIC MBAs
7
8

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

1 NONE
2
3
4

Dow, D.

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: DANIEL P. DOW
(Print Name)

Signature: [signature]

Date: 9/26/08

Daniel P. Dow
274 N. Avalon St.
Memphis, Tennessee 38112

Telephone: 901-434-7375 (Office)
901-274-4256 (Home)
901-240-4967 (Mobile)

Experience and Qualifications:

November 1986 - Present: FedEx Corporate Services, Inc.

November 1995 - Present: Director, Internal Audit

Responsible for leading a staff of three managers and approximately thirty-five professionals and interns in the development and completion of the Worldwide Internal Audit Business Plan. This includes integrated financial/operational/information technology process reviews for all areas of FedEx Corp. including Services, Express, Ground/Home Delivery and Freight.

December 1989 - October 1995: Manager, Internal Audit

As an Internal Audit Manager, I was responsible for leading a team of eight financial and information systems audit professionals and two technical support personnel, in the performance of international and domestic integrated audits of financial, operational and IT controls, financial systems, project management, profit/productivity improvement, distributed functions, technical support, and systems development. I also have responsibilities related to annual business planning/budgeting, the global risk assessment, external audit coordination/support, developing department policy and procedures, and department recruiting activities. During my tenure as Internal Audit Manager, I have been responsible for the development and implementation of audit approaches for integrated financial/IS, SDLC, Project Management and Profit/Productivity reviews.

March 1989 - November 1989: Corporate Programs Administrator

Responsible for division-wide program and project management of strategic systems development projects. This required maintaining and publishing project schedules and issues as well as frequent interaction and coordination of activities with senior management and professional personnel across corporate divisions.

November 1986 - March 1989: Senior Information Systems Auditor

As a Senior IS Auditor, my duties included active supervision of three audit staff members and project management from planning through report issuance during the accomplishment of IS audit projects and assisting management in planning, organizing, directing, and controlling the IS Audit Department's activities relating to system development projects. Additionally, I acted as the In-Charge Senior on project management, productivity, profitability, and internal control studies of telecommunications and information systems functions. This included development of policies and procedures, resource allocation, scheduling, budgeting, determination of project scope and objectives and development of risk assessment/quantitative analysis models.

February 1986 - November 1986: Systems Auditor, Southern California Edison Company

Responsibilities included supervision, coordination, and performance of the Systems Audit department's systems development and audit activities.

October 1983 - February 1986: Senior IS Auditor, American Savings and Loan Association

Responsibilities included project planning and budgeting, resource allocation, audit program development, reporting project results to executive management, and staff supervision during system development, general controls, financial applications, and operational reviews. Evaluated, analyzed, and recommended improvements for project management, telecommunications systems, data security, systems and applications programming, computer operations, physical security and operating systems.

May 1982 - October 1983: Internal Auditor, Beneficial Standard Corporation

Performed financial and IS audits within the corporation, a financial services holding company. Responsible for the audits from the planning phase to the final report. Assisted the external auditors and performed fraud investigations.

June 1981 - May 1982: Internal Auditor, National Distillers and Chemical Corporation

Assisted in the completion of financial audits and year end external audits of manufacturing subsidiaries and divisions of the corporation.

Education, Certifications and Achievements:

Hispanic Engineer, 2003 Hispanic Power Hitters.

National Hispanic Corporate Achievers, 2000.

FedEx Five Star Award Recipient, 1998.

Executive Masters Degree, Telecommunications and Information Systems Management, May 1990, Christian Brothers College through the Federal Express Executive Management Scholarship Program.

Master of Science, Business Administration, June 1986, California State Polytechnic University, Pomona.

B.S., Accounting, May 1981, Rutgers University, New Brunswick, N.J.

Certified Public Accountant: 1994, Tennessee Certificate No. 13472.
Certified Information Systems Auditor, 1985, Certificate No. 8505595.
Certified Internal Auditor, 1984, Certificate No. 12974.

Professional Activities:

Institute of Internal Auditors – Member and Past President,
Information Systems Audit and Control Association – Member, CISA/Education Chairman, February 1988 - May 1991; Programs Committee, 1990-91; Vice President, 1993-94; International Standards Committee Member, December 1990 – August 1995.
AICPA/TSCPA - Member
National Society of Hispanic MBAs – Member
Institute of Electrical and Electronic Engineers – Member

Memphis & Shelby Co. Board of Adjustment
Board/Commission

Division of County Government

Name: Lynda W. Raiford

Date of Birth: 10/21/34 Race W M (F)

Business Name: Retired

Business Address: Zip: Phone

E-mail lyndaraiford@bellsouth.net Fax

Education: East High School / Southern Methodist Univ.

Name of Spouse: Wm. B. Raiford (deceased) Number of Children 2

Home Address: 5520 N. Suggs Rd Zip 38120 Phone 901-685-5742

Resident of Shelby County 74 years.

Have you ever been convicted of a felony? Yes ____ (No)

I give authorization to Shelby County Government to request that the Shelby County Sheriff's Department perform a background check. (Yes) ____ No ____

I also understand that other sources including the official state websites listing sexual predators and a check of outstanding balances owed to departments and offices of county government may be performed.

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

Lynda W. Raiford
Signature

Oct 3, 2008
Date

(For Office Use Only)

Attendance Record (if applicable)

No. of Meetings ____ No. Attend ____ No. Absent ____

Disposition:

Approval ____ Resolution ____ Item # ____

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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
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 _____
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: Lynda W. Raiford
(Print Name)

Signature: Lynda W. Raiford

Date: Oct 3, 2008

GRATUITY DISCLOSURE FORM

Shelby County Ethics Commission

INSTRUCTIONS: This form is for all persons receiving any Shelby County Government contract, land use approval or financial grant money to report any gratuity that has been given, directly or indirectly, to any elected official, employee or appointee (including their spouses and immediate family members) who is involved in the decision regarding the contract, land use approval, or financial grant of money.

1. **NAME**

_____

2. **DATE OF GRATUITY**

_____

3. **NATURE AND PURPOSE OF THE GRATUITY**

_____

_____

_____

4. **NAME OF THE OFFICIAL, EMPLOYEE, APPOINTEE, OR FAMILY MEMBER WHO RECEIVED THE GRATUITY**

_____

5. **NAME OF THE PERSON OR ENTITY THAT PROVIDED THE GRATUITY**

_____

6. **ADDRESS OF THE PERSON OR ENTITY THAT PROVIDED THE GRATUITY**

_____

_____

7. **DESCRIPTION OF THE GRATUITY**

_____

_____

_____

8. **COST OF THE GRATUITY (If cost is unknown and not reasonably discernible by the person giving the gratuity, then the person giving the gratuity shall report a good faith estimate of the cost of the gratuity.)**

_____

9. **The information contained in this Gratuity Disclosure Form, and any supporting documentation or materials referenced herein or submitted herewith, is true and correct to the best of my knowledge, information and belief and affirm that I have not given, directly or indirectly, any gratuity to any elected official, employee or appointee (including spouse and immediate family members) that has not been disclosed and I affirm that I have not violated the provisions of the Shelby County Government Code of Ethics.**

_____ _____

Signature **Date**

_____

Print Name

A copy of your completed form will be placed on the Shelby County Internet website.

LYNDA W. RAIFORD
5520 N. Suggs Rd. N.
Memphis, Tn. 38120

Home 685-5742
Cell 270-5742

INFORMAL RESUME

Professional:

Graduate of East High School 1952
Columbia College, Columbia, Mo. 1952-53
Southern Methodist University, Dallas 1953-55
Memphis Board of Education, secretary 1955-56
Memphis City Schools, elementary teacher, Grahamwood 1956-58
Memphis City Schools, substitute teacher 1968-77
Owner/operator - The Diet Centers of Memphis 1978-2003
National Advisory Board - Diet Center International
President of Franchisee Association, Diet Centers Inc.
Speaker's Bureau, Public Relations and Seminar Director for Diet Centers Inc.
Member of the Memphis and Shelby County Board of Adjustment 1988 - 1997
Vice Chairman of the Board of Adjustment 4 years
Chairman of the Board of Adjustment 2 years

Personal:

Native Memphian
Retired
Widow of William B. Raiford Jr.
2 Children, 3 Grandchildren
Member of :
- Independent Presbyterian Church
- Les Passees, Philanthropic Organization
- Salvation Army Auxillary

Volunteer 'reader' for the Memphis Public Library Channel WPYL radio