

★ Roll Call Number

Agenda Item Number
18B

Date December 20, 2010

Recommendation from Council Member Brian Meyer to appoint Lynn S. Simmons to the Public Housing Board, Seat 7 for a three-year term commencing June 30, 2010 to expire June 30, 2013.

Lynn S. Simmons
502 E. Rose Avenue
Des Moines, IA 50315

(515) 286-3569 (B)
(515) 669-4617 (H)

Moved by _____ to adopt.

COUNCIL ACTION	YEAS	NAYS	PASS	ABSENT
COWNIE				
COLEMAN				
HENSLEY				
GRIESS				
MAHAFFEY				
MEYER				
MOORE				
TOTAL				

CERTIFICATE

I, DIANE RAUH, City Clerk of said City hereby certify that at a meeting of the City Council of said City of Des Moines, held on the above date, among other proceedings the above was adopted.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my seal the day and year first above written.

MOTION CARRIED APPROVED

Mayor

City Clerk



City of Des Moines
Application for Appointment to Board, Commission or Committee

Seat 7
Public Hearing Board
6/30/10 - 6/30/13
Brian Meyer
appet.

LYNN
Linda

NAME Mr. /Mrs. /Ms. Linda S Simmons
First Middle Last

Home Address 502 E. Rose Ave DSM 50315
Number Street City Zip

Birth Date 9-2-49 Residence Phone 515-669-4617 Business Phone 515-286-3596

Occupation Polk County Health Program Specialist How Long? 3 yrs

Employer Polk County How Long? 22 yrs

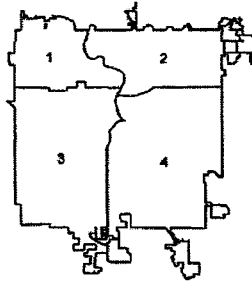
Business Address 1907 Carpenter DSM 50314
Number Street City Zip

Daytime Phone 286-3596 Fax 286-3606 E-mail address LSIMMONS@Co.Polk.IA.US
LYNN.SIMMONS@POLKCOUNTYIOWA.gov

Are you a resident of Des Moines? Yes No

Number of Years FOREVER

What is your City Council Ward Number 4



Are you a Registered Voter? Yes No

Have you ever been employed by the City of Des Moines? Yes No

Any relatives employed with the City? Yes No
List relatives employed by the City

Name/Department/Relationship

Name/Department/Relationship

Have you ever served as a member of ANY Board, Commission or Committee: Yes No (If yes, list below)

South Park Neighborhood Planning Committee
Board, Commission or Committee Dates Served

Board, Commission or Committee Dates Served

List any Boards, Agencies, Civic, Service and/or Professional Organizations to which you are affiliated:

LAP - dm Public Schools
NAMI - National Alliance on Mental Illness
Volunteer Match

You may indicate in the space below other life experiences or skills which will contribute to the mission of this Board, Commission or Committee:

See Attached

(If more space is needed for any of the questions above, please attach additional sheets).

**PLEASE INDICATE ORDER OF PREFERENCE FOR APPOINTMENT
RANK BY NUMBER-Pick up to 5**

RANK	BOARD NAME	BOARD MISSION
	Access Advisory Board	Implement and establish handicap access to all City buildings and employment
	Airport Board	Authority to govern the operation of the DM International Airport, under supervision of DM City Council
4	Building and Fire Code Board of Appeals	(1) Review the building, electrical, mechanical, plumbing and fire codes periodically and make recommendations to the city council. (2) Act as a board of appeals to hear grievances arising from a decision of the building official or fire chief and to provide for reasonable interpretations consistent with the provisions of the building, electrical, mechanical, plumbing and fire codes. (3) Determine the suitability of alternate materials and types of construction to those otherwise allowed by the building codes and to provide reasonable interpretations of the provisions of such article (4) Waive building code requirements that, in the opinion of the Board, do not render the building or structure more hazardous, based on life safety, fire safety and sanitation, than the code requires
	Citizen Odor Board	Maintain log books recording occurrences of odor nuisances, providing personal testimony of reaction to odor in respect to effects on health and right of enjoyment of life or property
2	Civil Service Commission	Recruits and examines applicants for Civil Service employment; maintains Civil Service employee records; hears and adjudicates employees appeals
	Des Moines Music Commission	Promote development, support and provide opportunity for input for live music performances, the music industry and musicians and the public within the city
	Historic Preservation Commission	Review and recommend designation of historic districts and further efforts of preservation
	Housing Appeals Board	Hold hearings, grant variances, mediate appeals and recommend enforcement action in the administration of Housing Code Enforcement
	Human Rights Commission	Receive and investigate discrimination complaints, to formulate a comprehensive educational program to eliminate discrimination, and to recommend ways to discourage prejudice
	Library Trustees	Have charge, control, and supervision of all public libraries
1	Neighborhood Revitalization Board separate application required-request form from City Clerk's Office	To advise City Council and Board of Supervisors on housing improvement and neighborhood revitalization efforts
	Park and Recreation Board	Oversee planning and administration of City parks, cemeteries, recreation centers and various programs
	Plan and Zoning Commission	Set policy, determine plan and zoning requirements. Oversee the preparation and administration of the Comprehensive Plan, zoning, long-range planning, subdivision and public improvements
	Power Engineers Examiners Board	Hold examinations for licensing of Stationary Boiler Engineers and Stationary Boiler Firemen.
3	Public Housing Board	Initiate programs or projects, including grant applications that further the policies and plans of the Municipal Housing Agency including tenant conduct and relations, interact with other governmental agencies with respect to application for and implementation of grants and other funding programs, review and comment on Dept. Director's annual operating and capital budgets prior to their submission to City Manager, buy, lease, sell or exchange supplies, equipment and materials and to procure service or work to extend unencumbered funds are available when such contracts or agreements exceed \$10,000
5	Sister Cities Commission	Further economic cooperation/cultural exchange between Des Moines and foreign cities, recommend cities appropriate for designation as Sister Cities, and to coordinate Sister City activities
	Skywalk Commission	Among other things, the Commission establishes minimum standards for operation, maintenance and repair of the skywalk system
	Traffic Safety Committee	Study and recommend policy for pedestrian and vehicle traffic and safety conditions
	Urban Design Review Board	Makes recommendations to the Council on design of public projects and many downtown projects. This board also serves with the Historic Preservation Commission as the Landmark Review Board
	Water Works Trustees	Oversee management and operation of Des Moines Water Works, including setting water rates
	Youth Advisory Board	Study and coordinate youth activities for the Des Moines area
	Zoning Board of Adjustment	Hear appeals for Zoning variances
	Any Board	

Most board seats have no special requirement, other than being a citizen of Des Moines. However, some seats require special criteria for members—please check all boxes below that apply to you.

<input checked="" type="checkbox"/>	Citizen of Des Moines	<input checked="" type="checkbox"/>	Represents interest of low income residents
<input type="checkbox"/>	Person with disability	<input checked="" type="checkbox"/>	Demonstrated Interest in residential neighborhoods
<input type="checkbox"/>	Own/employed by disabled service provider	<input type="checkbox"/>	Represents interest of Business, Non-Profit & Education community
<input type="checkbox"/>	Architect	<input type="checkbox"/>	Member of the DM Skywalk Association
<input type="checkbox"/>	Architect, with significant restoration experience	<input type="checkbox"/>	Owner/operator of a business on the skywalk corridor
<input type="checkbox"/>	Landscape Architect	<input type="checkbox"/>	Licensed Realtor
<input type="checkbox"/>	Reside in an area of the City generally acknowledged to experience odor problems	<input type="checkbox"/>	Developer or real estate broker
<input type="checkbox"/>	Reside in the Owls Head or Sherman Hill Historic District in DM	<input type="checkbox"/>	Experience in Real Estate or Real Estate Financing
<input type="checkbox"/>	Demonstrated interest and experience in historical renovation, restoration or preservation	<input type="checkbox"/>	Master Electrical Contractor
<input type="checkbox"/>	Attorney	<input type="checkbox"/>	Master Plumber
<input type="checkbox"/>	Contractor with construction/remodeling experience	<input type="checkbox"/>	Active A,B,C or D Mechanical Contractor, with DM License
<input type="checkbox"/>	Electrical Engineer	<input type="checkbox"/>	Journeyman Plumber
<input type="checkbox"/>	Hold 1 st class Engineering license in DM	<input type="checkbox"/>	General Contractor-Commercial
<input type="checkbox"/>	Registered Structural or Construction Engineer	<input type="checkbox"/>	General Contractor-Residential
<input type="checkbox"/>	Historian	<input type="checkbox"/>	Mechanical Engineer
<input type="checkbox"/>	Sociologist	<input checked="" type="checkbox"/>	Healthy Homes Inspector

X Lead-Sampling Technician

Any Additional Comments:

Applicant Signature *Diane Rauh* DATE 3/30/09

RETURN TO:

Diane Rauh, City Clerk
 400 ROBERT D. RAY DRIVE
 Des Moines, Iowa 50309-1891

515-283-4209 cityclerk@dmgov.org

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Linda Simmons

502 E. Rose

Des Moines, IA.

Phone: 515.282.1885

515.286.3596-business; 515.669.4617-cell; 515.282.1885-home;

LSim527464@aol.com

WORK EXPERIENCE:

Polk County Health Department Program Specialist 8/06-Present

- Coordinate the Lead Program for the Polk County Health Department
- Conduct marketing for lead program, doing outreach, oral presentations and Leadie Eddie to community groups
- Knowledge of Federal, State and local regulations for Lead abatement
- Provides professional social work services as family enrichment and related programs; provides or arranges for assistance with problems related to food, shelter, transportation, employment, personal and family development, parenting, child care, and education.
- Interviews clients to obtain information related to their financial resources, family and personal history, educational and employment background, etc to assess their eligibility for County social services programs.
- Interacts with representatives of other social service/community agencies to share program information, coordinate services and resolve problems
- Determine eligibility for future participants, interpreting City of DSM & Polk County Administrative plans
- Develop and collects data, prepares reports and maintains accurate records.
- Ability to deal with all varieties of individuals regarding social and economic values
- Developed good communication skills with contractors during lead abatement
- Knowledge of Contractor contracts, home mortgages and liens
- Computer skills and software applications including Word, Excel
- Interviews/assists homeowners in completing application forms; verifies applicant information; evaluates homeowner eligibility, assists homeowners in securing financing for home construction with partners.
- Meets with homeowners/contractors to finalize contracts/mortgage documents; coordinates/schedules activities; acts as liaison between the homeowner and contractor for resolution of disputes.
- Participate in the Lead Coalition, annual Lead Summit, Leadie Eddie Work Group and Polk County/City of Des Moines Lead Planning Committee
- Experienced capacity to multitask; manage numerous often competing priorities with ease while fostering the provisions of superior client cares.

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|---------------------------|---------------------------|---------------------|
| Supplemental Foods | Program Specialist | 5/02 to 8/06 |
|---------------------------|---------------------------|---------------------|
- Determined eligibility of low-income elderly residents in seven counties for two federal commodity food programs
 - Documented income and residency eligibility according to federal guidelines
 - Identified medically needy individuals and made referrals to other agencies for assistance: Kept current with new and existing service providers in the community
 - Recruited and monitored volunteers who delivered food to individuals who were incapable of leaving their homes
 - Maintained accurate electronic records for State and Federal Audits
 - Conducted outreach for new program participants through health fairs, community events, conferences and workshops.
 - Made presentations to local service organizations about the food programs
 - Developed and designed informational brochures

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|---------------------------------|---------------------------|---------------------|
| Family Enrichment Center | Program Specialist | 3/98 to 5/02 |
|---------------------------------|---------------------------|---------------------|
- Planned, coordinated and developed classes, workshops, special events and on-site resources for staff, programs participants, and participants' families
 - Kept electronic and manual records of events and mailing lists; collected statistical data on attendance for reporting purposes
 - Served as duty manager during assigned events
 - Interviewed, selected, trained and supervise staff who provided childcare services
 - Prepared articles for publications; Maintained effective relationships with area news media and other external publications
 - Prepared cost estimates and bids as needed for contracted services
 - Effectively handled complaints from tenants, patrons and the public
 - Responsible for development activities that included obtaining donations from agencies and businesses in the community
 - Approved time sheets and payroll for staff

- | | | |
|------------------------------|---------------------|---------------------|
| Central Senior Center | Program Aide | 4/96 to 3/98 |
|------------------------------|---------------------|---------------------|
- Worked in a senior center that provided an array of educational, health, recreational, daily meals and other services to elderly residents
 - Scheduled recreational trips for groups of elderly individuals; Taught crafts
 - Arranged for Para-transit to transport individuals to the center and other appointments
 - Ordered daily meals according to special dietary needs of program participants
 - Worked with local mental health agencies to obtain assistance for program participants as deemed necessary
 - Maintained electronic records of each seniors' activities as well as for planning events and activities

RELATED TRAINING:

- | | |
|---|---------|
| • Indoor Environmental Health & Technologies Conference | 4/07 |
| • Lead and Healthy Homes Grantees Conference | 4/07 |
| • Lead Inspector/Risk Assessor Training | 3/07 |
| • Notary Public | Current |

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EDUCATION:

State of Iowa Certified-Sampling Technician
Certified-Healthy Homes Inspector
Des Moines Area Community College (Volunteer Management Specialist)
Des Moines Technical (Data Entry & Computer Operations)
High School Graduate

VOLUNTEER EXPERIENCE:

National Alliance on Mental Illness (NAMI)
Member of South Park Neighborhood Association Planning Committee
Volunteer Match
LAP Program through DM Schools

REFERENCES: Available upon request

POLK COUNTY CLASSES

<u>CLASS</u>	<u>DATE</u>
Parent Effectiveness Training	12-Dec-79
ADA Employment Training	
Stress Management I	11-Jan-89
Stress Management II	16-Jan-89
AIDS Awareness	24-Apr-89
Youth Gangs in Des Moines	6-Jun-89
Telephone Skills	10-Oct-89
CPR-Recertification	11-Nov-89
Suicidal Youth	8-Dec-89
Sexual Harassment	10-Jan-90
PC Literacy	11-Feb-92
MS DOS I	19-Feb-92
MS DOS II	13-Mar-92
Conflict: An Opportunity to Grow	20-May-92
Business English	29-30-31-92
Effective Communication through Understanding	19-Jan-93
Lotus 1-2-3 Beginning	13-14-Apr-93
WordPerfect II	11-12-May-93
Don't Die til your Dead	14-Jul-93
Handling Change	16-Sep-93
WordPerfect I	15-16-Oct-93
Listening Skills	5-Nov-93
Working with Difficult People	16-Nov-93
Effective Business Writing	1-Dec-93
WordPerfect Shortcuts	14-Dec-93
Effective Business Writing Follow-up	15-Dec-93
Employee Development Program	5-Apr-94
Introduction to Windows	27-Sep-94
Lotus 1-2-3 Intermediate	5-6-Oct-94
Getting your finances together for retirement	22-Aug-95
Windows-Intermediate	11-12-Sept-95
Windows-Advanced	25-26-Sept-95
Windows-Additional Features	12-Dec-95
Case Management-Elderly Waiver	19-May-97
Abuse in the Elderly	19-May-97
Reminiscing your Memories	20-May-97
Humor	20-May-97
CPR Recertification	1-Dec-97
Breaking Barriers	22-Apr-98
Internet I	17-Sep-98
Successful Recruitment	29-Oct-98
Developing a Volunteer Program (DMACC)	3-Nov-98
ISU Volunteer Service	16-Dec-98
Business English Review	19-21-Jan-99
Substance Abuse & Related Violence	1-Jan-99
Kids & Co-dependency	3-Feb-99
Adolescent Depression Suicide-substance Abuse	1-Mar-99

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Physical Effects of Substance Use/Abuse	1-Apr-99
Word-Advanced	18-Nov-99
Latino Population-Diversity Training	26-Jan-00
Violence in the Work Place	31-Jan-00
Latino Affairs	10-Mar-00
PowerPoint Beginning/Advanced at FEC	25-Apr-00
Introduction to Computers	1-Aug-00
Assertive Communication	22-Sep-00
Giving & Receiving Feedback	25-Oct-00
Stepping Outside your Confort Zone	27-Feb-01
American Disibilities Act	8-Mar-02
Enhancing your Multicultural Awareness	27-Mar-01
Foundations of Leadership	4-Apr-01
Humor in the Workplace	12-Apr-01
Becoming an Ally for Diversity	1-May-01
Suprvising Volunteers	4-May-01
Al Vivian Diversity Training	6-7-Aug-01
Becoming an Agent for Diversity	20-Aug-01
Individual/Instutional Responsibilites	19-Sep-01
Excel-Beginning	11-12-Sept-01
Bridging the Racial Divide	27-Sep-01
Developing a Racial Ethnic Identity	15-Oct-01
Excel-Advanced	13-Nov-01
Give Stress a Rest	14-Nov-01
Volunteer Management Certificate (DMACC)	10-Dec-02
Family to Family Education Program-on Mental Illiness	Nov-jan-02
Essentials of Communication-Rockhurst University	12-13-Nov-03
Mindleaders-Sexual Harassment-t	30-Jun-06
VMRS Program	3-Oct-06
"What about me" class	5-Oct-06
GroupWise	28-Oct-06
"The Truth & Consequences about gossip."	29-Oct-06
Excel I-Beginning refresher	25-Oct-06
Excel I-continued refresher	26-Oct-06
Excel-Intermediate I refresher	30-Oct-06
"Whale done" Class	8-Nov-06
Bomb Training-DMPD	20-Nov-06
Volunteer Management Conference "Volunteering: Image, Myth and fact"	17-Jan-07
CPR	18-Jan-07
Excel Formulas	31-Jan-07
Learning F.I.S.H Philosophy	27-Feb-07
Lead Inspector/Risk Assessor Certificate	5-Mar-07
Lead & Healthy Homes Grantees Conference	24-27-Apr-07
Healthy Homes Certification	8-Aug-08