

T. Jennene Norman-Vacha

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Executive Manager/Administrator

Innovative and creative leader/manager with more than thirty years of experience and a history of working within both public sector/local government agencies and private sector/non-profit organizations; demonstrated and specialized skills in administration and fiscal/budgetary management, general and human resource management, risk/loss control/prevention and community engagement for nonprofit organizations, government agencies, and small businesses.

Superior organizational, analytical and communication skills, both oral and written. Graduated with honors with a Master's degree in Public Administration while working full time. Self-sufficient, self-motivated and creative. Personal computer literate and technically functional, including proficiency in MS Office (Word, Excel, Access, PowerPoint, Outlook), Database/software packages, Internet Applications, Q & A, social media use and general apps.

Employment History

June 7, 2007 – 2017

City Manager

City of Brooksville — 201 Howell Avenue, Brooksville, FL

Oversight and management of city operations including administrative, finance/budget, planning/building/development, fire services, police, facilities and parks, streets and water/wastewater/garbage utilities. Brooksville is a small city of about a 10 square miles, geographically located at the center of Florida just north of Tampa. It is a city with a population over 8,000 residents and a strong business community. Brooksville has a beautiful historic business and residential areas, and offers newly developed properties with a small town charm. City Manager position functions as the chief administrative officer/chief executive officer for the City; responsible for the administration of day-to-day operations, as well as long-term planning and preparation.

November 7, 1997 – present

President/Owner

Professional Human Resource Partners, Inc. — 25139 Rattler Lane, Brooksville, FL

Owner and consultant for company that provides human resource management services for small and mid-size (5 to 500 employees) businesses. Services are provided through project work and a "full-time" retainer arrangement. Services that are provided include, but are not limited to, the following: policy manual development, wellness programs, employee benefit review, training and development programs, record-keeping and compliance audits, job description development, compensation programs, recruitment and selection programs, organizational review and disciplinary and termination actions.

August 30, 1999 – October 1, 2002

Account Executive

Brown & Brown, Inc. — 614 East Jefferson Street, Brooksville, FL

Account Executive for Brown & Brown, Inc., 8th largest broker nationally and largest broker in Florida. Responsible for design, sales, service and customer relations for employee benefit insurance coverage and services, including medical/health care, life, dental, retirement plans, long-term care and home health care policies, disability and flexible benefit planning.

June 4, 1984 - November 7, 1997

Hernando County Board of County Commissioners – 20 North Main Street, Brooksville, FL

August 25, 1992 - November 7, 1997

Deputy County Administrator

Functioned as chief of staff and assistant county administrator for Hernando County, Florida. Position was responsible for the administrative oversight of operations, including parks, facilities, streets and highways, engineering, planning, development, building, water/wastewater utilities, landfill/solid waste, and core/administrative services (budget, HR, fleet, purchasing, risk management). Hernando County was an organization of 500+ employees and a budget of approximately \$120 million. *Note: From August 25, 1992 through October 1, 1993, this position also functioned as the Human Resources Director, at the request of the Board.*

October 1, 1991 - August 25, 1992

Human Resources Director

Oversight and responsibility included human resources administration, salary administration, human resource policy development, resource training and development, employee benefit administration, and records/compliance/support. Supervised three (3) professional/technical staff members.

October 5, 1987 - October 1, 1991

Budget Analyst

Responsible for budget development in the determination and establishment of data requirements and budgetary reporting formats, and budgetary practices. Involved in reviewing, analyzing budgetary requests and producing a tentative and formal/final budgetary document.

December 29, 1986 - October 5, 1987

Management Analyst

December 12, 1984 - December 29, 1986

Personnel Manager

June 4, 1984 - December 12, 1984

Student Intern to the County Administrator

Education

Masters of Public Administration

University of South Florida, Tampa Florida ♦ *Graduated with honors*

Bachelor of Arts, double major in Pre-law and Art

Saint Leo College, Saint Leo, Florida ♦ *Graduated Magna Cum Laude*

Other Experience

In 1997, while serving as Chief of Staff, she lead and coordinated a multi-agency effort between the county commissioners, county school board and the City of Brooksville to identify sources of savings through shared staffing and land use, cooperative purchasing, as well as cost-savings within operational areas and cooperative capital projects. Articles written by Ms. Norman-Vacha on this multi-agency project entitled, "TWICE – Together We Improve through Cooperative Efforts", were published in two (2) statewide public sector magazines: *County News* and the *Florida League of Cities – Quality Cities*.

Have served as a guest speaker and panelist for the University of Central Florida, the Central Florida Community College's Institute of Government, the University of South Florida and the Florida Association of Counties' Legislative Conference on the topic of "Privatization and Public/Private Partnerships".

Appointed as Commissioner for the Commission for Florida Law Enforcement Accreditation, Inc. Additionally, currently serves on several local community boards including the Executive Board of Mid Florida Community Services, the Executive Board of the Hernando County Community Alliance Coalition, advisory committee of the Children's Advocacy Center of Hernando County and the United Way Board of Hernando County. These are all organizations that serve and reach community members that are most vulnerable and have the greatest need. Actively engaged in community efforts and involvement over the years, serving with various community and charitable organizations, including: Member of the American Business Women's Association, Tangerine Charter Chapter (1989-1993), named Rookie of the Year (1989) and served as Chairman of the Ways and Means Committee (1990-1992); Executive Board member of Child's Wish Come True, Pasco-Hernando (1990-1992); First woman member of the Brooksville Kiwanis Club (1990-1995); Voluntary teacher for the Junior Achievement Program (1992-1995); Brooksville Downtown Development Board (1992-2002), serving as President (1999 – 2002); Co-Chairman of Hernando County's weeklong 150th Birthday Celebration, an event that raised more than \$100,000 and drew over 40,000 participants (1993); City of Brooksville, Charter Review and Revision Committee (1995); Board member of the Pasco/Hernando Chapter of the American Heart Association (1999-2001); Columnist/writer for a featured Millennium Edition of the *Hernando Today*, that published historical articles about Hernando County between the years 1000 to 2000 (2000); and Member of Genealogy Society of Hernando County (1998-2002), serving as President (2000 & 2001).

Honored in 1986 and named in the Outstanding Young Women of America. In 1992, received the Woman of Achievement award by Hernando County's Business and Professional Women's organization. In 1995 received the honor of being named Nominee for the Government Service Award granted by the Greater Hernando County Chamber of Commerce. In 2001, named as the *Business Associate of the Year* for Tangerine Charter Chapter of the American Business Women's Association. In 2013, presented with the *Leadership in Public Service* award by the Hernando County Chamber of Commerce.

Professional accomplishments and references available upon request.