

# Casee S. Walley

2121 Oak Bluff Court Fernandina Beach, Florida 32034 • (904) 625-6270 • casee.sills@gmail.com

## EDUCATION

**Florida State University:** Tallahassee, Florida

*Masters Risk Management & Insurance, December 2017*

**Florida Coastal School of Law:** Jacksonville, Florida

Juris Doctor, December 2011

Honors: Phi Delta Phi International Honors Society  
Book Award for highest grade in Advanced Florida Bar Studies – Fall 2011  
Received a Research & Writing Certificate

Activities: Completed over 125 hours of Pro Bono service  
France Study Abroad Program- Summer 2010

## Professional Associations:

**Admitted to Florida Bar April 2012**

**Admitted to Georgia Bar July 2013**

**Member of the Association of Corporate Counsel**

## Publications:

Co-author of an article published in the International In-House Counsel Journal, Autumn 2014 edition

Co-author of an article published in The National Alliance, Summer 2017 edition

## EXPERIENCE

### **The Main Street America Group**

March 2013- Present

*Corporate Counsel– General Counsel's Office*

- Review and negotiate contracts to protect the company from breaches of confidential information for contracts valued at over 250k
- Manage litigation, including managing the budget for outside counsel
- Lead and manage our human resource department during formal employee complaints from beginning thru resolution
- Research property and casualty issues for internal clients on an ongoing basis, issues range from proper cancellation and non-renewal to consumer complaints.
- Support strategic alliances by successfully obtaining over twenty licenses for multiple writing companies
- Redesigned the law department electronic file storage system

### **Law Office of Holle Weiss-Friedman**

October 2012- February 2013

*Legal Assistant*

- Drafted pleadings and motions related to family law, including complaints for divorce, answers, and child support worksheets
- Researched family law issues such as qualified domestic relations order requirements

### **Office of the State Attorney Tenth Judicial Circuit, Bartow, Florida**

*Assistant State Attorney*

March 2012- September 2012

- Reviewed law department reports to determine potential charges
- Conducted jury trials in cases ranging from DUI to simple battery

- Conducted research both legal and factual, for misdemeanor cases
- Conducted depositions, pre-trial hearings, case management, settlement and discovery conferences, drafted pleadings and negotiated settlements
- Effectively handled a caseload of over 300 cases
- Interviewed victims and witnesses in preparation for trial

**Other Experience:**

**State Attorney's Office**, Palatka, Florida, *Legal Intern*

May 2011-December 2011

- Completed hundreds of felony score sheets in accordance with Florida's criminal punishment code
- Researched complex issues at the felony level using Westlaw

**Florida Coastal School of Law – Professor Melissa Coll**

August 2010-May 2011

*Teaching Assistant for Lawyering Process I & II (Research and Writing)*

- Reviewed drafts of legal writing assignments and provided feedback to students

Casee Walley  
(904) 625-6270  
Casee.sills@gmail.com  
April 10, 2019

Dear Commissioner Bell

I'm excited to be applying for consideration to serve on the Code Enforcement Board or the Economic Development Board. I have a high level of interest in serving in this capacity because I really want to be more involved in Nassau County. I am interested in this role because I have a desire to utilize my skill sets to benefit our community. I was the Secretary and Treasurer for the Citizens Corp of Nassau County. I assisted in getting this nonprofit group off the ground by drafting the by-laws and attending several meetings.

In my six years of in-house experience, I played a critical role in a variety of projects and contracts. I am skilled in contract drafting and negotiation, regulatory interpretations and I have sound judgment. I have strong analytical and problem-resolution skills. I look for creative ways to align the goals of our business partners while being in line with regulatory requirements.

I have the unique ability to interact with a wide range of personalities in many different professions. I recently received the highest award given by my current company, induction into the Circle of Excellence. This award is based on peer nominations and votes from the senior leadership team.

I believe that my background and strong desire to serve will be very beneficial to one of these boards. I look forward to learning more about this opportunity. Please feel free to reach out if you need any additional information.

Sincerely,

Casee Walley

## ***Steven Richard Forrester***

2762 Jean LaFitte  
 Fernandina Beach, Florida 32034  
 419-450-6791  
[srjforrester@yahoo.com](mailto:srjforrester@yahoo.com)

### **Objective**

To use my experience and education in order to make a contribution to my new home town.

### **Education**

<b>Juris Doctor:</b>	<i>University of Toledo, College of Law</i>	May 2003
<b>B.A.</b>	<i>University of Toledo, Political Science Major</i>	June 1985

### **Career Experience**

Supervisor of the *Toledo Police Department's Cold Case Homicide Unit*, as well as the *Lucas County Cold Case Task Force*. I was a member of the law enforcement community for over thirty years, in which twenty of those years, I conducted and supervised investigations in more than three hundred homicides and other violent crimes, including sexual offenses against children.

Lawyer (Ohio Supreme Court Registration # 0077533) since 2003, and college professor at the *University of Toledo*.

Legal Department of Owens-Illinois, a corporation based in Perrysburg, Ohio. The corporation conducts business globally, and my assignment was to investigate allegations of wrong doing throughout North and South America as well as Europe, China and Australia from 2010-2017.

#### **Thirty two years of Law Enforcement Experience:**

1991- 2010: Assigned as a supervisor in the Investigative Services Section (Homicide and Child Abuse)  
 1999-2010: Supervisor in charge of the Toledo Police and Lucas County, Ohio Cold Case Task Force funded through the United States Justice Department. The Task Force included representatives of the *Lucas County Coroner's Office* and the *Lucas County Prosecutor's Office*, the *Ohio State Attorney General's Office*, and the *F.B.I.*

### **Teaching Experience**

2003-2008: *University of Toledo* Part Time Professor of Constitutional Law, Rules of Evidence, and Criminal Investigations with a focus on 4<sup>th</sup> and 5<sup>th</sup> amendment issues

### **Professional Awards**

1999 Toledo Police Command Officer of the Year  
 2000 Ohio Peace Officer of the Year; presented by the *Ohio Prosecuting Attorney's Association*  
 2005 Toledo Police Command Officer of the Year 2005

### **Professional Associations**

The American Academy of Forensic Sciences  
 The American Bar Association  
 The Supreme Court of Ohio Attorney Registration # 0077533  
 The Toledo Police Command Officer's Association

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### **Board of Trustees**

Toledo Area Crime Stoppers (2000-present)  
Toledo Police Metro Federal Credit Union (May 2018- present)

### **Community Involvement**

Police Athletic League  
CASA and Guardian Ad Litum

### **Training Experiences**

Cold Case Homicide Training: National Criminal Justice Training Council  
Homeland Security; WMD: Center for Domestic Preparedness  
Stalking of Local News Personalities: Los Angeles Police Department  
Analytical Homicide Investigation: Center for Development and Training  
Criminal Personality Profiling; Serial Rapists and Murderers: FBI  
Tracking Serial Killers: FBI  
Reid Technique of Interviewing and Interrogation: Reid Assc. of Chicago  
Officer Involved Shootings: National Public Agency Training Council  
V.I.C.A.P.: Tracking Violent Incidents: FBI Academy, Quatico, Virginia  
Recidivism: Child Sexual Offenders: National Center Missing and Exploited Children, Alexandria, Virginia

**References available upon request**

August 30, 2018

Mr. Mike Mullen, County Attorney  
Nassau County Board of Commissioners  
96135 Nassau Place, Suite 6  
Yulee, FL 32097

I am a Nassau County resident and would appreciate being considered for a seat on the Nassau Code Enforcement Board. Already having a current, working relationship with a member of the Board, Jacque Osborne, the opportunity to serve the community is a welcomed challenge.

Kind regards,

A handwritten signature in cursive script that reads "Rita Larrabee". The signature is written in dark ink and includes a small flourish at the end.

Rita Larrabee  
95067 Woodberry Lane  
Fernandina Beach, FL 32034  
904.491.9858

Rita L. Larrabee 1966-2007

Classroom Teacher

Ft. Bragg, NC

Cherryville, NC

Ambler, PA

Reading Specialist

Fayetteville, NC

Bethesda, MD

Ft. Benning, GA

ASEP & BSEP Instructor

Ft. Benning, GA

Big Bend Community College

Netherlands

Test Examiner/ Army Education Center

Regional Contracting Office

Brussels, Belgium

Area Coordinator/Educational Services

Central Texas College

Hanau, West Germany

The Access Group/ Agent Orange Grant

United Cerebral Palsy Association

Washington, DC

Atlanta, GA

Instructed Writing Courses

Central Texas College  
US Embassy Marine Corps Contingent  
Liberia, West Africa

Relocation Specialist  
One World Relocation Services  
Independent Contractor  
International Resources for Transferees to or from USA



August 23, 2018

Mr. Mike Mullin  
County Attorney  
Nassau County Board of Commissioners  
96135 Nassau Place  
Suite Six  
Yulee, Florida 32097

Mr. Mullin,

Please consider me a citizen candidate to serve voluntarily on our Nassau County Code Enforcement Board. As a citizen of Nassau County for more than 25 years, I believe it is my civic duty to give back to my local government, as I do in responding to jury duty and, of course, voting in every election.

I am a retired business owner on Amelia Island and I promise to study the codes required to serve on this board and to attend every meeting.

Thank you for your consideration.

Best Regards,

Sharon Hatchell

Sharon Hatchell  
95471 Captains Way  
Amelia Island, Florida 32034  
(904) 982-1105

## Sharon Hatchell

95471 Captains Way, Summer Beach, Amelia Island Florida 32034  
904.982.1105 Sharonhatchell@gmail.com

Proven business leader and entrepreneur with expertise in business development, establishing positive client relationships, marketing, sales and Public Relations. MBA degree and focused experience in establishing new businesses, retail business, health insurance, business staffing and consulting companies.

- Marketing Strategy, Planning and Implementation
- Business Development and Sales
- Client Relationship Building
- Retail management, vendor management.
- Effective written and oral communications
- Innovative thinker and problem solver

### **Career History:**

**Nassau Diamond Fine Jewelry Amelia Island, Florida** **2006-2016**  
Managing Partner and Chief Marketing Officer

Successfully launched a new retail business in the midst of the Recession in a resort destination. The business model premise is to drive every transaction with premier customer service, embrace customer's feedback and ensure customer satisfaction. Within two years most new business was a result of customer's referrals, creating a loyal customer base.

Decision maker responsible for buying product, tracking financial performance, marketing, advertising and public relations. Teamed with partner for vendor selection and building positive business relationships with national suppliers. Manages retail store, monitors inventory and accountable for all financial reporting and tax documentation.

Planned and hosted two special in-store events a year. 'The Gentlemen's Panic Party'

**Remilnet, LLC. [www.remilnet.com](http://www.remilnet.com) Jacksonville, Florida**  
Chief Operating Officer

COO of consulting firm that specializes in the U.S. Department of Defense market segment. Provided leadership across multiple product lines and led financial reporting duties. Teamed closely with Product Line Leaders, ReMilNet President and Chief Executive Officer to ensure ReMilNet's unique vision was maintained and premier customer service are delivered every time to our clients.

Responsible for marketing plan, business development, contract review and responses, financial reporting and maintaining positive rapport with contract consultants. Wrote and

designed presentations and product collateral material.

**Blue Cross and Blue Shield of Florida and subsidiaries  
Including First Coast Service Options and Incepture, Inc.**

**Incepture, Inc. 2002-2005**

**Director Contract Staffing Line of Business**

Chosen to launch and lead the Contract Staffing business unit for Incepture, a for-profit subsidiary of Blue Cross and Blue Shield of Florida. Launched the internal Contract Staffing line of business in 2002 and led the product line's revenue growth to \$17 million by the end of year three. Contract Staffing quickly became Incepture's keystone revenue and income producing product line, delivering \$1.7 million in net income in CY2004 and placing 175 contract consultants on Enterprise and external commercial assignments.

Responsible for profit and loss, product line success, marketing and business planning, advertising, promotional planning and execution. Managed team of six professionals. Partnered with BCBSF legal counsel, risk management, human resources, payroll and others to create a new classification of employee that met the business needs of the product and best mitigated risk for the Enterprise. Product line contributed \$4 million annually to funding the company's administrative overhead.

This line of business was recognized by the *Jacksonville Business Journal*, as the tenth largest temporary staffing firm in the northeast Florida, when peer ranked competitors have been in business 40+ years.

**Director of Business Development**

Leader of Incepture's new Business Development program for this for-profit subsidiary that is wholly owned by Blue Cross and Blue Shield of Florida. Responsible for new product research, evaluation and funding proposals that are presented to Incepture leadership for approval. New products include identifying and developing new market segments to existing products and evaluating completely new products for funding and launch in the commercial markets.

**First Coast Service Options, Inc. (Blue Cross Blue Shield of Florida)**

Director of Systems Sales and Marketing

Provided innovative leadership to the system division's emerging Marketing and Sales program, which was transformed into the Enterprise's for-profit subsidiary, Incepture, Inc. Planned, directed and readied for implementation, a start-up Information Technology Contract Staffing line of business.

Contributed to strategic planning initiatives in the Systems and Executive Council forums. Provided Marketing perspective to major Request for Proposal Team.

**National Computer Services, Inc.**

**Amelia Island, Florida**

Director of Marketing and Communications. Directed and implemented marketing strategy for Information Technology consulting firm. Designed sales incentive and recognition programs. Developed retention programs that responded to needs of 200 contract consultants. Executed major client meetings.

**Blue Cross Blue Shield of Florida Manager, Customer Advisory Councils:**

Managed five councils statewide that included more than 100 critical customer decision makers. Responsible for maintaining positive relationships with these key customers and involving them in the customer advisory council meetings that I planned quarterly. Besides the executing the strategic plan for the councils, I was responsible for all the on-site meeting planning to cater to each group.

**Community Relations:**

Implemented strategies to place corporate executives in appropriate community functions. Responsible for planning and hosting large scale events with National Conference of Christians and Jews, Jacksonville Symphony and corporate sponsored health conferences.

**EDUCATION:**

**Masters of Business Administration**

Jacksonville University, Jacksonville Florida

**Kellogg Graduate School of Management**

Northwestern University, Chicago Illinois

“Accelerating Sales Force Performance”

“Breakthrough Leadership”

**Bachelor of Arts Journalism/Marketing/Economics**

Marshall University, Huntington, West Virginia

**Six Sigma Yellow Belt**

Blue Cross and Blue Shield of Florida

**Summary Statement.** I have extensive experience in federal government budgeting, accounting, financial management, and strategic planning. During my 35 years in the US Treasury Department, I dealt regularly with senior career officials and political appointees, Congressional appropriations committee staff, the federal Office of Management and Budget (OMB) and the General Accountability Office (GAO). I worked with a President's Management Council committee and wrote Secretary Rubin's performance agreement with the President, which outlined Treasury's missions and goals and set a framework for later strategic plans. I managed several offices within Treasury including: a program analysis staff of 10, an IRS financial management staff of 20, and an IRS budget formulation staff of 25. I was Acting Executive Director of a Treasury/IRS oversight board, which oversaw and reviewed the IRS Tax Systems Modernization program. I was a Special Assistant to the Deputy Assistant Secretary (DAS) for Departmental Finance and Management, and represented the DAS in daily interactions with political appointees and career executives on a wide range of budget, planning, personnel policy, and procurement issues

### **CAREER EXPERIENCE**

#### **SENIOR ANALYST (GS-15) (2/03-8/14)**

*Office of the Fiscal Assistant Secretary, Office of Accounting Policy  
Treasury Department, Washington, DC*

Reported to Deputy Assistant Secretary for government accounting policy. Wrote Congressional testimony for fiscal assistant secretary re government-wide financial reporting and financial management issues. Wrote talking points for Under Secretary for Domestic Finance. Analyzed and monitored Treasury's progress in resolving material weaknesses in government-wide financial reporting. Worked with Treasury's Financial Management Service to develop a plan of corrective actions to resolve 70 GAO open audit findings on the government financial report, drafted internal control policy and procedures for closing out audit findings. Planned and convened a high-level roundtable of outside experts to elicit feedback on improving the government financial report and won an award for this effort. Served on a Treasury-OMB-GAO working group to develop a shorter, easily understood summary report of the Financial Report of the US Government. On a detail to the Consumer Financial Protection Bureau (CFPB), performed the first independent audit of the budget and operations of the CFPB as required by Pub.L. 112-11, Full-year Continuing Appropriations Act, 2011. Chaired a CFO Council subcommittee on integrating budget, accounting and performance information and held a roundtable of experts to explore implementation.

#### **PROGRAM ANALYST, ECONOMIC TEAM LEADER (6/97-2/03)**

*Office of Strategic Planning & Evaluation  
US Treasury Department, Washington, DC*

Wrote international and domestic economic sections of the Treasury Performance Report and Annual Accountability Report. Prepared analyses and detailed spreadsheets to crosswalk Treasury's budget structure to strategic plan missions and goals. Convened an interagency information meeting with OMB leaders on the various initiatives of the President's Management Agenda. Served as Acting Chief of Departmental Budget Execution, supervised staff of five and monitored over 100 appropriation accounts, prepared apportionments, transfers, supplemental requests, and Congressional reprogramming requests. Worked with Treasury DCFO, Inspector General and OMB to establish Departmental guidance for the first Statement of Net Cost for FY 1998 audited financial statements. Served on a high-level Treasury team working with DC Government officials to interpret new legislation and advise the Secretary on transferring certain DC pensions to Treasury.

STAFF ASSISTANT TO DEPUTY ASSISTANT SECRETARY (3/96-5/97)  
*Deputy Assistant Secretary (Departmental Finance & Management)*  
*US Treasury Department, Washington, DC*

Worked directly with eleven senior career executives in daily coordination on specific tasks involving a wide range of issues (budget, planning, procurement, IT and personnel policy). Liaison with political appointees in offices of the Secretary, Deputy Secretary, Chief of Staff and Executive Secretariat. Coordinated with deputy bureau heads to plan the agenda for Deputy Secretary's biweekly meetings with bureau heads. Served on a senior-level team that advised the Secretary and made recommendations on IRS reform. Compiled 50-page report of Department's IRS Reform Task Force and wrote executive summary.

ACTING EXECUTIVE DIRECTOR (6/95-2/96)  
*IRS Modernization Management Partnership*  
*US Treasury Department, Washington, DC*

Chartered, organized and directed a high-level Treasury/IRS board to provide oversight of IRS Tax Systems Modernization in a period of intense Congressional scrutiny. Coordinated participation of several Departmental and IRS offices. Provided oversight and review of IRS Modernization issues. Prepared a risk assessment of a highly visible electronic filing project about to be brought online, surfaced significant problems and made recommendations that resulted in action by the Secretary. Prepared reports for the Assistant Secretary and Deputy Secretary. Developed briefings for Departmental and OMB officials, and personally briefed senior level Treasury and OMB officials on IRS Modernization issues.

ACTING DIRECTOR (1/95-5/95)  
*Office of Organizational Improvement (Planning & Mgmt. Analysis)*  
*Treasury Department, Washington, DC 20020*

Directed Treasury's initial planning and implementation of the Government Performance and Results Act (GPRA). Developed and conducted a Department-wide conference on integrating GPRA, GMRA and CFO Act requirements within operational activities. Helped coordinate Treasury's reinvention/devolution review for National Performance Review. Worked with a small team of high-level Departmental and Bureau officials to develop proposals for devolving, privatizing, terminating and/or reinventing Treasury programs. Presented the proposals to the Secretary, NPR and the White House. This effort was commended by the White House and NPR. Supervised staff of 10.

REINVENTION TEAM MEMBER (3/94-12/94)  
*Treasury Reinvention Team,*  
*Treasury Department, Washington, DC 20020*

Served as principal staff support to President's Management Council (PMC) customer service subgroup and liaison with National Performance Review (NPR). Worked with the Treasury COO, who served as subgroup chairman and top officials from other cabinet departments to develop a government-wide strategy for implementing the President's Executive Order on customer service. Helped design, market and develop customer service plans and standards government-wide. Won a cash award for this effort. Prepared detailed plan and recommendations for Treasury action on the NPR report on government-wide financial management improvement. Drafted Secretary's performance agreement with the President, outlining Treasury missions and goals and providing a framework for later strategic plans.

CHIEF, IRS FINANCIAL MANAGEMENT ANALYSIS (3/93-3/94)

*Office of Financial Management Analysis,  
Internal Revenue Service, Washington, DC*

Directed and coordinated a major management review of IRS national office and regional office financial operations. Developed annual financial operating plans for 15 headquarters operational units. Developed components of IRS's strategic plan and annual business plans; set priorities and monitored progress. Published a comprehensive Financial Management Reference Guide for District Managers. Developed and conducted financial management training for field financial managers. Conducted CFO customer satisfaction surveys. Developed CFO standards for internal management control reviews under FMFIA. Analyzed IRS core business system processes. Reviewed and made recommendations for improvement in Treasury budget process as member of multi-bureau quality improvement team. Supervised three GM-14 section chiefs, staff of 20.

IRS BUDGET OFFICER/CHIEF OF BUDGET FORMULATION (4/91-3/93)

*Office of Budget Formulation  
Internal Revenue Service, Washington, DC*

Coordinated and directed formulation of \$7.5 billion, 116,000-FTE annual operating budget. Prepared four yearly budget submissions, detailed analyses and briefing materials for the CFO and IRS Commissioner. Provided oral and written guidance and direction to officials and budget staffs in 13 functional areas. Converted budget formulation system from a stand-alone, mainframe time-sharing system to a mini-computer-based system that integrated budget formulation, budget execution and accounting systems. Brought up the new system with no major conversion problems. Improved the accuracy and consistency of budget data, improved clarity of budget justifications and timeliness of submissions, while reducing overtime and staff burden. Trained the staff in the federal budget process. Supervised staff of 25.

BUDGET OFFICER (4/88-3/91)

*National Academy of Sciences (National Research Council), Washington, DC 20240*

Directed and managed preparation of indirect cost and reimbursable budgets, capital budget, and general funds operating budgets. Coordinated submission of budgets from 12 large program units and several smaller offices comprising over 200 cost centers. Prepared budget materials for presentations to the NAS budget committee, governing board and council. Reorganized budget process, replacing manual system with computer-based submissions. Instituted a mid-year budget review, which achieved a 12 percent budget reduction the first year. Developed and negotiated indirect cost rates with government auditors. Worked with accounting office to prepare periodic financial reports, general ledger reports and statements.

BUDGET ANALYST (1/80-4/88)

*Departmental Budget Office  
Interior Department, Washington, DC 20240*

Reviewed and analyzed program budgets, monitored budget execution. Developed departmental budget guidance, including analysis and interpretation of appropriations, authorization and other special legislation. Dealt on a daily basis with OMB and Appropriations committee staff. Performed internal control vulnerability assessments. Wrote a compendium of authorizing legislation for all Interior bureau programs. Authored a 350-page departmental budget handbook of guidance and standards on all aspects of the Interior and Federal budget processes. Received an award for this manual, which is still Interior's basic budget reference guide.

## **EDUCATION**

MPA, PUBLIC ADMINISTRATION (1978) *AMERICAN UNIVERSITY, WASHINGTON, DC*  
BA, HUMANITIES (1965) *Harpur College, State Univ. of New York, Binghamton, NY*

## **OTHER TRAINING, CERTIFICATIONS**

EXECUTIVE DEVELOPMENT SEMINAR (80 HRS.) (11/00) OPM Management Training Center,  
Shepherdstown, WVA

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SENIOR EXECUTIVE SEMINAR (120 hrs.) (5/97-6/97) H. John Heinz School of Public Policy & Mgmt.  
Carnegie Mellon University, Pittsburgh, PA

CIO EXECUTIVE SEMINAR SERIES (12 hours) (1996) Information Resources Management College,  
Fort McNair, Washington, DC

CERTIFIED GOVERNMENT FINANCIAL MANAGER (CGFM, 1996)  
Member: Association of Government Accountants, American Assn. for Budget & Program Analysis