

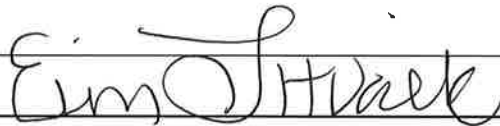
Mayor's Office: Council Agenda Item Request Form
*This form and supporting documents (if applicable) are due the Wednesday
before the COW meeting by noon.*

3.3
3.4

Date Received
(office use)

Date of Request	10/3/2017
Requesting Staff Member	Kendra Kahlow
Requested Council Date	Next Council Meeting
Topic/Discussion Title	Board Appointment to the Library Board
Description	Appointment of Frenchell Hampton and James Jackson III for a four year term beginning October 2017 and ending October 2021 to replace Adam Gardiner and a vacant position.
Requested Action ¹	Council Approval, Short Interview
Presenter(s)	
Time Needed ²	Interview with Council Needed, 5 min
Time Sensitive ³	
Specific Time(s) ⁴	
Contact Name & Phone	Kendra Kahlow x.7031
Please attach the supporting documentation you plan to provide for the packets to this form. While not ideal, if supporting documents are not yet ready, you can still submit them by 10 am the Friday morning prior to the COW agenda. Items without documentation may be taken off for consideration at that COW meeting.	

Mayor or Designee approval:



¹ What you will ask the Council to do (e.g., discussion only, appropriate money, adopt policy/ordinance) – in specific terms.

² Assumed to be 10 minutes unless otherwise specified.

³ Urgency that the topic to scheduled on the requested date.

⁴ If important to schedule at a specific time, list a few preferred times.



Ben McAdams
Salt Lake County Mayor

Erin Litvack
Deputy Mayor, County Services

Rick Graham
Deputy Mayor, Operations

Karen Hale
Deputy Mayor, Community
& External Affairs

Darrin Casper
Deputy Mayor, Finance
& Administration

Board Appointment Approval

On the 10th day of October, 2017 the Salt Lake County Council consents to the appointment of Ms. Frenchell Hampton as a member of the *Salt Lake County Library Board*.

Her first four-year term will begin October 2017 and end October 2021.

Salt Lake County Council

Steven DeBry, Chairman

Attest:

Sherrie Swensen, County Clerk

Please instruct the Council Clerk to return this form to Kendra Kahlow in Mayor's Office, N2-100 to process this appointment.



Ben McAdams
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Rick Graham
Deputy Mayor, Operations

Karen Hale
Deputy Mayor, Community
& External Affairs

Darrin Casper
Deputy Mayor, Finance
& Administration

Board Appointment Approval

On the 10th day of October, 2017 the Salt Lake County Council consents to the appointment of Mr. James Jackson III as a member of the *Salt Lake County Library Board*.

His partial term to replace Adam Gardiner will begin October 11th, 2017 and end February 14, 2021.

Salt Lake County Council

Steven DeBry, Chairman

Attest:

Sherrie Swensen, County Clerk

Please instruct the Council Clerk to return this form to Kendra Kahlow in Mayor's Office, N2-100 to process this appointment.

Frenchell Hampton

SUMMARY OF QUALIFICATIONS

Highly-qualified administrator and multifaceted executive assistant with experience managing customer databases, general administration and research. Demonstrating reliable communication, organization and scheduling expertise with the ability to adapt and implement changes and new processes.

Skilled at Managing Resources
Solution Management
Cross-Functional Communication
Excellent Customer Service
Planning & Reconciliation
Conduct and Compile Research

Excellent Attention to Detail
Computer Operations
Community Involvement
Vendor Management
Contract Management
Capability to Meet Goals & Objectives

PROFESSIONAL EXPERIENCE

Administrator, Rise Steel Construction
2015-current

Leveraged previous experience to assist with the creation of a new commercial steel company. Integrated opportunities for the company to increase its net worth while consistently prioritizing and organizing tasks to be carried out.

- Assisted in increasing gross sales from \$680,000 in 2015 to 1.4 million in 2016
- Established and maintained a customer database with little to no oversight
- Assisted in orchestrating and implementing a safety program for employees
- Vetted general contractors and subcontractors to maintain business integrity
- Assisted the project manager and estimator in estimating
- Assisted in payroll management
- Oversight on subcontracts
- Organized and planned company events with little oversight
- Assisted in communications between departments

Executive Assistant, JROCK Construction
2014-2015

Established, managed and maintained a commercial client database with long term customer relationships. Independently excelled in managing schedules, project bid calendars and organization thereby enabling the executive to become more productive.

- Provided employee training on new company practices.
- Assisted in increasing gross sales from 3.75million in 2014 to 7.55million in 2015
- Created and implemented company website on-time/on-budget with little oversight

Salt Lake Community College
Post bachelor courses

2010 – 2012

Consumes River College
Post bachelor courses

2009

VOLUNTEER EXPERIENCE

Early Light Academy

- Created and organized school events.

Boy Scouts of America

- Cub scout den leader responsible for planning and carrying out weekly adventures for boys

Utah Aids Foundation

- Worked as an intake coordinator for the HIV-test site

Midas Creek Elementary

- Assisted with organizing and planning the annual teacher appreciation event

Oak Hollow Elementary

- Served on the Parent Teacher Association
- Independently responsible for organizing the monthly student/parent birthday event for grades 1st – 6th.

Community Action Volunteers in Education

- Team leader responsible for conducting volunteer interviews
- Taught literacy classes to adults twice a week
- Taught citizenship preparatory test classes to adults

COMPUTER SKILLS

Proficient in Microsoft Office, Windows XP, Office 365, Google Drive, Printing Press Extreme. Beginner Experience in HTML, CSS, Adobe InDesign, Adobe Photoshop, Adobe Illustrator and QuickBooks

Form Fields	Patron Data
Nominated by (if applicable):	
Nominee First Name:	Frenchell
Nominee Last Name:	Hampton
Email:	
Phone:	
Street:	
City:	
State:	Utah
Zip Code:	84009
Street:	
City:	
State:	UT
Zip Code:	84129
Preferred method of contact:	Email
SLCO Council District	5
I prefer that my personal contact information remain private and protected:	Yes
Unique qualifications/perspectives you would bring:	<p>Skilled at Managing Resources, Excellent Attention to Detail , Solution Management</p> <p>Cross-Functional Communication, Capability to Meet Goals & Objectives.</p> <p>As an African-American women who has previously had living (as a child) and volunteering experience in an economically depressed and underprivileged community I think I would be able to lend perspective and unusual insight.</p>
Are you a current member of another County Board? If yes, please explain below.	No.
Have you ever been a member of a board or commission in the County? If yes, please explain below.	No.
Are you or any member of your immediate family a County employee?	No
If "Yes", please explain:	
Have you ever been convicted of a felony?	No
If "Yes", please explain:	

James Jackson, III, MBA



Objective

To work in a challenging and stimulating environment with an opportunity to engage in the local business community and provide tools and resources to assist in the community's social and economic growth.

Experience

Adjunct Professor, *Salt Lake Community College* June 2016 – Present

- Evening instructor for Personal Finance Course

Professional Coach, *J3 Motivation* May 2016 – Present

- Certified coach, trainer, speaker, and teacher with the John Maxwell Team
- Personal and professional development for individuals, small businesses, and organizations
- Specialize in leadership development, time maximization, and personal finance

Assistant Vice President, *Zions Bank* April 2014 - Present

- Generating commercial and consumer loan business within the diverse community in Utah
- Support the needs for the bank to be in compliance with the Community Reinvestment Act
- Establish and build relationships with internal and external community partners
- Assist in coordinating and leading internal and external philanthropic projects commissioned by the bank
- Licensed Notary

Assistant Mortgage Loan Consultant, *Veritas Funding, LLC* July 2012 – January 2014

- Licensed Mortgage Loan Originator assisting with loan pre-qualifications
- Marketing and Business Development for Senior Mortgage Loan Consultant and real estate agents
- Built and maintained real estate agent relationships
- Client relationship management and web and social media marketing

Section Manager, *Morgan Stanley Smith Barney* December 2000 – June 2012

- Managed and trained a team of 10 Senior Service Representatives in call center
- Provided support for all clients and branch offices in North America
- Obtained Series 7 license

Education

University of Phoenix, Masters of Business Administration May 2010

University of Utah, Bachelor of Science Marketing and Finance May 2002

Community Engagement

- Current Executive Director and Founder of the Utah African-American Chamber of Commerce established in 2009.
- Board member of Big Brothers Big Sisters of Utah since 2016; served on Program Advisory Committee and currently serving the Volunteer Experience Committee
- Board Member of Running Forward the past two years as Community Liaison and Advisor
- Inaugural member of the Multicultural Affairs Commission through the Governor's Office, Economic Development Chair, 2010-2012. Assisted in the development and relationships of business resources for the minority business community.
- Board of Trustees Calvary Baptist Church

Form Fields	Patron Data
Nominated by (if applicable):	Kent Dean
Nominee First Name:	James
Nominee Last Name:	Jackson III
Email:	:
Phone:	:
Street:	:
City:	Murray
State:	UT
Zip Code:	84107
Street:	:
City:	Salt Lake City
State:	UT
Zip Code:	84133
Preferred method of contact:	Email
SLCO Council District	4
I prefer that my personal contact information remain private and protected:	No
Unique qualifications/perspectives you would bring:	In my role for Zions Bank and the African-American Chamber, I'm heavily involved in the business and the diverse community, engaging in many chambers of commerce throughout the valley and several other nonprofit organizations. I present and train on various topics surrounding community and organizational development on a regular basis.
Are you a current member of another County Board? If yes, please explain below.	No
Have you ever been a member of a board or commission in the County? If yes, please explain below.	No
Are you or any member of your immediate family a County employee?	No
If "Yes", please explain:	
Have you ever been convicted of a felony?	No
If "Yes", please explain:	
Gender:	Male
Age Range:	21 - 39