

Ann: Michelle Miller

## APPLICATION FOR APPOINTMENT – Treasure Coast Community Action Agency Advisory Board – Please Print

### Type of Member:

☒ A representative of business, industry, labor, religious, welfare, or education interests in the County.

☒ A representative of low income population chosen by a democratic selection procedure.

ENTERED

Check One: ☐ Mr. ☐ Mrs. ☒ Ms. ☐ Miss ☐ Dr.

MAY 10 2022

Name: Madeleine Bozone Greenwood

Residence Address: 1040 SE Letha Cir, #4 Stuart, FL 34994  
Street - City - Zip Code

Mailing Address: \_\_\_\_\_  
(if different) Street - City - Zip Code

Commission District in which you reside: 2 Staff will complete.

Are you available year round to attend meetings? ☒ yes ☐ no If no, what months are you available?

Telephone numbers: daytime: 772-260-2388 alternate: \_\_\_\_\_ alternate: \_\_\_\_\_  
~ Area Codes are considered 772 unless you note otherwise. ~

EMAIL: mbozone@mcfamilypromise.org

Have you ever pled guilty or "no contest" to a crime, been convicted of a crime, had adjudication withheld, prosecution deferred, been placed on probation, received a suspended sentence or forfeited bail in connection with any offense (except minor traffic violations)? Please show all convictions, including driving while intoxicated (DUI) convictions. ☐ yes ☒ no If yes, please provide the following information:

TYPE OF OFFENCES: \_\_\_\_\_

DATES: \_\_\_\_\_

PLACES (city/state): \_\_\_\_\_

SENTENCES OR FINES: \_\_\_\_\_

A conviction record does not necessarily disqualify you for consideration. Factors such as age at time of offense, nature of violation, and rehabilitation will be considered. The Martin County Board of County Commissioners retains the right to remove, at will, any appointee to a Board or Committee with or without cause.

EDUCATION/EXPERIENCE: A resume is recommended to be attached containing this and any other information that would be helpful to the Board in evaluating your application. Resume or letter of qualifications attached? ☒ yes ☐ no

→ CONTINUED →

Education: BA - Liberal Arts

Employment Experience: HR & Chief Admin Officer 17 years

Working with Homeless population - Outreach & Fund development  
8 years - Executive Director Family Promise - serving homeless families 240

Other experience you feel would be helpful to the Board in making this appointment: \_\_\_\_\_

Community Experience and Affiliations: Board Member, American Red Cross

FUMC Stuart, American Red Cross former CPR/FA instructor

Other County Boards/Committees/Task Forces on which you have served: MCIAC, LAHIA,  
SHRM-ARMA chapter, Best Places to Work, Housing Solutions Council

Do you or any member of your immediate family work for Martin County or hold a position that might conflict with your duties for this Board/Committee/Task Force? If yes, please explain: \_\_\_\_\_

**REFERENCES:** Please list two references:

Gerry Hoefner - CEO Personnel Dynamics  
Jill Bennett - FPMC Board Member

- Applicants may be required by State Law and County Ordinance to file a Financial Disclosure Statement as part of the appointment process.
- Under penalties of perjury, I declare that I have read the foregoing and that the facts stated in it are true. (Pursuant to Section 92.525 Florida Statutes, falsifying this application is a Third Degree Felony punishable by up to five years imprisonment and up to a \$5,000 fine.)
- Florida law prohibits an advisory board member from doing business with its agency (The County). Section 112.313(3) and (7), Fla. Stat.

→ Signature: \_\_\_\_\_

Date: 4/28/2022

Applications must be filed with Martin County Administration, 2401 SE Monterey Road, Stuart, Florida 34996. All information submitted becomes public record. If you have any questions, please call (772) 221-1352 or send email to [dgordon@martin.fl.us](mailto:dgordon@martin.fl.us).

Madeleine Bozone Greenwood  
1040 SE Letha Circle #4, Stuart, FL 34994  
772-260-2388  
[madgreenwood@gmail.com](mailto:madgreenwood@gmail.com)

## HUMAN RESOURCES & ADMINISTRATIVE PROFESSIONAL

### Profile

- Over 10 years experience working with families experiencing homelessness, advocating for housing that is affordable, education to help clients served break the cycles of generational poverty and secure their own independent housing, including advocacy, fund development and outreach.
- Over 20 years of experience in successful employee recruitment, employee relations operations & organizational management.
- Recognized strengths streamlining policies & procedures, work-flow processes and increasing positive outcomes. Successfully implemented and improved employee/client workplace and programs safety programs.
- Possess solid computer skills, working knowledge of ADP payroll, HR Profile/Report Smith, and Microsoft Office (Word, Outlook, Power Point, Excel).
- Ability to effectively recruit, train, motivate, and supervise management and direct service employees.
- A team player, acknowledged as the "go to" person to get things done.
- Results driven to meet and exceed performance expectations.
- Enjoy analyzing company processes, surveying employees and customers to determine areas needed for improvement and creating strategies to streamline functions to maximize performance, productivity, and both employee and customer satisfaction.

### Synopsis of Achievements

- Reduced employee turnover from 28% to 14%.
- Created recruitment strategy to hire best talent fit for performance needs.
- Successfully recruited and placed over 100 staff to meet the needs of our growing organization in multiple locations throughout Florida.
- Implemented and tracked organization's strategic plan, ensuring ongoing progress toward goals.
- Conducted employee needs assessments and satisfaction surveys, identified and solved current and potential issues, greatly increasing employee morale and productivity.
- Developed employee wellness initiative "Healthy Habits", awarded the American Heart Association's Fit Friendly Workplace 3 years in a row

### Employment

#### ***Family Promise of Martin County, Interim Executive Director***

2020- Present

Responsible for raising annual budget and reserves, facilitating the start-up operations of the organization to create a solid foundation for best practices, create community awareness, develop support and donors, hiring staff, recruiting volunteers and opening our doors to serve families with children in Martin County facing and experiencing homelessness. Secured space to serve as our hub of operations, developed partner congregations to shelter families, hired and trained staff to best serve the families in our community, worked with agency partners to assist their efforts and clients, coordinated services with our partner agencies for our clients. Developed transitional housing and continue to advocate for and work toward developing more transitional housing and opportunities to help families in our county secure permanent housing of their own.

#### ***Independent Human Resources Consultant***

2018-Present

Advise management on the administration of human resources policies and procedures analyzing a company's current HR programs and recommending solutions; Develop, revise, and implement HR policies and procedures; Ensure HR programs and services are in compliance with established policies and procedures and state/federal laws and regulations; Advise on the development and coordination of recommended changes regarding workflow; Present training sessions related to specific HR programs

#### ***Mary's Home (formerly Mary's Shelter) Outreach & Public Relations Dir.***

2014-2020

Increase community awareness, resources for and referrals to the shelter, direct marketing, communications and development. Work with key community leaders to generate support and collaborative efforts to ensure opportunities for community and professional involvement for shelter residents.

***Helping People Succeed, Inc., Stuart, FL***

**Vice President of Human Resources & Administration**

1997 - 2014

- Managed organizational HR operations for over 125 employees in 5 county area, serving over 4,000 customers. Directed operations of all employee related programs, Implemented and tracked Strategic Plans ensuring all outcomes met – meeting and/or exceeding all state/funding agency requirements/standards of operations. Challenged staff to vision and create solutions and opportunities for positive growth in their service area. Tracked and celebrated successes, valued employees, succeeded in team approach to making ours the best workplace!
- Oversee all HR functions, including recruitment, on-boarding, new hire background screening, enrollment, orientation and new hire training. Coordinated ongoing training and annual evaluations to ensure employees are meeting or exceeding performance standards. Managed day to day employee relations with a focus on creating positive company culture and increasing employee morale and retention. Developed & maintained company policies & procedures, revising annually and as needed. Scheduled annual employee In-service trainings, holiday parties as well as ongoing employee cultivation programs/educational training.
- Administered employee benefits program by required deadlines annually. Conducted supervisor training on best practices as well as compliance standards for local, state and federal laws.

**Education**

***Centenary College, Shreveport, LA***  
**BA Liberal Arts**

**Volunteer/Certifications** Housing Solutions Council Martin County Co-Founder, MCLAC 2<sup>nd</sup> Vice President, HRMA (Human Resources Management Association of Martin County—SHRM Chapter), served in capacity as Legislative Chair, Past President, President, President-Elect, Diversity Chair, Secretary, Best Places to Work Martin County Chair (*created committee position descriptions to better organize this event, this system is now used by the Best Places to Work program in Martin, St. Lucie, and Indian River Counties*), Steps to Success Co-chair, Presenter at HR Florida State Council Conference. HR Florida State Council Member, former American Red Cross First Aid/CPR/AED Instructor, Florida Notary Public, SHRM Member 1998-2014 (Society for Human Resource Management)

**References Furnished Upon Request**