

M 4. 0: 00

*Please return the **signed and completed application form** and a recent **resume*** to: City of Pembroke Pines, City Clerk's Office, 601 City Center Way, Pembroke Pines, Florida 33025.*

***NOTE: YOUR RESUME MUST ACCOMPANY THIS APPLICATION IN ORDER FOR THE APPLICATION TO BE CONSIDERED.**

Please type or use dark ink to complete this form.

Applicant Name Terri Burgess

Race* Black National Origin* African American

Occupation Senior Practice Manager

Street Address 15865 SW 6th Place Unit 204 Pembroke Pines 33027

Subdivision Las Verdes in Grand PalmsHome Telephone 954-450-1500 Business Telephone 305-585-6683

E-mail Address terri.burgess@aol.com

Length of Residence in Pembroke Pines 23
 (if applicable) Years Months

Length of Time as Business Person in Pembroke Pines (if applicable)	N/A Years	
--	--------------	--

Are you a registered voter? Yes Commission District No. 6 Precinct No. X024

Do you have a criminal record? No If yes, please explain. _____

Have you ever been convicted of a felony? No If yes, please explain. _____

Do you have any criminal charges pending? No If yes, please explain. _____

Do you have any relatives employed by the City? No If yes, please state name(s):

Are you aware of any potential conflict of interest that may arise from your serving on this/these board(s)? No If yes, please explain. _____

Does your business, or your employer have any contractual relationship with, or do any business with the City? No If yes, please explain.

Do you have monies owed to the City that are delinquent? No If yes, please explain.

Do you have any pending code violations relating to property owned by you in the City? No If yes, please explain.

Do you have any violations relating to other City codes? No If yes, please list:

*The responses to these items is optional. The City is interested in providing for cultural diversity on its Advisory Boards and Committees, and seeks this information solely in order for the City to further its goal to provide for diversity on its Advisory Boards and Committees.

Which board or committees are of interest to you? Please indicate up to three preferences by ranking. Please denote your first choice with a "1," etc. Please place a number adjacent to any board or committee for which you wish to be considered. If you do not place a number next to a board or committee, the City Commission will not be able to consider you for that board or committee.

<u>2</u> Arts & Culture Advisory Board	<u> </u> Affordable Housing ¹
<u> </u> Board of Adjustment	<u> </u> Charter High School Advisory Board ²
<u> </u> Economic Development Board	<u> </u> Education Advisory Board
<u> </u> Environmental Advisory Board	<u> </u> Planning & Zoning Board
<u> </u> Police and Fire Pension Fund Board	<u> </u> River of Grass ArtsPark Board
<u>3</u> Diversity & Heritage Advisory Board	<u> </u> Walter C. Young Resource Center
<u> </u> Charter Review Board ³	<u>1</u> Citizens Committee/Hurricane Prep

¹You must complete the "Supplement to Application for Affordable Housing Committee."

²Representative of Educational or Business sector of the Community

³This Board is convened once every five years

Please provide a brief statement outlining why you wish to serve on the board(s) you have indicated above.

As a resident of Pembroke Pines for over 20 years, I would like to serve as a board member to assist either the Citizen's Committee, Arts and Cultural Advisory Board or Diversity and Heritage Advisory Board. I believe that I could add value to either of these boards as someone who has lived in the community for more than twenty years and desires to see Pembroke Pines continue to flourish as one of the most desirable cities in Broward County.

I hereby certify that all statements made in this application are true and complete. Permission is granted to the City of Pembroke Pines to investigate and verify criminal and credit history and any information provided on this and successive documents completed for purposes of my appointment to the City Board or Committee. In return for consideration of my application, I release any person who provides information pertaining to me from all claims or liabilities that might otherwise result from such information or opinions.

Terri Burgess
Applicant's Signature

10/3/20
Date

Applications for board and committee vacancies are accepted throughout the year. For additional information, please call the City Clerk's Office at (954) 450-1050.

SUPPLEMENT TO APPLICATION FOR "AFFORDABLE HOUSING COMMITTEE"

PLEASE CHECK ALL POSITIONS FOR WHICH YOU ARE QUALIFIED

- _____ Actively engaged in the residential home building industry in connection with affordable housing.
- _____ Actively engaged in the banking or mortgage banking industry in connection with affordable housing.
- _____ Representative of those areas of labor actively engaged in home building in connection with affordable housing.
- _____ Actively engaged as an advocate for low-income persons in connection with affordable housing.
- _____ Actively engaged as a for-profit provider of affordable housing.
- _____ Actively engaged as a not-for-profit provider of affordable housing.
- _____ Actively engaged as a real estate professional in connection with affordable housing.
- _____ Actively serves on the local planning agency pursuant to Section 163.3174, Florida Statutes.
- _____ Resides within the municipal boundaries of the City of Pembroke Pines.
- _____ Represents employers with the City of Pembroke Pines.
- _____ Represents essential services personnel, as defined in the City's Local Housing Assistance Plan.

TERRI S. BURGESS, MBA, CMPE

15865 SW 6th Place Unit 204 ♦ Pembroke Pines, FL 33027 ♦ (954) 292-5300 ♦
burgess.terri60@gmail.com

OPERATIONS EXECUTIVE

Goal focused, highly motivated healthcare professional with more than 15 years of experience in medical office management, business operations, administration, client relations, and staff training.

**♦ Operations Management ♦ Practice Management ♦ Strategic Business Planning
♦ Budgeting & Forecasting ♦ Program Development ♦ Lean Methodology**

PROFESSIONAL EXPERIENCE

UM- MILLER SCHOOL OF MEDICINE - Miami, Florida

2014 – Present

Senior Practice Manager, Division of Pediatric Cardiology, Nephrology and Critical Care Medicine

Provide service line administration, practice management, patient relations, management information systems, patient billing, research and teaching activities within University of Miami Miller School of Medicine Pediatric Clinical Department. Supervise staff within the Pediatric Subspecialties assigned. Manage Divisional offices located at Jackson Memorial Hospital and University of Miami locations.

- Provide administrative and clinical supervision to ensure the effective implementation of patient services.
- Prepare operational and financial reports. Analyzing data and making appropriate recommendations.
- Monitor usage of facilities in order to increase efficiency and profitability.
- Analyze and review financial and productivity reports.
- Assist and prepare annual operating budgets for Division's.
- Assist the Research Team in the grant process.
- Assist with clinical trials protocols and procedures.
- Monitor space allocations for Division's.
- Oversee observers from the Harrington Program.
- Spearhead all facets of Pediatric Nephrology International Annual Seminar that host approximately 150 faculty members from around the world.
- Collaborate monthly with senior management at Holtz Children's Hospital on Pediatric Cardiology service line.
- Responsible for preparing payroll, reimbursement requests, purchase orders, account reconciliations and departmental budgets.
- Monitor open encounters to ensure timely billing of services rendered.
- Process Meaningful Use Attestations for all Pediatric Faculty.
- Process Reappointment applications for Faculty.
- Responsible for hiring, training and performance evaluation of staff.

SHERIDAN HEALTHCARE, INC. - Sunrise, Florida

1997 – 2013

Manager, Business Development Operations (2005-2013)

Directed and managed day to day operational activities for Sheridan's Business Development units. Accountable for oversight of operational functions related to company's Sales, Research and Marketing groups. Trained new hires ensured compliance and ongoing oversight of all group members with respect to department policies.

- Developed and implemented a Database Tracking System which led to an effective process for communicating active sales projects to company's Clinical and Executive Leadership Team.
- Composed and submitted 62 winning proposals that resulted in generating new organic business.
- Supported company's marketing initiatives by increasing brand visibility in marketplace.
- Company grew by 20% annually with high profit margins during tenure.
- Provided ongoing training to Sales, Marketing and Research groups on department's database management system which produced 98% employee proficiency.
- Facilitated new initiatives utilizing lean methodologies that ensured the sustainability of standard work processes.
- Controlled expenditures to stay within departmental budget.
- Assisted in development of marketing materials, advertisements, conferences, and presentations that increased market awareness of product service lines.
- Developed competitive profiles to stay abreast of competition.
- Performed research and data collection for development of special reports.
- Attended numerous industry conferences and training on market trends and procedures.
- Worked closely with cross functional teams including senior management to create work flow processes that drove performance.
- Provided statistical information for quarterly report presentation to the Board of Directors.
- Organized and led 36 national, regional and local industry specific trade shows.
- Participated in on-site sales and marketing activities related to industry trade shows, calls and site visits to prospective clients.

Office Manager (1997-2005)

Managed daily business operations and medical care delivery for a busy OB/GYN practice. Facility was one of 19 office based practices that Sheridan Healthcare acquired. Supervised a team of 18 employees. Prepared payroll handled all banking operations and maintained petty cash funds. Arranged and monitored physician/nursing schedules. Prepared and balanced end of month closing and assisted with year-end budget compilation.

- Effectively managed 130-150 patients daily by instituting an appointment scheduling system that allowed for efficient patient flow processing and reduced waiting time.
- Recruited, hired and trained new and existing employees in office policies, procedures and systems.
- Decreased bad debt expense by 12%.
- Supervised billing personnel.
- Developed performance goals and objectives and performed all formal performance reviews.
- Awarded manager of the year-1999 and 2003.
- Directed the opening of a second office location.
- Exceeded quotas on a regular basis.
- Earned bonuses on a regular basis for exceeding monthly financial goals.
- Maintained expenses within practice budget.
- Monitored compliance with regulatory agencies.
- Handled all material management needs.
- Audited documentation and forms for proper execution.

ELLEN LEBOW, OB/GYN AND ASSOCIATES - Aventura, Florida
Office Manager

1996 – 1997

Managed and oversaw the daily business operations and medical care delivery for a solo OB/GYN practice. Scheduled all inpatient/outpatient surgical procedures and handled all facets of Revenue Cycle Management.

- Supervised a staff of six employees.
- Reduced DSO by eleven days.

EDUCATION

Executive MBA - Health Sector Management and Policy
University of Miami, Coral Gables, FL

Bachelor of Science
University of Miami, Coral Gables, FL

PROFESSIONAL AFFILIATIONS

American College of Healthcare Executives
Medical Group Management Association
South Florida Medical Group Management Association- Membership Chair
Strategic & Competitive Intelligence Professionals

SOCIAL AFFILIATIONS

Las Verdes Condominium Homeowners Association Board Member
Big Brothers Big Sisters of Broward County Mentor