



**APPLICATION  
BOARD/COMMISSION MEMBER**

These questions are designed to obtain information about your experience and interest in civic activities. You may return your application by mail, email or fax. **Mail to:** Administrator, Clerk/Treasurer's Office, 1301 81<sup>st</sup> Avenue NE, Spring Lake Park, MN 55432; **E-Mail to:** [jgooden@slpmn.org](mailto:jgooden@slpmn.org); or **Fax to** (763) 792-7257. Your application will remain on file for six months. If you have questions, please call the Administrator, Clerk/Treasurer's Office at (763) 784-6491. **Thank you for your interest!**

**Name:** Wannie-mae Parsons  Adult (18+)  Student (under 18)  
**Address:** 558 73rd ave NE Spring Lake Park **Zip:** 55432  
**Home #:** \_\_\_\_\_ **Cell #:** 952-564-0183  
**Email:** parsonswanniemae7@gmail.com **Work #:** \_\_\_\_\_

Length of residence in Spring Lake Park (in years) 0 May we call you at work?  Yes  No

**I am interested in serving on the following commission:**

(If you have an interest in more than one commission, you may rank your choices)

- Planning and Zoning Commission
- Parks and Recreation Commission

**Community, Civic or Volunteer Experience:**

I work a lot with feed my starvig children during the week.

**Interests and Hobbies:** some of my hobbies are running/walking, writing, photography, woking on outdoor projects, cooking, and spending time with my nieces.

**Occupation and Work Experience (you may attach a resume if desired):** Please see attachment

*Please complete other side of application*

Educational Background/Training: I have my bachelor's degree in Criminal Justice.

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What skills or personal qualities do you possess that would make you valuable as a board or commission member? The qualities that I possess that would make me a valuable member is that i am dedicated and committed to the responsibilities that extends beyond attending board meetings, i am able to lead and influence other to pursue the goals of the organization, and i am able to to engage other board members in discussions and debated without being arrogant or disrespectful, and i will always support the decision of the board when speaking on behalf of the organization.

Why are you interested in volunteering? I am a very giving person who enjoys working alongside other likeminded people who wants to make a difference in the work that they do. Over the last three years, i have gained lots of transferrable skills and qualities that i feel would be suited to the position of volunteer. I am a good communicator, a good organizer, and i work well as a supportive team member.

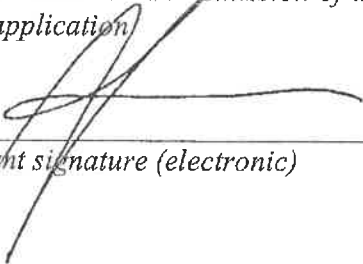
**Conflicts of Interest**

No commissioner shall: (1) Enter into any contract with the city unless otherwise authorized by law. (2) Use their position to secure any special privilege or exemption for themselves or others. (3) Use their office or otherwise act in any manner which would give the appearance of or result in any impropriety or conflict of interest.

**IMPORTANT INFORMATION CONCERNING YOUR APPLICATION**

DATA PRIVACY NOTICE: Minnesota law requires that you be informed of the purposes and intended uses of the information you are providing on this application. Pursuant to Minnesota Statutes Section 13.601, your name, city of residence, employment history, volunteer work, awards and honors are public data and is available to anyone who requests the information. The data that you give us about yourself is also needed to identify you and assist in determining your suitability for the commission(s) for which you are applying. This data is not legally required, but refusal to supply the information requested may affect the City Council's ability to evaluate your application. Should you be appointed to serve on a board or commission, pursuant to Minnesota Statutes Section 13.601, your residential address and either a telephone number or electronic mail address (or both) where you can be reached also become public information.

*I have read and understand the data privacy information given above and authorize investigation of all statements contained in this application as may be necessary to arrive at an appointment decision. I certify that all answers given here are true, and I understand that any false information on or omission of information from this application will be cause for rejection of this application.*

  
\_\_\_\_\_  
Applicant signature (electronic)

04.12.2023

\_\_\_\_\_  
Date

Wannie-Mae Adesida  
13618 Partridge Cir NW  
Andover, MN 55304  
Parsonswanniemae7@gmail.com  
Cell: (952) 564-0183

**Professional Summary:**

To obtain a position that will enable me to use my strong organizational skills, educational background, and ability to work well with people. Motivated, flexible, versatile, and tactful Professional Administrator with over five years of experience in Case Management.

**Skills:**

- Excellent team building skills, problem solving, multi-tasking and decision-making skills.
- Proficient in Microsoft Words, Excel, Access, PowerPoint, and Visio.
- Motivational interviewing techniques
- Understand state laws affecting correctional facilities, work release and related court procedures.
- Federal Prison Rape Elimination Act (PREA)

**Work Experience:**

Supervisor, JusticePoint - Ramsey County: January 2022 – present

*Responsibilities:*

- Complete pretrial risk assessments for arrestees booked into the Ramsey County Adult Detention Center by conducting complete and accurate criminal history and record checks using the designated criminal information systems.
- Conduct face-to-face interviews with newly arrested inmates within restricted and confined areas of the Ramsey County Adult Detention Center.
- Verify information obtained during interviews and further investigate all aspects of the defendant which are relevant to the setting of release conditions.
- Prepare written reports for electronic submission notifying the court of the results of the investigation and risk assessment including recommendations release conditions.
- Maintain complete, accurate, and verified records in the database that document and support activity necessary related to program goals, objectives, and outcomes.
- Assist in the process of releasing individuals from custody to pretrial supervision.
- Attend court arraignment hearings on a rotating schedule.

Work Release Officer, Anoka County: May 2021 – January 2022

*Responsibilities:*

- Coordinate safe and efficient custodial intake as well as completing release procedures.
- Perform and electronically document safety, well-being, and facility security checks.
- Provide constant and direct supervision of in-custody population in their daily living units including various work assignments.
- Maintain facility rules and regulations through the use of direct supervision, interpersonal communication, directives, disciplinary action and physical restraint.
- Respond to and assess emergencies, restore order and security as well as de-escalate and mediate conflicts directly.

- Use a variety of techniques when interacting with inmates including group approach, teaching, modeling, and confrontation, with motivational interviewing components as the foundation of those interactions.

Case Management Specialist, Washington County Community Corrections: April 2016 – April 2021

*Responsibilities:*

- Facilitate lower risk offenders' compliance with court orders and program participation.
- Schedule and conduct random urine testing for offenders as required by the court.
- Participate in court hearing when lower risks offenders are not compliance with court orders and recommend cases that can be transferred to a higher-level supervision based on the new information or changing circumstances.
- Ensure that lower risk offenders complete the intake process, including explaining sentencing orders to offenders.
- Serve as a liaison between lower-risk offenders, community agencies, and the public.

Office Support II, Washington County Sheriff's Office: May 2015 – April 2016

*Responsibilities:*

- Collected fees, processed payments, and balanced cash accounts and formats.
- Submitted reports under supervision; recorded and maintained various departmental documents.
- Reviewed and updated working procedures.
- Initiated purchase orders and paid invoices.
- Collected and recorded a variety of receipts and disbursements for various funds.
- Compiled, calculated, and prepared reports and billings.
- Scheduled meetings and assisted with coordination of department events.
- Mentored and trained other clerical staff.
- Answered inquiries from the general public and responded to time sensitive requests from law enforcement agencies.
- Collected, recorded, and maintained court and other law enforcement related records.
- Collected bail bonds and processed funds/personal property of inmate releases.
- Input data into the computer with accuracy.
- Conduced file searches and retrieved documents.

Service Clerk, DMV - Brooklyn Center, MN: October 2010 – January 2015

*Responsibilities:*

- Planned, coordinated, developed, and implemented a broad variety of services and programs provided by the Department of Motor Vehicles.
- Provided information and answered to questions relating to all DMV associated services.
- Provided licenses, titles, and registration to motor vehicle drivers in Minnesota.
- Tutored clients about motor vehicle laws, rules, programs, policies and procedures.
- Assisted customers in meeting requirements to secure needed licenses, permits, and titles.
- Mentored, trained both new and established employees.
- Became the lead "go-to" person for particularly challenging customers.

**Education:**

**Bachelor of Science, Criminal Justice Administration with concentration in business**

University of Phoenix, Minneapolis, MN. June 2014.

**Master of Business Administration**

University of Phoenix, Arizona. July 2020.

