

Thomas A. Tonkavich

7949 NW 51st Way, Gainesville, Fl 32653 (352) 222-8122 (home) (352) 491-4650 (work)

Career Objective

Director of Alachua County Department of Court Services

Education

Master of Business Administration; Saginaw Valley State University, University Center, MI. Emphasis in Marketing and Accounting, GPA 3.9. December 1990

Bachelor of Liberal and Applied Arts and Sciences; Central Michigan University, Mt. Pleasant, MI. Psychology and Sociology majors, GPA 3.2. July 1978

Work Experience

June 2006 to present

Alachua County Department of Court Services

14 NE 1st Street, Gainesville, FL, 32601

Jim Santangelo, Acting Director, (352) 338-7390

Jail Population Manager: Leadership of a new work team comprised of eight (8) staff focused on improved management of the overall jail population. Primary duties involve supervision of staff that screen, assess, and release people in jail to various alternative programs. Created routine and specialized data reports to assist system stakeholders with analysis and foster discussion of key jail population management strategies. Work in close partnership with all community leaders to implement new programs designed to divert substance abusers and the mentally ill from jail. Co-leader of the Urban Institute Justice Reinvestment at the Local Level initiative working to achieve sustained reductions in the jail population through the implementation of new interventions. As a member of the department's management team, assist with the leadership and transformation of the agency to increase the use of evidence based practices including normalized risk and needs assessments and motivational interviewing.

August 1994 to June 2006

County of Bay, 515 Center Ave., Bay City, MI, 48706

Thomas L. Hickner, County Executive, (989) 895- 4130

Director of Recreation & Youth Development: Appointed by the Board of County Commissioners to serve as the director of the juvenile detention facility and community corrections program. Also responsible for the administration and daily operations of the golf course, swimming pool, ice arena, and various community initiatives. Department budget exceeds \$5 million, 7 division heads, 17 full-time and 75+ part time and seasonal staff.

Key Accomplishments: implementation of community correction alternatives including pre-trial services, zero tolerance drug testing, and cognitive change treatment. County-wide expansion of summer youth recreation and after school programs. Construction of a new ice arena and additional secure detention beds. Awarded grants from federal, state, foundation, and corporate sources.

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Work Experience, cont.

March 1984 to August 1994

BASIS, Inc., 515 Adams, Bay City, MI. 48706

Richard Kafka, President, Board of Directors, (989) 894-2991

Executive Director: Overall leadership and agency administration providing residential and outpatient substance abuse treatment, prevention activities, and HIV case management services. Supervised a staff of 30, implemented an annual budget of \$830,000, and developed a \$230,000 fund balance. Key Accomplishments: awarded contract with Federal pretrial and probation services, automation of accounting and 3rd party reimbursement systems, adolescent treatment, and JCAHO/CARF accreditation.

August 1982 to March 1984

CORY Place, Inc., 581 No. Scheurmann Rd. Bay City, MI. 48706

Kathy Kinkema, President, Board of Director, (989) 895-5563

Executive Director: Led the agency efforts to assist runaway youth and families through counseling and shelter care. Supervised 5 employees and several volunteers. Obtained funding through various federal and state contracts, United Way, and special event fundraising activities.

June 1980 to June 1982

Michigan Family Independence Agency, Bay County

1399 W. Center Ave., Essexville, MI. 48732

Orville Hansen, Supervisor (retired) (989) 895-2161

Community Services Worker: Managed a caseload to coordinate and provide direct services to delinquent youth and their families. Initiated a day treatment drop in program to conserve financial resources and increase the intensity of services. Provided counseling, GED preparation, and employment readiness training.

August 1978 to June 1980

Michigan Family Independence Agency, Bay County Parmenter House

706 Fifth St., Bay City, MI, 48706

Frank Hose, Director (989) 895-2161

Youth Specialist: Supervised 12 juvenile delinquents in a residential setting as part of a treatment team. Provided counseling and employment readiness training. Led, organized, and participated in experiential activities like wilderness camping and white water rafting.

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Knowledge, Skills, and Abilities

Knowledge of regulations and laws applying to the juvenile and adult criminal justice system, OSHA, EEO, ADA, and Drug Free Workplace. Well versed in the principles of governmental budgeting, financial reporting, grant writing and reporting requirements. Formal education includes leadership and motivation, behavioral and organizational change, criminal justice population management strategies, marketing, and strategic planning.

Skills evidenced by successful recruitment, development, and motivation of a diverse workforce. Computer literate, especially with data base, word processing, and spreadsheet applications. Excellent written and public speaking skills. Strategic thinker focused on long term planning based on analysis and forecasting of patterns and trends.

Abilities evidenced by completion of various work group goals including the implementation of new forensic treatment services, development of the Centralized Screening Team, and annual United Way campaign. Developed and implemented systems of employee scheduling, case management, and written business plans. Strong participatory leader.

Certifications

Certified Pretrial Services Professional (CPSP)

National Association of Pretrial Services Agencies, expires February 28, 2012

Criminal Justice Information Services (CJIS)

Florida Department of Law Enforcement, expires February 3, 2011

Advanced Citizens Academy, Gainesville Police Department, April 2007