

Profile

Begin by inserting your email address. If you have an existing account, a message will be delivered to the email address on file. Please use a single email address throughout your experience with the Pinellas Boards, Councils, and Committees application. For specific instructions, visit www.pinellascounty.org/boards/applicants.htm.

Prefix

Mrs

Esther

First Name

Matthews

Middle Initial

Last Name

esther@alladministrativesolutions.com

Email Address

Street Address

Suite or Apt

City

State

Postal Code

Primary Phone

Alternate Phone

All Administrative Solutions, LLC

Employer

CEO / Founder

Job Title

Occupation

Trainer | Business Consultant

Which Boards would you like to apply for?

WorkNet Pinellas, Inc. d/b/a CareerSource Pinellas: Submitted

To which Commissioner are you applying? Charlie Justice (At Large District 3)

Question applies to WorkNet Pinellas, Inc. d/b/a CareerSource Pinellas

Please review the CareerSource Local Board Membership Requirements found at www.pinellascounty.org/boards/pdf/careersource_board_requirements.pdf before completing your application.

Question applies to WorkNet Pinellas, Inc. d/b/a CareerSource Pinellas

I have reviewed the CareerSource Local Board Membership Requirements. The category most applicable to me is: *

 Business

Question applies to WorkNet Pinellas, Inc. d/b/a CareerSource Pinellas

[Esther Matthews Career Source Endorsement 6.9.2022_002_.pdf](#)

If you have selected the category most applicable to your application as "Business," please also upload a letter of nomination from a local business organization, such as a chamber of commerce or business trade association. This letter is required for all "Business" category applicants to be considered for this Board.

Question applies to WorkNet Pinellas, Inc. d/b/a CareerSource Pinellas

If you have selected the category most applicable to your application as "Workforce," please also upload a letter of nomination from the local labor federation, apprenticeship program or community-based organization that you will be representing.

Question applies to WorkNet Pinellas, Inc. d/b/a CareerSource Pinellas

Have you or your company ever entered into a contract with WorkNet Pinellas d/b/a CareerSource Pinellas or provided goods or services to WorkNet Pinellas d/b/a CareerSource Pinellas.

Yes No

Question applies to WorkNet Pinellas, Inc. d/b/a CareerSource Pinellas

If you have entered into a contract or provided goods or services to Worknet Pinellas d/b/a CareerSource Pinellas, please explain.

Are you currently a Pinellas County resident?

Yes No

If you are a Pinellas County resident, for how long?

47 Years

Are you registered to vote in Pinellas County?

Yes No

Are you currently serving on any Pinellas County boards, councils, or committees?

Yes No

If you are currently serving on any Pinellas County boards, councils, or committees, please name.

Do you have or hold any employment or contractual relationship with any business or any agency which is subject to the regulation of or is doing business with Pinellas County?

Yes No

If you have or hold any employment or contractual relationship with any business or any agency which is subject to the regulation of or is doing business with Pinellas County, please explain.

Do you serve on any state, regional or local government boards, councils or committees?

Yes No

If you serve on any state, regional or local government boards, councils or committees, please explain.

City of St. Petersburg - Community Advisory Council

Are you current with all taxes and any other financial obligations?

Yes No

If you are not current with all taxes and any other financial obligations, please explain.

Have you been convicted of a Public Entity Crime? Public entity crime is defined by Florida Statute, sec. 287.133 as a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid, proposal, reply, or contract for goods or services, any lease for real property, or any contract for the construction or repair of a public building or public work, involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

Yes No

If you have been convicted of a Public Entity Crime, please explain.

Have you been convicted of a financial felony?

Yes No

If you have been convicted of a financial felony, please explain.

Have you ever been convicted of a crime against children or seniors?

Yes No

If you have ever been convicted of a crime against children or seniors, please explain.

Are you currently, or have you ever sued Pinellas County?

Yes No

If you currently, or have ever sued Pinellas County, please explain.

Have you ever been arrested, charged, or indicted for violation of any federal, state, county, or municipal law, regulation or ordinance? (Exclude traffic violations for which a fine or civil penalty of \$150 or less was paid)

Yes No

If you have ever been arrested, charged, or indicted for violation of any federal, state, county, or municipal law, regulation or ordinance, please explain.

[Pinellas County Boards and Commissions Standards of Conduct for Citizen Appointees](#)

Interests & Experiences

State your background, including your education, work experience, civic or community organization memberships and positions, and any professional licenses or memberships, and explain how this applies to the function of the board, council or committee.

Master degree in Social Work - trained to ensure that policy and procedure making includes the element of "People Centric". 20 + Years of Social Work Experience - have provided oversight of homeless service programs, policies and procedures within Pinellas County Leadership St. Pete Alum (Class of 2021) NAACP St. Petersburg - President City of St. Peterburg - Community Advisory Committee Vice Chair - Pinellas County Redistricting Council

Upload a Resume

Demographics

Ethnicity



Gender





Date of Birth

Esther Matthews

The Pinellas County Commission strives to promote diversity and provide reasonable accommodations for individuals with disabilities. If you are requesting accommodation, please indicate below:

By clicking on "I Agree," below, I affirm that the information above is true and correct, and that I have read and agree to be bound by the Pinellas County Standards of Conduct for Board Appointees. I further understand and agree to the responsibilities and commitment of time associated with an appointment to a Pinellas County board, council, or committee.

I Agree *

All material submitted to Pinellas County is subject to the public records law of the State of Florida including Chapter 119, Florida Statutes.

Persons with disabilities needing reasonable accommodations to apply for an appointment to a Pinellas County Board may contact the Pinellas County Office of Human Rights at accommodations@pinellascounty.org, or by phone at (727) 464-4882 to discuss.



The Chamber Building
100 Second Ave. N., Suite 150
St. Petersburg, FL 33701
(727) 821-4069
stpete.com

June 9, 2022

To Whom It May Concern,

I write to you today to offer my endorsement of Esther Matthews with All Administrative Solutions, LLC for the CareerSource Pinellas Board of Directors.

Esther has been an active and contributing member of the St. Petersburg Area Chamber of Commerce since 2019. She has been instrumentally involved with the Greenhouse activities and St. Pete Pitch Night. Her vast experience in grant administration and strategic planning will be a welcome addition to CareerSource.

Esther grew as a local leader by participating in the 2021 Class of Leadership St. Pete. She has brought keen insight and experience as president of the St. Petersburg Branch of the NAACP and is also actively involved with numerous other community organizations including the St. Petersburg CBA Policy Council and National Council of Negro Women.

It is with great enthusiasm that I wholeheartedly endorse Esther Matthews for the Pinellas CareerSource Board of Directors.

Sincerely,

A handwritten signature in black ink, appearing to read "C Steinocher", written in a cursive style.

Chris Steinocher
President and CEO

The St. Petersburg Area Chamber of Commerce shall be the preeminent leader of business in order to ensure the economic growth and vitality of our community.

Director of Operations | Grant Administrator Esther Matthews, MSW

T: [REDACTED]

E: esther@alladministrativesolutions.com

Career Experience

June 2020 – Present | Inclusive Pinellas by One Community Plan

Director of Operations of a comprehensive plan for economic growth for south St. Petersburg. Responsible for the management of all systems and processes ensuring that the organizations documents, procedures, and implementation of grants are executed professionally, efficiently, on schedule, and in a manner consistent with best practice.

March 2021 - Present | Black Business Investment Corp (BBIC)

Grant Administrator of a U.S. Treasury Certified Community Development Entity responsible for funding millions in loans to small businesses. Responsible for coordinating the development, administrative management, reporting and closeout of grants and other programmatic investments. Ensure that the agency's processes, documents, procedures, and implementation of the grant are executed professionally, efficiently, on schedule, and in a manner consistent with best practice.

September 2018 – Present | All Administrative Solutions, LLC

President & CEO of a Business Operations Consulting Firm focused on creating new ideas and solutions to businesses to meet the most complex and ambiguous client needs and challenges. Responsible for formulating intellectual capital and practical implementation approach to managing client relationships across lines of business. Primary duties include creating core solutions within Not-For-Profit organizations client strategy practice, proving leadership for execution of cross-industry study of market leading service organizations and development of an end-to-end service excellence model and solution set.

November 2014 – March 2020 | Society of St. Vincent de Paul

Program Manager for Not-for-Profit organization specializing in homeless services. Primary responsibilities included the administration and management of the homeless service programs in Pinellas County. Provided direct administrative oversight of a \$7.5 million dollar Veterans Administration Grant (Supportive Services for Veterans Services). Ensured compliance with established policy and procedures.

January 2014 – November 2014 | American Red Cross

Community Liaison Manager responsible for conducting needs assessments of clients affected by disaster. Duties included training awareness – ensuring a responsible environment and a clear understanding of the legal responsibilities for staff and volunteers focusing on training and certifications.

February 2010 – December 2013 | Sarasota Housing Authority

Resident Services Manager responsible for spearheading grant programs designed to promote and develop physical, social, and emotional health awareness in the Elderly and Disabled participants. Managed educational and health seminars which included key community needs (Health Care| HIV Awareness and Prevention | Life Skills | Job Readiness | Financial Literacy

Education & Career Credentials

- St. Petersburg College • Bachelor of Science, Major – Social Science
- Crown College • Master of Science, Major – Social Work
- Certified, Section 3 Specialist
- Certified Professional Service Coordinator
- Certified Grant Writer
- Certified Master Life Coach
- Certified Professional Life Coach
- Certified SOAR Professional

Professional Affiliations

- Leadership St. Petersburg (Class of 2021)
- Member, St. Petersburg Area Chamber of Commerce
- Small Business Innovators
- Professional Businesswomen
- Community for Entrepreneurs
- HCV Housing Quality Standards Specialist – Nan McKay (2015)
- Family Self Sufficiency Specialist – Nan McKay (2011)
- SOAR Certified - SAMHSA/Soar Works (2017)

Community Leadership

- President, NAACP – St. Petersburg Branch #5130 (Current)
- Vice Chair – Pinellas County Continuum of Care Diversity, Equity and Inclusion Committee
- Member, National Council of Negro Women
- Task Force Lead – Veterans Suicide Prevention – Gus Bilirakis
- Community Advisory Council (CAC) – St. Petersburg, FL
- Member, St. Petersburg CBA Policy Council
- Vice-Chair, Pinellas County Re-Districting Committee