

## EMERGENCY CONTACT INFORMATION

Date: 9-25-06

Name: Elizabeth L. Lewis SS #:   
(Employee)

### First Emergency Contact:

Name: Dwight D. Lewis Relationship: Husband

Address: 860 Carter Rd  
Deland, FL 32724  
(City, State, Zip-code)

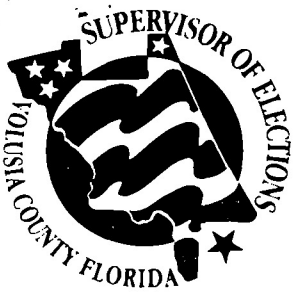
Telephone: (Home) 386-943-8865  
(Work) 386-804-0227

### Second Emergency Contact:

Name: Wilma E. Martin Relationship: Mother

Address: 1351 Greenland Trace  
Deland, FL 32724  
(City, State, Zip-code)

Telephone: (Home) 386-734-1603  
(Work) 386-801-0050



*Ann McFall*  
Supervisor of Elections  
County of Volusia

September 14, 2006

MEMO TO: Mike Lary, Director  
Personnel

FROM: Ann McFall, Supervisor

SUBJECT: Elizabeth Lewis

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Mike: I have recently hired Lisa Lewis as an Elections Specialist II for the Department of Elections. Lisa has worked for the Department of Elections as a temp for about 6 months. She is heading up the absentee ballot processing from ordering to recording and has proven to be a valuable asset to Elections Management. Her salary is \$10.00 per hour as a temp.

Although I am offering her 9% over the minimum for an Elections Specialist II position, I feel her recent experience in working with the Department is invaluable and is well worth the \$11.00 per hour that I am offering.

Please feel free to call if there is any further information you need.

*Historic Courthouse*  
125 West New York Avenue, DeLand, FL 32720-5415  
(386) 736-5930 • (386) 254-4690 • (386) 423-3311 • FAX (386) 822-5715  
[www.volusia.org/elections](http://www.volusia.org/elections)

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# County of Volusia

## Employment Application

Equal Opportunity Employer

Personnel Division 230 North Woodland Blvd., Suite 262 DeLand, Florida 32720-4607  
 Telephone (386) 257-6029 (386) 736-5951 (386) 423-3300, Extension 5951  
 Job Lines: (386) 254-4607 (386) 736-5921 (386) 423-3319  
 Florida Deaf Relay Service Number: 1-800-955-8771

**Instructions - Print or Type All Information**  
 Although resumes may be attached, each experience block must be completed as requested.

Lewis	Elizabeth	L	Not Displayed
(Last Name)	(First Name)	(M.I.)	(Social Security Number)
860 Carter Road			
(Street Address, if different from Mailing Address)		(Mailing Address, include Apartment Number)	
DeLand	FL	32724	
(City)	(State)	(Zip)	
Residence Phone: (386)943-8865		Business Phone: (386)804-0695	

<b>Positions/Examinations Applied For:</b> 04214F - ELECTIONS SPECIALIST III					
<b>Acceptable type(s) of employment:</b> Full Time					
<b>Veteran's Preference:</b> <input type="checkbox"/> <b>Branch of Service:</b> <b>Dates of Service:</b> Veteran's Preference: Documentation substantiating your claim (e.g. DD-214 and/or letter establishing eligibility to receive disability the Department of Defense or equivalent certification) <u>must</u> be furnished at the time of the application. <u>Note:</u> Under Florida law, preference in appointment shall be given to those persons with a service-connected disability who are receiving compensation, disability retirement, or pension or the spouse of a veteran who cannot qualify for employment because of TOTAL AND PERMANENT DISABILITY or the spouse of a veteran missing in action, captured, or forcibly detained by a foreign power. If the applicant claiming veteran's preference for a vacant position is not selected for the vacant position he/she may file a complaint with the Florida Department of Veteran's Affairs, P.O. Box 31003, St. Petersburg, Florida 33731. A complaint must be filed within 21 days of the applicant receiving notice of the hiring decision by the employing agency. If not notified, the complaint must be filed within (3) three calendar months from date application is received by the County of Volusia Personnel Services Group.					
<b>Highest Grade Completed:</b> 12			<b>Minimum Acceptable Salary:</b> N/A		
<b>Graduated High School GED:</b> GED Issuing Authority:					
<b>Business/ Trade Certificates/ Licenses/ Certifications</b>	<b>Location</b>	<b>Dates of Attendance</b>	<b>Total Class Hours</b>	<b>Licenses/Certificates Received</b>	<b>Specialization/ Subjects Taken</b>
N/A					

**EXPERIENCE:** Describe below any employment or occupation you have had, including experience in the armed forces or volunteer work.

Begin with your present or most recent employment in block #1 and work backward consecutively.

Count each promotion as a separate job, applicants may be required to furnish satisfactory proof of experience claimed. Be sure to include all relevant details. Use separate sheet or copy this form, if necessary. Do not leave out any jobs you held during the last 10 years.

DO NOT LEAVE BLANK AND STATE 'SEE RESUME'.

<b>Dates of Employment:</b> 10/1/1994 to 9/1/2001		
<b>Employer Information:</b>		
Lawrence Farms	3830 Marsh Road	DeLand, FL 32724
<b>Firm Name</b>	<b>Address</b>	<b>City, State, ZIP</b>
Office Manager	Fernery/Nursery	
<b>Your Title</b>	<b>Type of Business</b>	
Bill Jones	Owner	(386)734-5972
<b>Immediate Supervisor's Name</b>	<b>Immediate Supervisor's Title</b>	<b>Immediate Supervisor's Phone</b>
<b>Total Hours Per Week:</b> 40	<b>Starting Salary:</b> \$10.00/hour	<b>Last Salary:</b> \$11.50/hour
Describe the nature of the work performed by you, with estimated percentage of time on each type of work. State size and kind of work force supervised by you, and extent of such supervision.		
<b>Duties:</b> Answering phones,bookeeping,processing orders, payroll etc.		
<b>Reason for Leaving:</b> wanted to become a homemaker		
<b>Dates of Employment:</b> 10/1/1987 to 9/1/1994		
<b>Employer Information:</b>		
SouthTrust Bank	100 E. New York Ave.	DeLand , FL 32724
<b>Firm Name</b>	<b>Address</b>	<b>City, State, ZIP</b>
Floater	Bank	
<b>Your Title</b>	<b>Type of Business</b>	
Jimmy Ford	President	(386)738-8800
<b>Immediate Supervisor's Name</b>	<b>Immediate Supervisor's Title</b>	<b>Immediate Supervisor's Phone</b>
<b>Total Hours Per Week:</b> 50	<b>Starting Salary:</b> \$5.50/Hour	<b>Last Salary:</b> \$10.00/hour
Describe the nature of the work performed by you, with estimated percentage of time on each type of work. State size and kind of work force supervised by you, and extent of such supervision.		
<b>Duties:</b> anything that needed to be done - teller, customer service,loan clerk		
<b>Reason for Leaving:</b> management change		

Do you have a Florida Driver's License?    Yes	
Class: E	Endorsements:
Do you have a Florida Commercial Driver's License?    No	
Class:	Endorsements:
Have you been convicted, pleaded guilty or nolo contendere to a misdemeanor or felony?    No	
If you answered "yes", please explain:	
Have you been convicted by a court-martial?    No	
If you answered "yes", please explain:	
Have you been employed by the County?    No	
If you answered "yes", please provide details:	
Are any members of your family or relatives employed by the County?    Yes	
If you answered "yes", please provide details:	
Dwight D. Lewis, County Council, District 1	
1. Have you ever been discharged/fired from employment?    No	
2. Have you ever resigned/quit after being informed that your employer intended to discharge/fire you?    No	
If you answered "yes" to either Question 1 or Question 2, please complete the following:	
Employer:	
Address:	Date:
Explanation:	
Details:	

*Signature Certification and Release of Information:*

**YOU MUST SIGN THIS APPLICATION. READ THE FOLLOWING CAREFULLY BEFORE YOU SIGN:**

I certify that each answer to any question herein and all other information otherwise furnished is true correct. I further certify that all such answers and information constitute full and complete disclosure of my knowledge with respect to the questions or subject matter. I understand that any incorrect, incomplete, or false statements or information, furnished by me may be subject to disqualification or to discharge at any time. If employed by the County of Volusia, I agree to comply with all its orders, rules and regulations. I authorize release of all the information contained herein and hereby release the County of Volusia, its employees, my references, my former employers, and schools, and all individuals connected therewith, from all liability for any damages or injury whatsoever related to the taking of pre-employment examinations and the furnishing or use of this or related information. I am aware that this application is subject to the provision of FS119 and as a 'Public Record' may be open for personal inspection by any person. I understand that any offer of employment is conditional upon my taking and passing a pre-employment physical examination which includes a drug screening text

**Signature**

Elizabeth "Lisa" Lewis

**Date signed (Month, day, year):**

8/22/2006

*Elizabeth L. Lewis 9/25/06*



# The County of Volusia's Flexible Benefits Plan

For Plan Year Beginning 01/01/06 and Ending 12/31/06

IMPORTANT! YOU MUST COMPLETE & RETURN THIS FORM

<b>PLEASE PRINT</b>	DEPARTMENT <u>Elections</u>	WORK PHONE <u>736-5930</u> <u>804-0695-cell</u>	<b>IMPORTANT!</b> If you are making changes, cancellations or adding new coverages, additional enrollment or change forms are needed. Contact Personnel at (386) 740-5137 or (386) 736-5951.
YOUR NAME <u>Elizabeth L. Lewis</u>			
YOUR SOCIAL SECURITY NUMBER <u>[REDACTED]</u>			
YOUR STREET ADDRESS <u>860 Carter Rd.</u>			
CITY <u>Deland</u> , FLORIDA ZIP <u>32724</u>			
FULL TIME <input checked="" type="checkbox"/>	PART TIME <input type="checkbox"/>	SPLIT PLAN (Both County Employees) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO SPOUSE <u>Dwight D. Lewis</u> SPOUSE'S SOCIAL SECURITY NUMBER <u>[REDACTED]</u>	
			INCENTIVE <u>100</u>

## OPTION 1 - MEDICAL COVERAGE

For Personnel Use Only

	Indiv	Single Parent	Couple	Family
<input checked="" type="checkbox"/> HEALTH PARTNERSHIP PLAN - with Dental Coverage	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>
<input type="checkbox"/> No Coverage (proof of other coverage required!)				

## OPTION 2 - GROUP TERM LIFE INSURANCE

	Core Amount	Additional Amount	Your Age
<input checked="" type="checkbox"/> Core Benefit (Sun Life)			<u>41</u>
<input type="checkbox"/> Additional Amount (CIGNA Life)			

## OPTION 3 - DENTAL AND/OR VISION COVERAGES

	Indiv	Single Parent	Couple	Family
<input type="checkbox"/> Safeguard Universal II Dental Plan				
<input type="checkbox"/> Vision Plan				
<input checked="" type="checkbox"/> No Coverage				

## OPTION 4 - CANCER INSURANCE

	Option		Coverage For	
	1	2	Individual	Family
<input type="checkbox"/> American Heritage Insurance				
<input checked="" type="checkbox"/> No Coverage				

## OPTION 5 - FLEXIBLE SPENDING ACCOUNTS

	Annual Contribution Amount	Direct Deposit of Reimbursement Checks?
<input type="checkbox"/> Medical Expense Spending Account	\$	<input type="checkbox"/> Yes, I want Direct Deposit
<input type="checkbox"/> Dependent Care Spending Account	\$	<input type="checkbox"/> No, I do not want Direct Deposit
<input checked="" type="checkbox"/> No Coverage		

Benefits Start Date: 11/18/06

73P 3.85

24DH

24DI3 24D2

69F

60F

Date of Birth: 10/5/65

Date of Hire: 9/25/06

Work Locator Code: 112001

This Agreement is subject to the terms of the Volusia County Flexible Benefits Plan, in effect and as may be amended from time to time. I understand my elections as stated on this form shall be governed and construed in accordance with applicable laws, shall take effect as a sealed instrument under applicable laws and revokes any prior election and compensation agreement relating to this Plan. I acknowledge that I have read and understand the terms and conditions printed on the reverse side of this form. If the cost for the benefits I have elected exceed my flexdollar allocation, I authorize the balance to be payroll deducted over 26 pay periods.

9-25-06

Date

x Elizabeth L. Lewis

Signature (Required)



*Ann McFall*  
Supervisor of Elections  
County of Volusia

July 31, 2007

MEMO TO: Ruth Moorman, Acting Director  
Personnel

FROM: Ann McFall, Supervisor

SUBJECT: Elizabeth Lewis (Position #1160)

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Ruth: I have recently promoted Elizabeth (Lisa) Lewis to an Administrative Coordinator I position for the Department of Elections. As you are aware, Lisa will be the direct supervisor to 6 employees in the Election Management Division in addition to the project manager of each of the scheduled elections. She has worked for the Department of Elections since September, 2006. She has worked in all facets of the Department and has proven to be a valuable asset to the Department of Elections. Her current salary as an Election Specialist II is \$23,566 annually, not including overtime.

Although I am offering her 7% over the minimum for an Administrative Coordinator I position, in reality with the overtime in Elections, Lisa was making approximately what the entry level minimum salary currently is for an administrative coordinator I.

Please feel free to call if there is any further information you need.

*Historic Courthouse*  
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*Ann McFall*  
Supervisor of Elections  
County of Volusia

March 17, 2008

MEMO TO: Tom Motes,  
Personnel Director

FROM: Ann McFall, Supervisor *Ann McFall*

SUBJECT: 1% Special Allocation for Elizabeth (Lisa) Lewis

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Tom: I would like to award Lisa Lewis \$500 from the 1% special allocation budgeted for the Department of Elections.

As always, Lisa has gone above and beyond in doing whatever is necessary in the Department. Besides her normal responsibilities as an administrative coordinator, Lisa played a key management role during the January 29, 2008 Election. She oversaw the management of the absentee ballot process, as well as serving as an assistant clerk to the canvassing board both pre-election and post-election. She also provided assistance with petition certification and provisional ballot processing, just to name a few responsibilities. This was done in addition to her general management responsibilities in the Elections Management Division of the Department of Elections. Although Lisa is a salaried employee she has consistently stepped forward to volunteer where needed. She works many nights and week ends on behalf of the Department. She is usually the first person to arrive at work and one of the last to leave at night.

Lisa truly deserves the recognition of going above and beyond what is expected of her.

Please feel free to call if there is any further information you need.

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*Ann McFall*  
Supervisor of Elections  
County of Volusia

2008 JUL 15 14:29

July 15, 2008

MEMO TO: Tom Motes, Director  
Personnel

FROM: Ann McFall, Supervisor *Ann McFall*

SUBJECT: Elizabeth Lewis (Position #1160)

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Tom: In completing Lisa Lewis' annual evaluation I believe it is time to promote her to an Administrative Coordinator II. Position #1160 is classified as an administrative coordinator II but was under slotted due to Lisa's lack of number of years experience. This past year Lisa has far surpassed my expectations. Lisa has been the direct supervisor to 7 employees in the Election Management Division in addition to the project manager of each of the scheduled elections. She has worked for the Department of Elections since September, 2006. She has worked in all facets of the Department and has proven to be a valuable asset to the Department of Elections. When there was an unanticipated resignation of her immediate supervisor, Lisa stepped in with her typical "can do" attitude and did a superior job as Activity Project Manager. Her current salary as an Administrative Coordinator I is \$32,130 annually. Because she doesn't qualify for overtime, there are employees that she oversees that make more than she does. I am offering her a \$40,000 base salary as an Admin. Coordinator II.

Although I am offering her 19% over the minimum for an Administrative Coordinator II position, in reality, with the overtime in Elections, Lisa could be making a great deal more as an hourly employee with overtime and yet have no Supervisory responsibilities.

Please feel free to call if there is any further information you need.

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**Duties**

Supervise employees in the Election Management area in regards to duties listed in previous summary. Oversee the polling site visitation and acquisition of sites.

**Reason for Leaving**

Presently Employed

**Elections Specialist II**

9/2006 - 7/2007

County of Volusia/Elections

www.volusia.org

125 W. New York Ave

DeLand, Florida 32724

(386) 736-5930

Hours worked per week: 40

Monthly Salary: \$1,600.00

Name of Supervisor: Karen Harris - Asst.

Supervisor of Elections

May we contact this employer? Yes

**Duties**

Maintains records of absentee ballot requests, issuances and returns. Responsible for the security, distribution and reconciliation of ballots. Train and supervise temporary staff processing absentee ballot requests and working department's early voting site. Verified the eligibility of requests for absentee ballots as well as signers of petitions. Operated specialized computer application to enter and extract informatin on individual registered voters and statistical data.

**Reason for Leaving**

Presently Employed

**Campaign Manager**

7/1998 - 10/2004

Dwight Lewis for County Council Campaign

DeLand, Florida 32724

Hours worked per week: 50

Monthly Salary: \$0.00

# of Employees Supervised: 0

Name of Supervisor: Dwight Lewis - Candidate

May we contact this employer? Yes

**Duties**

Developed and implemented a campaign plan and coordinated field operations for a County-level council member candidate. Recruited and coordinated volunteer activities and oversaw the get-out-the-vote efforts of the campaign. Responsible for the day-to-day outreach to voters, volunteers and supporters and handled all campaign communications to volunteers and supporters. Conducted fundraising in strict adherence with election statutes. Maintained accurate records in order to produce and file legally-required finance reports, abiding by all filing requirements, financial disclosures and statutory requirements for political advertisements. Oversaw and manged petitions drives for candidate to qualify for ballot placement, ensuring adherence to statutory requirements. Handled administrative and scheduling aspects of the campaign travel arrangements, appointments, speaking commitments and meeting preparation and coordination.

**Reason for Leaving**

Campaign ended

**Office Manager**

10/1994 - 9/2001

Lawrence Farms

DeLand, Florida 32724

(386) 734-5972

Hours worked per week: 40

Monthly Salary: \$1,500.00

Name of Supervisor: Bill Jones - Owner

May we contact this employer? Yes

**Duties**

Responsible for all aspects of office management including payroll, accounts payable and receivable, employee recruitment and training, marketing, sales and internal and external communications.

**Reason for Leaving**

To be a homemaker

**Peak Time Floater/Trainer**

10/1987 - 9/1994

SouthTrust Bank

DeLand, Florida 32724

(386) 738-8800

Hours worked per week: 50

Monthly Salary: \$1,600.00

Name of Supervisor: Jimmy Ford - President

May we contact this employer? Yes