

“When we cast our bread upon the waters, we presume that someone downstream, whose face we will never know, will benefit from our action; just as we, who are downstream from another giver, will profit from that grantor’s gift.”

– U. S. Poet Laureate, Maya Angelou



In her professional/personal evolution, the ultra-effective [Janette Phillips](#) has relentlessly pursued dramatic improvement particularly in the lives of girls/women, at all ages and life stages --- from the very young to senior citizens, with emphasis on those who have been disenfranchised, in an imbalanced society.

As the initial **Executive Director** for the [Michigan Council of Women In Technology Foundation](#), she helped architect that foundation’s first formal organizational infrastructure; led the development of an executable, repeatable annual strategy; instituted myriad formal processes and adopted new tools; and collaborated with an engaged Board, and large number of significant corporate partners. She also inspired over 300 volunteers to annually give more than they ever thought they could over a 3.5-year pivotal period in the growth of the organization.

Then, as both the **Interim Director** and **Director of Development** for [The Mercy Education Project](#), Janette transformed the revenue model for that organization from an unsustainable to a successful one. She accomplished this in record time, through adroit leadership of a diverse, talented team, delivering three extraordinarily successful major campaigns in 2018/2019; a record number of fundraising events; and new, innovative marketing channels and materials. For the first time, in 2019, MEP achieved top 5 status on the [Impact 100](#) list of nonprofits in Metro Detroit, receiving substantial un-forecasted funds, as a result. She also focused on significant strengthening of all grants, allowing the organization to concentrate, for the first time, on non-government funding. In FY19, grants from all sources to MEP were slightly more than \$200K. By FY20, through Janette’s efforts, they had increased by 250% to over \$500K, despite the negative ramifications of Covid19.

Janette came to her nonprofit leadership passion, from a very successful for-profit career which included stints as Business Development Manager for Chrysalis Global Consulting, President/Owner of Valley Hill Therapy Centers, Sales Principal at Nortel Networks, and Senior Account Manager for GM/EDS at AT&T (having “grown up” through the ranks in a variety of business development roles at AT&T).

In her volunteer life, Janette has also led a number of community organizations, including the **Bloomfield Hills Rotary Club** as President, the **Bloomfield Hills PTO Council** as President, Past President, and Board Member, the **Building Better Families Through Action** nonprofit as Director of Development and Board Member, the **Bloomfield Surf Club** as both Board Member and President, and both the **Bloomfield Hills High School** and **Way Elementary School** in a wide variety of volunteer positions.

Janette is a grateful graduate of the University of Michigan, with a BBA in Marketing and Finance. She is inspired in her work, constantly, by her own two successful daughters.

Janette’s well-developed and passionate nonprofit leadership skillset, in the words of Angelou, can help any NPO “turn the tide” for people, deserving of assistance, inspiration and their fair share of “bread cast upon the water.”

PERSONAL CONTACT INFORMATION: [REDACTED]

Janette Z. Phillips

October 12, 2020

To: Michigan Independent Citizens Redistricting Commission

I am writing today to express my strong interest in supporting the Michigan Independent Citizens Redistricting Commission. I believe my experience and passion for advancing and exceeding organizational goals, revenue objectives and building strong diverse teams will serve the newly formed Redistricting Commission well as it begins the important work of ensuring that Michigan citizens are represented properly through accurate and equitable district lines.

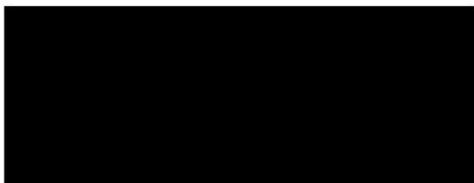
Throughout my career, my expertise in building cohesive, strong teams focused on common goals and serving clients, has created success for each organization I have supported. Whether that was in sales and sales management during my corporate career, founding and owning my own physical therapy and pulmonary rehab business, volunteering in my community, or working in nonprofits, I have always been focused on and extremely successful at communication and bringing people together to help clients or people in need. I have a unique ability to connect with people of diverse interests and backgrounds in order to achieve the goals of the organization I represent. I am confident that I will be a strong servant leader for the Redistricting Commission with my focus on bringing people together, supporting them with solutions to meet their needs and ensuring that the solutions are executed successfully, all while keeping the mission and vision of this new commission visible and accountable to the citizens of Michigan.

Below, please find my resume. As you will see, I have broad experience in both the nonprofit and for-profit world. My skills and expertise in the nonprofit arena will serve me well as the Executive Director of this important commission. I have strong expertise in leading teams to ensure success in a cooperative and collegial manner. I was an active volunteer in my daughter's public schools in addition to working fulltime in sales and nonprofit development. My skills leading others with diverse viewpoints and needs were solidified during my time leading various school district and community organizations. I pride myself in pulling diverse groups together to successfully work toward a common goal - whether that was to build business and client satisfaction in the corporate world, fundraise for and install a new playground for an elementary school, or bringing an important education nonprofit in Detroit back to a balanced budget. I look forward to discussing my ability to lead teams and do the work required to ensure success at each organization I supported throughout my life.

I have a unique ability and love creating strong teams of professionals dedicated to the mission of helping to reduce complexity, improve efficiency and further stated objectives for the good of the organization, in this case, the citizens of Michigan. I have strong experience in financial and operational management; I know how to 'run a business.' Paired with my passion to use my skills to help others as reflected in my work in the nonprofit arena, I believe I possess the unique intersection of skills this commission will require to fulfill its mission.

I am also a skilled writer, have written numerous RFP responses, proposals and other communication products and have helped to redesign three websites. My marketing skills support my business and development knowledge to ensure that brand, messaging and mission will all coincide to communicate the goals and activities of this redistricting commission so that it is understood and embraced by the citizens of Michigan.

I hope to meet with you to further discuss my skillset, passion and desire to make a difference in this important work. I want to improve our state and performing the work required to support these redistricting commissioners would be an honor. I look forward to hearing from you.



Janette Z. Phillips

PROFESSIONAL HIGHLIGHTS

- ❖ A highly energetic, strategic-minded and results-oriented leader with successful experience in IT, nonprofits, telecommunications, and healthcare
- ❖ Able to identify needs, set strategy and tactical goals, build successful teams, create and lead teams to achieve mission and goals for all organizations supported
- ❖ Proven capabilities in community relations; consensus-building to accomplish goals and objectives; relationship-building; growing and cultivating partnerships with organizations and volunteers with strong team leadership; sales and sales management; business development;
- ❖ Accomplishments include IT consulting business development, for profit and nonprofit start-up, improvement and growth; uncovering new business opportunities and revenue streams; winning multi-million dollar national accounts
- ❖ Outstanding written and verbal communication; planning; organizing; networking; multi-tasking; plus Microsoft Word, Excel and PowerPoint skills

EXPERIENCE

Mercy Education Project (MEP) Detroit, MI 11-2018 to 10-2020
A nonprofit organization whose mission is to empower women and girls through education.

Development Director / Interim Executive Director

Joined MEP at a critical time in its history. Revenue was significantly below actual expenses and the budgeted revenue targets for two years in a row, resulting in expense overruns and large outlays from savings. The model was unsustainable. In first six months, I created a strong teamwork environment within development and between programming and the back-office staff (development, volunteer coordinator, operations and HR teams). The following backlog of activities were accomplished in first 6 months:

- End of year Annual Appeal campaign written, designed, printed and mailed to 1,000+ donors; \$100,000 in gifts received.
- Annual Doorway Dinner was scheduled, planned, held on 3/28/2019. \$280,000 raised for MEP.
- New video about MEP was created in 3 weeks. This video also resulted in a new episode of Mitch Albom's *Heart of Detroit*, to air on 6/7/2019 on WDIV. This episode showcased MEP throughout SE Michigan and lead to new donors and friends of MEP.
- New corporate donors were developed with significant donations received.
- Achieved Top 5 status on Impact 100 of Metro Detroit's 2019 annual event; \$135,000 donated to one nonprofit. Although MEP was not chosen, I presented to more than 150 influential men and women. Some there decided to support MEP as a result.
- The Board of Directors voted to have me fulfill Interim Executive Director duties while the search was conducted for a new ED. This work included major reports and requests for government grants and audits were written and submitted; created board approved aggressive revenue and expense budgets for FY20.

Janette Z. Phillips

FY20 Accomplishments:

- Conducted a comprehensive review and execution of non-government grant requests. **Grant revenue from all sources in FY 19 was just over \$200k; in FY 20 that figure exceed \$500k, a 250% increase from FY19, and through COVID-19.**
- Wrote and won \$100,000 Verizon Digital Literacy grant. This two-year award will enable MEP to provide digital literacy courses to students and their extended families via remote and in person learning. This award was the only one Verizon gave in the Midwest region.
- Helped new Executive Director transition smoothly into MEP.
- Cancelled our premier event in March 2020 due to COVID with little impact to our net revenue. All but one ticket holder donated their tickets back to MEP as a donation, and all but two corporate sponsors did the same. More than \$200,000 was raised in support of our mission, without an event or associated expenses. Held a very successful online auction in mid-April to garner further revenue from our silent auction items, raising \$35,000.
- **Exceeded stated revenue objective in FY 20 by 12%, despite COVID-19 ramifications during the last four months of the fiscal year.**
- **With only one quarter in for FY21, forecasted, identifiable revenue is at 60% of MEP's annual objective**

Chrysalis Global Consulting, Bloomfield Hills, MI

2014-2018

A Women's Business Enterprise/Disadvantaged Business Enterprise (WBE/DBE) information technology consulting firm

Business Development Manager

Responsible for uncovering business opportunities in the Detroit, Michigan market, specializing in new facility activation, Enterprise Resource Planning (ERP) implementation, change management, and information technology strategies.

- Consistently exceed expectations of owners and clients
- Created client relationships with large corporations and governmental entities, including ZF/TRW and Wayne County Airport Authority (DTW)
- Added more than \$1M in revenue to small firm in less than two years.

Michigan Council of Women in Technology (MCWT), Dearborn, MI

2011-2014

A nonprofit organization with over 750 members and 50 corporate partners whose mission is to inspire girls and young women to pursue technology educations and careers, to grow the number of women in technology, and make Michigan the number one state for women in technology

Executive Director

As the organizations first executive director, led the efforts of both 501c3 and 501c6 nonprofit organizations, by collaborating with and supporting the board of directors, advisory board, staff members and over 300 volunteers.

- Significantly expanded the organization reach and visibility, enabling MCWT to become the beacon for Michigan IT professionals to connect, learn and network
- Increased annual revenue by 80% and net proceeds by 122%
- Strengthened relationships with 50 plus partner companies, including GM, Ford, Chrysler, Microsoft, Compuware, Fujitsu, Epitec, Cisco, Compuware, AT&T, Altair, Comerica, IBM, more
- Increased volunteer commitment to MCWT and its programs
- Successfully led the MCWT board in achieving its goals to run more professionally; become more visible to the Michigan IT community; think strategically on its future direction and goals; improve operational effectiveness and capacity, strengthen financial oversight and budgeting;

Janette Z. Phillips

improve development, membership, and marketing materials and annual reports; increase programming for girls and young women; improve oversight of scholarships, the web design competition and summer camps; and host more successful events and fundraisers

- Successfully led the development of new programs including in-transition workshops, adult mentoring, university committee (involving all major Michigan schools), an executive leadership event with more than 500 attendees, programming for girls including 400+ "Girls are IT!" event in collaboration with three area universities plus Detroit, Dearborn and Southfield public schools
- Obtained support from the State of Michigan, other nonprofit organizations and companies concerned about Michigan's IT industry and increasing the presence of women in technology

Spinal and Orthopedic Rehab (SOR) Physical Therapy Clinic, Novi, MI
Dr. Louis Radden, D.O.

2008-2010
2010-2010

A physical therapy clinic and medical office

Marketing Director

Valley Hill Therapy Centers, Redford and Sterling Heights, MI

2002-2007

A rehabilitation firm with two locations specializing in physical therapy and pulmonary rehabilitation

President / Owner

Led the start-up of the new business, including site research, lease negotiation, contractor build-out, equipment purchase, staffing, and training for two locations; directed marketing and sales forecasting efforts; managed 17 clinical and administrative staff members; oversaw quality and productivity reviews; established and managed all financial requirements, including budget, credit, collections, and investments; wrote administrative procedures, including employee manuals, policies and procedures.

- Attained top-rated customer satisfaction scores through direct interaction with patients and staff
- Achieved professional business certifications and licensing requirements resulting in successful federal governance audits and Targeted Medical Reviews for both sites

Nortel Networks (Global Professional Services Division), Southfield, MI

2000-2001

A multinational telecommunications and data networking equipment manufacturer

Sales Principal

Sold consulting and managed services to automotive accounts in Detroit

Ameritech Custom Business Services, Southfield and Detroit, MI

1981-1997

A national telecommunications corporation

Senior Account Manager, General Motors/EDS, 1993-1995

Responsible for Fortune 500® account sales and account management.

- Won Ameritech's largest single sale to a commercial customer--an international automotive supplier
- **Doubled annualized account sales \$30M+ to \$60M+ in one year, exceeding that year's sales target by 500%**
- Won a seven year, \$270 million outsourcing contract which made Ameritech the primary communications provider for General Motors (EDS' largest account)
- Chosen to serve as founding leader of "Alliance Business Services" to sell Fortune 500® communications outsourcing services
- Recognized by VP of Sales for Outstanding Sales achievement in seven separate fiscal years
- Nominated for the exclusive Chairman's Award in 1995 for superior performance and results

Janette Z. Phillips

General Manager, Sales and Project Office, Alliance Business Service, 1995-1997

- Led 12 project office managers, including setting and achieving goals and objectives, coaching, and providing performance feedback
- Created business partnership “Alliance Agreement” that resulted in \$45M with an international computer and business services leader, IBM/ISSC
- Developed successful strategy and won \$100M 5-year contract to provide integrated voice, data and video communications networks on multiple technology platforms to the company’s largest national clients. Led the post-sales customer support team

Account Manager, Account Executive GM/EDS Sales, 1987-1994

Account Executive/Market Administrator, 1981-1987

COMMUNITY AND CIVIC LEADERSHIP

- **Bloomfield Hills Rotary Club:** Immediate Past President (2019-2021) President (2018-2019); President-Elect (2017); Board Member (2016)
- **Bloomfield Hills High School:** All Night Party Co-chair (2014-2015); Parent Teachers Organization (PTO) Co-President, (2013-2014), Past President (2014-2015), Treasurer (2016); Forensics Boosters Treasurer (2012-2015); and Choral Boosters Treasurer (2014-2016)
- **Bloomfield Hills PTO Council:** Past President (2013-2016), President (2011-2013), President Elect (2010-2011), Recording Secretary (2007-2010), Executive Board Member (2007-2013)
- **Building Better Families through Action (BBFA):** Director of Development and Board Member (2008-2011), responsible for fundraising and development of relationships to further its mission
- **Bloomfield Surf Club:** Board Member / President (2007-2010)
- **Way Elementary School:** Recording Secretary (2005-2007); Odyssey of the Mind Teams Coach (2007 and 2008); Playground Committee Chair (2006); Arts Committee Co-Chair (2005-2007); and Directory Chair (2003 to 2006)

EDUCATION

University of Michigan, Ross School of Business, Ann Arbor, MI
Bachelor of Business Administration: Marketing Major

REFERENCES

Personal References:

- Rosemary Bayer, Michigan State Senator, District 12, [REDACTED]
- Christine Tvaroha, Director, Bloomfield Township Senior Center, [REDACTED]
- Marcy Klevorn, retired President, Ford Mobility, [REDACTED]
- Mary Beth Weigel, IT Consultant, Agile Scrum Master, [REDACTED]

Professional References:

- Carol Steffanni, retired CIO, Wayne County Airport Authority (DTW) [REDACTED]
- Shelley Chaness, Director, Adult Jewish Education, Jewish Community Center of Metropolitan Detroit, [REDACTED]
- Nicole Valentini, former MEP development staff member, [REDACTED]
- Sue McGuire, IT Consultant, Apex Digital, [REDACTED]

Janette Z. Phillips

Supplemental Questions

1. How many years of experience do you have working in Michigan state government and/or public sector administration?

- None *in an official capacity...*
- 1-4 years
- 5-9 years
- 10 or more years

I have not worked within the government since college, when I was a paid intern for then Congressman James Blanchard. That role helped me realize the importance of serving others and supporting constituencies who needed a voice in government.

In volunteer capacities, I have spent more than 10 years supporting our local public schools: serving as secretary, treasurer and president of various school committees and PTOs. As PTO Council president, I successfully led our school parent efforts to pass a contentious millage proposal for a new high school. I worked very well with our school superintendents, Robert Glass and Steve Gaynor, and with various school principals, including Charlie Hollerith, current principal of Bloomfield Hills High School. Finally, I led the school parents and the leader of the District's PTO in the communication of need and to successfully get out the vote for the millage.

2. Describe your experience working in an executive level position.

I have deep experience working in an executive level position. My experience includes:

- Managing 15 staff persons for Ameritech
- Dotted line managing 50+ persons for the Ameritech implementation of managed services for GM/EDS (see resume)
- Managing 20 employees while owner of Valley Hill Therapy Center
- Dotted line managing 50+ persons while ED of the Michigan Council of Women in Technology
- Managing 5 staff persons in development department of Mercy Education Project

I have been told many times by those who work with/for me that I have been the best manager/boss they have ever had. I now understand that I have a unique ability to create and bring teams together, to work together for the mission/cause, and execute to success, no matter what the industry, purpose or goals are. This ability to manage diverse teams, both direct and indirect reporting structures and inspire to ensure success will be beneficial in this ED position.

Note: I have also led teams for nonprofit work I have accomplished, including school PTOs, swim clubs and Rotary.

3. How many years of experience do you have managing staff?

- none
- 1-4 years
- 5-9 years
- **10 or more years**

See above explanation and my resume for more details. I am very comfortable managing staff. I manage as a team – not as a boss/employee. I have honed my ability in management and am able

Janette Z. Phillips

to get results from staff and volunteers in an easy, collegial manner.

4. Describe your leadership approach and explain how you have implemented this approach in your current/previous position(s).

My leadership approach is to be an active member of the team. All who work with and for me quickly understand what my role and responsibilities are and how they can support the organization goals and the direction I provide. I am able to divide tasks and duties so that they are suited to each person's skills and abilities and ensure that all on the team are happy with their work and feel a sense of accomplishment each day. I am able to define goals/strategies/direction clearly, so all are on the same page and rowing together in the same boat. If conflicts arise, I manage them directly, respectfully and usually in a way that is mutually acceptable to all affected. I do not usually have staff conflicts or disagreements to manage because of my successful management style. There may be disagreements on the best approach to a project, but not disagreements with personalities or duties. If there is a disagreement regarding the best approach to a situation, I will listen to all on the team, discuss in a group setting and we will all mutually decide the best way forward. I am a natural leader and will ensure success in a professional and collegial manner. Finally, I recognize that in this ED role, I may not always agree with the decisions made by the commissioners on how to move forward but will and must support and execute on their decisions as they are the commissioners. If that occurs, I will manage my team to ensure the success of the commissioner's decisions.

5. Do you have experience in accounting, developing and executing a budget, or public reporting?

Yes, I do. In my years of work experience, I have managed to and created budgets within my work at Ameritech, while successfully managing my own company, and as ED and Interim ED at both nonprofits I have worked for, I have created, managed and tracked budgets and revenue. I have also created and reported against budgets in my nonprofit volunteer roles.

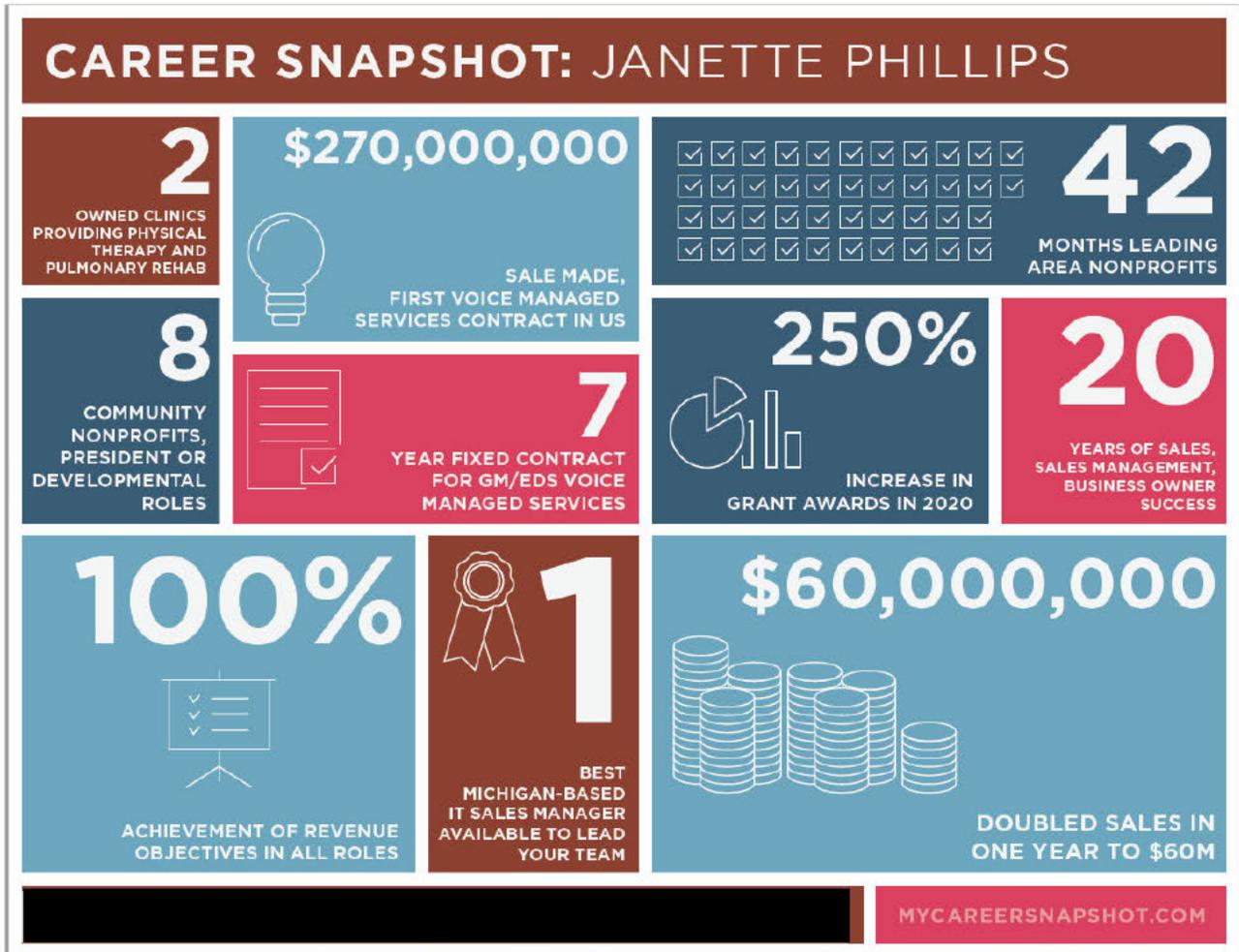
While I have not had to publicly report my budgets, I have no concerns in creating budgets that are transparent, accurate, straightforward and visible to the public and to State leadership.

6. Are you familiar with the Open Meetings Act?

Yes, I am familiar with the Michigan Open Meetings Act rules and procedures and will follow and execute the orders correctly and accurately for the Redistricting Commission. This will include meeting notices, minute publication, and all other requirements that must be followed.

Janette Z. Phillips

Here is a snapshot of my accomplishments:





**THE SENATE
STATE OF MICHIGAN**

ROSEMARY BAYER

12TH DISTRICT

P.O. BOX 30036

LANSING, MI 48909-7536

PHONE: (517) 373-2417

FAX: (517) 373-2694

senrbayer@senate.michigan.gov

October 12, 2020

Dear Commissioners of the Michigan Independent Citizens Redistricting Commission,

I am writing this letter today in strong support of my friend and colleague, Janette Phillips as your new Executive Director for the important work required to create more equitable and fair districts in the state of Michigan.

I have known Janette for more than 10 years. Janette was hired to act as the first Executive Director of the nonprofit organization I co-founded called the Michigan Council of Women in Technology. As its first Executive Director, Janette led the board of directors in the process of formalizing and creating procedures to ensure that MCWT was running properly (budgets, revenue recognition, event planning, board support, etc.), efficiently (creation and implementation of new process and procedures, streamlining decision making, etc.) and engaging the hundreds of volunteers who were the backbone of MCWT's work in support of women and girls pursuing technology educations and careers in Michigan. For more than three years, Janette effectively supported the board of directors and the volunteers to ensure that they had the information necessary to make the best decisions possible. She then implemented decisions of the board and volunteer committees to make the work of each team go smoothly. Janette was loved by all members of MCWT and she helped the organization grow exponentially during her tenure as its first Executive Director.

In addition to her extensive corporate career, Janette also created and ran two physical therapy and pulmonary rehab centers. During this time, Janette reinforced her knowledge of budgeting, reporting to Medicare and other insurance companies, managed staff, and guaranteed excellent patient care for hundreds of patients. Janette understands the importance of accuracy, truthful reporting and has the background required to help "run the business" of this redistricting initiative.

Finally, Janette has been an active volunteer in her own right. Her resume will demonstrate decades of volunteer work in support of the Bloomfield Hills community and school district. Her roles as secretary, treasurer and president for multiple groups, have given her the experience and background to help her smoothly transition into a public service role in support of this commission.

In summary, I highly recommend Janette Phillips for the role of your Executive Director. You will find her to be friendly, truthful, impartial, hardworking and committed to serving others as well as passionate about making Michigan a better place for its citizens. If you have any questions or need further information regarding this letter or my experience working with Janette, please feel free to call me at [REDACTED] or email me at senrbayer@senate.michigan.gov.

Best wishes to the committee in its critically important work for the citizens of Michigan and in its decision to choose an Executive Director who will support the team in a way that will enable the commission to be successful.

Sincerely,

A handwritten signature in black ink that reads "Rosemary K. Bayer". The signature is written in a cursive style with a large initial 'R'.

Senator Rosemary Bayer, Senate District 12

On Hold

assigned to:



category:

6. Independent Citizens Redistricting Commission

priority:

Medium

due on:

Time Spent:

0 minutes

Tags:

Exec Director App for ICRC

Contact Information:

Comments:

District:

Driver's License Number:

Street Address:

First Name:

City:

County of Residence:

Zip Code (5 digit):

Additional Information:

Independent

Citizens

Redistricting

Commission Topic:

JZ Phillips

12 Oct 20 3:34 PM

Good afternoon,

With this email, I am applying for the newly created position of Executive Director for the Michigan Independent Citizens Redistricting Commission for the State of Michigan. I have attached my cover letter, resume, responses to the required questions and a summary of myself in the first document. I am also including a one page bio of myself for your review and a letter of recommendation from State Senator Rosemary Bayer, whom I have had the pleasure of working with while Executive Director of the nonprofit the Michigan Council of Women in Technology, which Rosemary co-founded.

I have worked in both the corporate world (technology/healthcare) and in nonprofits and am an active volunteer leader for community organizations. I also owned my own healthcare business for several years and have deep knowledge of leading an organization: managing revenue, budgets, holding board meetings, ensuring customer (patient) satisfaction, managing staff and working in the community.

I hope you will agree to discuss my skills and experience further. I believe I am uniquely qualified to support the Commission as its Executive Director, serving the commissioners in their work and executing on their decisions for the betterment of all citizens in Michigan.

Please review the attached documentation and let me know if you require additional information. I look forward to hearing from you and to the next steps in your decision-making process.

Very sincerely,

Janette Phillips



Status set to **New**, priority set to **Medium**, Redirected by <redistricting@michigan.gov>

other recipients:



attachments:

Recommendation Letter from R Bayer 10-2020.pdf, Bio for Janette Phillips - 10-12-2020.pdf, JZPhillips CL and Resume for MI Redistricting 10-10-2020.pdf

Additional Information for Janette Phillips

Executive Director candidate for ICRC Michigan

We are a team: The Commission needs ED help, ED needs Commission direction and strategy decisions.

The public needs your work product: new districts and more equitable maps.

Priority	Why Choose Janette?	Notes/Examples
1	Specific experience in 'standing up' new teams , new processes, under tight deadlines and for important projects	GM/EDS project, VHTC creation and approvals, MCWT, Chrysalis in MI. <i>(See high level ICRC workplan on page 2.)</i>
2	High attention to detail, sees big picture AND can break it down into tactical work for many to accomplish. Excellent ability to visualize and blend the understanding of the overall project with / into the specific action steps that must occur to reach a successful outcome.	All previous roles
3	Networking/Relationship Building: Inherently driven to reach out to others in order to learn, gain insights and move up the learning curve quickly. Will leverage the relationships created in State of MI departments and MI universities to Commission's advantage. (SOS, AG, Legislature)	Happy to provide list of contacts or discuss further
4	She has unique experience working with strong, working boards, providing them what they need efficiently and in easy to understand ways. ED works for the board/commission not vice versa.	MCWT, Bloomfield Hills PTOC
5	Great team leader, history of staff loving her management style.	References available of those who worked for me in the past
6	Janette is a good communicator and public speaker. She is comfortable speaking to large groups, small groups, one on one. She will communicate the needs of the commission to all whose help or guidance are needed.	All volunteer efforts, Impact 100, GM/EDS work
7	Janette provides information in ways that are pleasing and easy to understand. She is an excellent writer, having written multiple RFP responses, RFP's, grant applications, marketing materials, more. This expertise will put the commissioners and the Commission in the best light possible to the public, State of Michigan, and country.	Examples available upon request
8	IT Change Management background and experience.	When data is changed based on Commission decisions, must find a way to keep tracking accurate, clear and transparent. Janette understands this need and can find experts to assist.

First 30-60 Days: ICRC High Level Workplan

December 1, 2020 - February 1, 2021

Priority	ICRC Executive Director To-Do's	Why is it important?	What help do I need to accomplish?	Due Date
1	Meet and absorb all past meetings, documents, ideas, rules to follow. Build good working relationships with commissioners, MDOS staff, Legislative staff, more.	To catch up	Commission, MDOS	12/10/2020 ongoing
2	Create org chart w/ roles and duties of staff and contractors for approval	To build team, build budget requirements	Commission, MDOS	12/15/2020
3	Create DRAFT budget for review and approval, FY 21 and FY 22.	To find out if \$3.1M is enough for FY 21, determine what is needed for FY 22 and lawsuits.	MDOS, Legislative budget office	12/15/2020
4	Create and get approval for MASTER timeline of high level actions, plans, meetings	So everyone is on same page, work can begin in earnest	MDOS, outside experts, Commission	12/2020 ongoing
5a	Onboard and orient new Chief Legal Officer. This shall include meetings with commission, MDOS, legislature, outside council discussions, etc. Have CLO create timeline of activities and responsibilities to flow into master timeline.	To understand all legal ramifications of this commission and work. Have CLO begin to orient commission and staff on needs from the legal perspective.	MDOS, Commission	1/1/2021 or sooner
5b	Onboard Communications Director. Create priority list of top activities of first month, public messaging and outreach, relationships with media, build marketing and communications toolkit, create marketing and communications timeline to coincide with overall timeline.	To begin communicating message to public, be visible, build marketing and C of I toolkit	Commission, MDOS	1/1/2021 or sooner
6	Create short list of best demographers, map makers, VRA attorneys, big data analysis, etc. Begin drafting RFPs as necessary.	They get overcommitted. We need the best.	MDOS, outside experts, Commission	12/2020 ongoing
7	Ensure commission and staff have proper technology for home offices, communication, etc.	PC, emails, printer, large screen, mobile phone, paper, ink, etc. Ensure proper internet speed, firewalls, cyber protection	MDOS, Commission	12/10/2020
8	Determine and rollout best way to ensure open meetings, open documentation, organization of all documents in order to be as open and transparent as possible and avoid need for any group to FOIA. Create policies and procedures for document retention and availability.	Ensure ease of finding information online, ensure ALL staff and commissioners are abiding by the rules and that the process is straightforward and reasonable to follow. (FOIA admin)	MDOS, Commission	1/15/2021
9	Create all meeting dates for 1st Q, 2021, continue on a rolling basis, 3 months in advance. This includes working meetings, Community of Interest sessions, expert advice sessions, public comment only sessions, etc.	Be transparent, create plan, take guidance from CA	Commission, MDOS	1/10/2021
10	Hire staff to help w/ project management, technology and event scheduling, tracking of data, budgeting, operations, etc. Begin outreach to public and communities of interest	To help commissioners get organized, plan meetings, schedules C of I visits, etc.	MDOS	1/1/2021 or sooner

Final Thoughts

Priority	How will Janette help the commission?	Examples
1	Commission will decide the "WHAT," Janette will accomplish or facilitate these 'what's', providing the "HOW."	To enable the Commission to work on big picture goals and begin to engage with the public and SME's to do the work of the commission: redistricting.
2	Janette will lead the team who will work on all administrative and detailed needs , freeing up the board to strategize, design and present three maps, per constitutional requirements, and communicate their decisions.	All previous roles
3	Janette will work with the Commission to ensure working sessions and meetings are valuable and content rich. <i>(As much as possible, make the administrative approvals a small portion of the agendas.)</i>	Expert in running meetings, taking minutes, creating action items, tracking To-Do's and following up.
4	Janette will do her best to anticipate needs of the commission, and provide the necessary information or items when needed or before needed.	Janette always thinks ahead.
5	Janette is loyal and dedicated to her work. She does not give up, she gets things done. (Whatever it takes for the commission to be successful.)	

Thank you for this opportunity to present.

Janette Phillips

[Redacted]

[Redacted]

FROM THE DESK OF

SUSY AVERY

October 19, 2020

Michigan Independent Citizens Redistricting Committee
Attn: Commissioners

Dear Commissioners,

This letter is in support of Janette Phillips who has applied to be your Executive Director.

Jan and I worked together when I was Director of the Michigan Women's Commission and she was the Executive Director of the Michigan Council of Women un Technology.

Because of the various issues that we undertook while I was Director, I found that she was extremely helpful in guiding me through a fairly complex array of different for-profit industries as well as for the not-for-profits that had an interest in many of the technological challenges presented at that time.

I found Jan to be very knowledgeable about many issues, over and above the focus of our related technology projects. She was smart, professional, organized, and motivated.

Jan would be a great asset to the Michigan Independent Citizens Redistricting Committee.

Sincerely yours,

Susy Avery

Co-Director, Michigan Political Leadership Program

CONTACT

Jerome, MI 49249;