

Boards Application Form

Profile

If interested in one of these boards please fill out this application and submit.

Which Boards would you like to apply for?

Affordable Housing Advisory Council: Submitted

_____	Rosa	_____	Enith	_____	Sapikowski
Prefix	First Name		Middle Initial		Last Name

rosasapikowski@gmail.com
 Email Address

1629 Seeetwood Drive	_____
Home Address	Suite or Apt

Melbourne	_____	FL	_____	32935
City		State		Postal Code

Mobile: (401) 332-0069	_____
Primary Phone	Alternate Phone

How long have you been a resident of Brevard County?

8 years

To which Commissioner are you applying?

District 4

Interests & Experiences

Please tell us about yourself and why you want to serve.

Question applies to Affordable Housing Advisory Council

In which Commission District do you live? *

District 4

Question applies to Affordable Housing Advisory Council

I prefer to receive correspondence by: *

Email

Question applies to Affordable Housing Advisory Council

Occupation (Firm & Duties)

Assistant Property Manager FOR PINEDA VILLAGE NDC ASSEST MANAGEMENT (Cocoa Housing Authority) leasing apartments to qualified individuals in accordance with the Fair Housing Guidelines. Units inspections. administrative functions. maintain property files, records, and reports. Assist in move in and move out procedures. Assist in the are of resident relations. recertification.

Question applies to Affordable Housing Advisory Council

List Education Degrees and/or Licenses:

Rhode Island Collage: Case Management Certification

Question applies to Affordable Housing Advisory Council

Meetings are held on Thursdays from 4 - 6 pm about every 6 weeks at the Brevard County Government Center at Viera. Can you attend?

Yes No

Question applies to Affordable Housing Advisory Council

By Florida Statutes, the Affordable Housing Council must be made up of persons representing different interests and professions. Please mark all of the position(s) that you believe you could represent on the council and are interested in serving. *

One Brevard County resident who is actively engaged as an advocate for low-income persons in connection with affordable housing.

Are you currently serving on any State, Regional or Brevard County board, council, or committees? If so please name.

no

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 Brevard County? If so, please explain.

no

Please explain your interests and experiences.

My interest is helping my community, for a better future.

Please explain your background, including education, work experience, civic or community organization memberships and positions, and any professional licenses or memberships, and how this applies to the function of the Board, Council or Committee that you are interested in serving on.

The Life Event Center at Florida Memorial, Housing Authority of Brevard County , and NDC Assets Management. I study at Rhode Island College an obtain a Certificate for Case Management.. Being experience and well diverse with The Housing Urban Development make me great asset to the team.

Brevard County Board of County Commissioners strives to promote diversity and provide reasonable accommodations for individuals with disabilities. If you are requesting an accommodation, please indicate below.

[ROSA_SAPIKOWSKI_1_.docx](#)

Upload a Resume

Agreement

Advisory committees are subject to the Florida open meetings (Sunshine) and public records laws; your response with a completed application with your contact information is a public record; if chosen as a member of the committee, any communications to you from the County or from you to the County in regard to the committee will be a public record.

Please Agree with the Following Statement

I understand the responsibilities and commitment of time associated with an appointment to a Brevard County board, council or committee.

I Agree

ROSA SAPIKOWSKI

PROFILE I am seeking a competitive and challenging environment where I can serve your organization and establish an enjoyable career for myself.

EXPERIENCE

NDC ASSET MANAGEMENT

PROPERTY MANAGER / ASSISTANT MANAGER

2021 - PRESENT

- Responsible for on-site employees, including but not limited to staff training, directing/delegating, supervision maintaining files, annual evaluation, payroll reporting, maintain Occupancy standards.
- Prompt response to telephone inquiries and prospective resident visits to the property. Follow up with prospective residents.
- Monitor telephone and walk in traffic at property via ONESITE software.

HOUSING AUTHORITY OF BREVARD COUNTY

HCV SPECIALIST

2019-2021

- Access HUD Enterprise Income Verification (EIV) System for reported/ unreported income. Process and submits 52665 and 50058.
 - Verifies information received from applicants such as income, assets, and allowances, to include social services, welfare (TANF/SNAP), child support, childcare and medical expenses in order to determine continued eligibility for housing assistance or to make interim adjustments due to changes in financial circumstances of participants.
 - Search and obtain criminal background from participants and applicants to ensure housing assistance is not provided or certain criminal offenders.
 - Investigates reported changes in income, expenses, and participant status to determine if fraudulent information.
 - Calculate income, rent, and utility allowances.
 - Ensure that the Lease coincide with the terms of the HAP Contract.
 - Relocation Process, obtain the proper documentation as for: notice of non-vacate or tenant's notice to vacate, initiate vouchers.
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- Computes subsidy payments and or total tenant payments (TTP) in accordance to established HUD formulas from income data obtained in interviews and investigations.
 - Generate Hap contracts, Interims, changes re- certifications from letters, and other client information and or correspondence.
 - Enter client into the computer program to document changes in participant status

EDUCATION

2002

RHODE ISLAND COLLEGE

CASE MANAGMENT CERTIFICATION

1999

THE SAWYER SCHOOL

MEDICAL ASSISTANCE

SKILLS &
INTERESTS

WORK ETTIC, BILINGUAL, PEOPLE ORIENTED, ORGANISE, PATIENT, COMMUNICATION, LEADERSHIP, TEAMWORK, , CUSTOMER SERVICE, EMPATHY, ACTIVE LISTENING, PUBLIC SPEAKING, RADIO, ADAPTABILITY, PROBLEM SOLVING, COLLABORATION TALENT, ATTENTION TO DETAIL, EMPATHY, COMPUTER SKILLS. DEDICATION TO EXCELLENCE.