

STATE of MINNESOTA



TIM PAWLENTY
GOVERNOR

NOTICE OF APPOINTMENT

JANET WITHOFF

RECEIVED

JAN 19 2010

870 Willow View Drive
Orono, Minnesota 55356
County of Hennepin
Congressional District Three

President of the Senate

Because of the special trust and confidence I have in your integrity, judgment and ability, I have appointed and commissioned you to have and to hold the said office of:

PUBLIC MEMBER


MINNESOTA HIGHER EDUCATION FACILITIES AUTHORITY

Effective: January 25, 2010
Term Expires: January 6, 2014

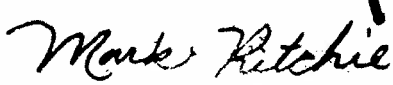
This appointment carries with it all rights, powers, duties, and emoluments granted by law and pertaining to this position until this appointment is superseded or annulled by me or other lawful authority or by any law of this State.

IN TESTIMONY WHEREOF, I have hereunto set my hand and caused the Great Seal of the State of Minnesota to be affixed at the Capitol in the City of Saint Paul, January 19, 2010.





Governor

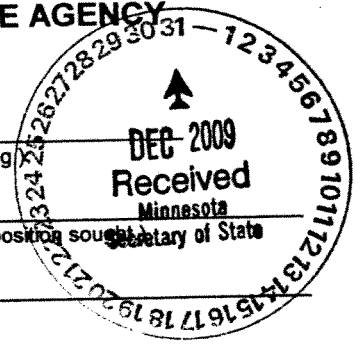


Secretary of State

Replacing: Reappointment

STATE OF MINNESOTA
OPEN APPOINTMENTS APPLICATION FOR SERVICE ON STATE AGENCY

All information on this form is available to the public upon request.



Agency Name: * Minnesota Higher Education Facilities Authority
(Name of board, council, commission or task force to which you are applying)

Position Sought: Member
(Membership position sought or enter "member" if no specific requirements exist for position sought)

Applicant Name: * Janet Withoff
(First Name) (Last Name)

Preferred Mailing Address: * 870 Willow View Dr. Orono MN 55356
(Street) (City) (State) (Zip)

Work Phone: * (952) 475 - 3685 Home Phone: (952) 475 - 3685

E-MAIL: * jwithoff@aol.com

County: Hennepin MN House of Rep District: 33B U.S. House of Rep District: 3
** Indicates information that will appear on the Office of the Secretary of State web site: www.sos.state.mn.us*

Have you ever been convicted of a felony: Yes _____ No X

Did the Appointing Authority suggest you submit your application? YES X NO _____

Please attach a current resume or a biographical statement containing work history, education, community activities, etc., and any other information the Applicant or Nominating Person feels would be helpful to the Appointing Authority.

OPTIONAL STATISTICAL INFORMATION

The following information is optional and voluntary. Information is collected for, and compiled in, the annual report on the open appointments process pursuant to *Minnesota Statutes* §15.0597.

Sex: <u>X</u> Female _____ Male	Political Party: _____ Democratic-Farmer-Labor _____ Independence _____ Republican _____ Other _____ _____ No party preference	Race*: _____ African American / Black _____ American Indian / Alaska Native _____ Asian _____ Hispanic _____ Native Hawaiian / Pacific Islander <u>X</u> White _____ Other Race _____
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National Origin: _____ (* Select as many as apply)
(Country of Origin or Principle Tribe)

I swear that, to the best of my knowledge, the above information is correct and that I satisfy all legally prescribed qualifications for the position sought.

Janet P. Withoff
 (Signature of Applicant)*

12-28-09 **RECEIVED**
 (Date)

* If another person or group is nominating the applicant, the applicant's signature indicates consent to nomination.

JAN 19 2010

MAIL, FAX, OR SUBMIT APPLICATION IN PERSON, TO: Office of the Secretary of State, Open Appointments
 180 State Office Building
 100 Rev. Dr. Martin Luther King, Jr., Blvd
 St. Paul, MN 55155-1299
 FAX: (651) 296-9073
 Phone: (651) 297-5845
 Email: open.appointments@state.mn.us
 President of the Senate

Applicants will not receive an acknowledgement of submitted applications; the appointing authority will notify you if an interview is desired. *By request, this application will be made available in alternative format (for example, braille, large print, audio tape, or computer disk.)*

FOR OFFICE USE: Sub by AA: _____ AA: _____ Governor _____ 01/04/09 _____

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Janet Withoff
Tel: 952-475-3685
Email: jwithoff@aol.com

President of the Senate

Summary

Dedicated grant writer/planner/program administrator with extensive experience in multiple industries and proven ability to successfully attain funding and/or see the project through to implementation. Enjoys an environment that offers variety and change. Areas of expertise include:

- > Planning & Grant Writing
- > Statutory Reporting
- > Public/Private Sector
- > Project Management
- > Policy/Procedure Development
- > Budgeting

Career Experience

MINNESOTA HIGHER EDUCATION FINANCE AUTHORITY 2007 – Current
Member
Appointed as a member to serve on the MHEFA Board of Directors. Elected to position of Secretary 2009.

INDEPENDENT CONSULTANT 2006 – Current
Consultant for grant writing, planning, compliance reporting and special projects.
> Doubled a nonprofit agency funding for a government grant over the prior year's funding
> Developed process to increase nonprofit agency participant survey response level

WELLS FARGO BANK NA, Minneapolis, MN 1995 - 2006
Relationship Manager 3
Business segment leader in corporate trust for health care portfolio and service delivery unit (13 regional offices/3000 accounts). Reviewed and negotiated legal documents, managed compliance and risk management issues, budgeted, supervised three to six direct reports.
> Directly managed 150 health care accounts in excess of \$750 million
> Grew the service delivery unit customers from 3 to 13 regional offices
> Annual preparation and update of business continuation plan for 4 years
> Provided technical assistance in compliance to regional offices
> Designed curriculum and facilitated periodic training courses on case studies to employees in corporate trust
> Received Team & Sales Excellence Awards in recognition of exceeding performance expectations

STATE OF IOWA/IOWA FINANCE AUTHORITY, Des Moines, IA 1987 - 1995
Program Administrator
Reviewed and negotiated legal documents, administered affordable single and multifamily housing bond programs, two federal low income housing tax credit programs, and compliance programs, developed policies and procedures for new federal and state guidelines, and supervised 3 - 5 direct reports.
> Created a competitive selection project review process for Low Income Housing Tax Credits (IRS Sec 42 - LIHTC)
> Created the initial compliance program for LIHTC statutory reporting
> Developed training materials and facilitated statewide training for 300-400 participating lenders all programs
> Prepared legislative background materials for creation of new state housing assistance program
> Public speaker upon request at various organizations, conferences and radio

STATE OF IA/DEPT. OF ECONOMIC DEVELOPMENT, Des Moines, IA
Planner 3

1983 - 1987

Grant writing for DED and other state agencies, prepared cost benefit analysis and feasibility studies for governor's office on upcoming legislative issues, compilation of the monthly IA Economic Newsletter, and special projects.

- > Chief planner for the legislative creation and implementation of the IA State Lottery
- > Chief planner for the legislative creation of the Iowa Peace Institute
- > Successfully received full request of annual grant funding for DED in 4 consecutive years

Previous Related Experience

WOODBURY COUNTY, IA CETA PROGRAM, Sioux City, IA
Planner

Prepared annual grant application for the Comprehensive Employment and Training Act program, planned types of training for clients and number of clients to be served, budgeted, coordinated with area service agencies, and team lead for statutory reporting.

SIMPICO (Siouxland Interstate Metropolitan Planning Council), Sioux City, IA
Intern

Grant writing and feasibility studies for various member cities and counties.

Education

Masters Degree in Public Administration
Iowa State University (Ames, IA)

Bachelor of Science Degree
Nebraska Wesleyan University (Lincoln, NE)

Professional Training / Educational Development

CCTS (Certified Corporate Trust specialist) certificate

Average of 20 hours of CLE training annually (1998 - 2005)

Wells Fargo Advanced Leadership Training

Harvard NCSHA Leadership Program (National Council of State Housing Agencies)

Volunteer Involvement

Volunteer with youth

Volunteer for Public Library

Volunteer, Board Member and 2007 Retreat Co-Chair for a MN Guild

Volunteer, Board Member of National/Local Guild

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