



STATE ATTORNEY'S OFFICE
FOURTH JUDICIAL CIRCUIT OF FLORIDA

MELISSA WILLIAMSON NELSON
STATE ATTORNEY

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November 7, 2023

Sent via Hand Delivery and Electronic Mail KOberdorfer@coj.net.

Kirby Oberdorfer
Executive Director
City of Jacksonville Ethics, Compliance & Oversight Office

Re: State Attorney Appointment to the City Ethics Commission

Dear Ms. ^{Kirby}Oberdorfer:

I am pleased to nominate Robyn Blank, Associate Vice President and Chief Compliance and Ethics Officer at the University of North Florida to the City Ethics Commission. Ms. Blank will be a great asset to the Commission and will continue Ms. Galnor's exemplary service. I have enclosed her resume here.

Thank you for your service, Kirby.

Best regards,

A handwritten signature in blue ink that reads "Melissa".

Melissa W. Nelson

MWN/clc

Enclosure

cc: Robyn Blank, r.blank@unf.edu
Darcy Galnor, darcy@galnorshumard.com

MEMBERSHIPS

The Florida Bar , Second Circuit Education Law Committee	Admitted October 2006 June 2013-June 2016
United States District Court , Northern District of Florida	Admitted June 2011

EDUCATION

Florida State University College of Law , Tallahassee, Florida	JD May 2006
Emory University , Atlanta, Georgia Major: Psychology, Minor: Sociology	BA May 2003

CERTIFICATIONS

Society of Corporate Compliance and Ethics , Certified Compliance and Ethics Professional	January 2023
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EXPERIENCE

University of North Florida Jacksonville, FL Associate Vice President and Chief Compliance and Ethics Officer	February 2023-present
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Responsible for all aspects of compliance and ethics functions for the University, including:

- Maintenance and promotion of an effective compliance and ethics program
- Prevention, monitoring, and detection of non-compliance
- Investigation of compliance and ethics issues, including conflicts of interest
- Training and compliance with Florida's Code of Ethics for Public Employees
- Compliance with federal, state, and local laws
- Advocating for and improving systems for reporting of potential conflicts of interest, misconduct, and ethics violations
- Advancing an ethical University culture
- Serving as a strategic partner to University leadership regarding compliance and risk management
- Establishing and maintaining partnerships with federal law enforcement agencies, including maintenance of a security clearance (level: Secret)

Florida State University Tallahassee, FL Chief Compliance and Ethics Officer	March 2018-January 2023
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As FSU's first employee in this role, responsible for founding and growth of the Office of Compliance and Ethics. Oversaw all compliance and ethics functions for the University, including all of the items above, plus:

- Serving as the Research Integrity Office and performing all tasks associated with Florida's foreign influence reduction laws

Florida State University Tallahassee, FL Associate General Counsel	May 2011-March 2018
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Served as chief legal advisor to:

- the Division of Student Affairs and its eleven business units, including University Housing, Dean of Students, Campus Recreation, Oglesby Union, Student Government Association, and University Health Services
- the Colleges of Business, Education, Human Sciences, Law, Nursing, and Social Work
- the Offices of Admissions, Faculty Development and Advancement, FSU Police Department, the Registrar, Trademark Licensing and Affinity Marketing, Title IX, and University Communications
- direct support organizations of the University, including the Alumni Association, FSU Foundation, and International Programs, Inc.
- the University at large on open government matters; responsible for all coordination and tasks associated with public records requests, staff training, and litigation; ensure compliance by University governing bodies and committees with open meetings and public records laws
- the University at large on third-party litigation matters, including state and federal subpoena compliance and responses

Also served as legal advisor to all parts of the University on institutional policy compliance and local, state and federal law compliance (including student and employee privacy, discrimination, technology/data, ethical, and constitutional issues); draft and review policies, regulations, contracts, and legislative proposals; chief litigator for the University on student disciplinary and academic matters, including rule challenges, responses to administrative complaints, appeals of final agency action in state court, and federal claims.

Florida State University Tallahassee, FL

August 2016-December 2022

Adjunct Lecturer, College of Education Teach Legal Aspects of Higher Education (EDH 5405), an elective course for masters and doctoral students in the Higher Education and Educational Leadership and Administration programs. Responsible for course curriculum development, creation of academic exercises, and adherence to departmental and College standards. Taught a directed independent study course (EDF 5907) on K-12 education law and policy in Spring 2019, developing a completely new curriculum that could easily be converted into a live course.

Florida State University Tallahassee, FL

January 2014-May 2017

Adjunct Lecturer, College of Business Taught The Legal and Ethical Environment of Business (BUL 3310), an upper-level course within the Department of Risk Management/Insurance, Real Estate and Legal Studies required for all undergraduate business majors. Responsible for creation of course content including lectures, assignments, and exams within a framework set by the department.

Florida Department of Financial Services Tallahassee, FL

May 2009-May 2011

Sunshine Attorney In addition to a full prosecution caseload, attended to all general legal matters associated with Florida's open government laws; provided legal guidance to all thirteen divisions regarding compliance with public records and open meetings principles; assisted with Department-wide restructuring of tracking, invoicing, and filling public records requests; and created new policies for retention of text and instant messages.

Florida Department of Financial Services Tallahassee, FL

October 2008-May 2011

Assistant General Counsel Represented the Department in administrative prosecutions of funeral industry entities and insurance and bail bond agents and agencies; served as chief legal advisor to the Department's Bureaus of Licensing and Investigations on policy, settlement, and other day-to-day matters; conducted research; drafted memos, pleadings, and discovery related to administrative and civil proceedings, including rule challenges and appeals.

Second Judicial Circuit of Florida Tallahassee, FL

August 2006-October 2008

Staff Attorney Drafted judicial orders, wrote decisions in cases on appeal from county court, authored complex opinions and memos on novel points of law, worked closely with circuit judges in both civil and criminal divisions, and supervised law school interns.

PRESENTATIONS

Limits on the Private Sector: Financial and Education, FSU College of Law, Fall 2022 (asynchronous course)

Runaround Sue: Getting Ready For, and Dealing With, Litigation (While Still Doing Your Regular Job), Southeastern Association of Housing Officers, February 2019

Breaking (No Laws) and Entering (Safely): A Guide To The Fourth Amendment and Res Life, Southeastern Association of Housing Officers, February 2019

FERPA: Fun, Fundamental, Funky, Not Your Funeral, Council of Academic Programs in Communication Sciences Annual Conference, April 2014 (opening plenary session)

Open Government Update, Florida Council of Counsels, December 2011

First Amendment Foundation Reporters' Workshop, October 2010 and 2011 (panelist)

AWARDS AND HONORS

Honorary Member, Golden Key International Honour Society, inducted 2017

Outstanding Service Award, FSU Office of Student Rights and Responsibilities, 2016

Semi-Finalist, Chester H. Bedell Mock Trial Competition, 2014 (coach)

FSU Division of Student Affairs Partners with a Purpose Award, June 2015, June 2012 (two nominations in 2016)

Prudential/TaxWatch Davis Productivity Award, 2011-2012

Special Recognition, People's Trust MGA, Inc. Prosecution Team, January 2010

COMMUNITY

City of Tallahassee Independent Ethics Board, January 2021-December 2022

Facilitator, National Coalition Building Institute, November 2020-January 2023

Society of Corporate Compliance and Ethics, May 2018-present

National Association of College and University Attorneys, June 2011-present

Phi Alpha Delta International Law Fraternity, October 2004-present

Advisor, FSU Phi Alpha Delta Pre-Law Chapter, July 2016-present

Member, President's Advisory Panel on University Namings and Recognitions, November 2017-July 2018

Judge, 3-Minute Thesis Competition, 2013-2019
Facilitator, FSU Women's Leadership Institute, October 2017
American Association for Justice (formerly ATLA), 2005-present
Coach, Florida State University College of Law Mock Trial Team, January 2013-April 2014