

MENDOCINO COUNTY LIBRARY ADVISORY BOARD

APPLICATION FOR APPOINTMENT

INFORMATION:

The City of Fort Bragg appoints an individual to the Mendocino County Library Advisory Board. The Library Advisory Board plays an important role in development of quality improvements in the local library branches by exposing the membership to changes and innovations in the library world. This will be a two year appointment. Dates of Term: November 1, 2025 through October 31, 2027.

INSTRUCTIONS:

Please provide the information requested and any additional information you feel would be useful to the City Council in making their selection.

NAME: Phyllis EPPERSON
RESIDENT ADDRESS: [REDACTED] Fort Bragg, CA 95437
MAILING ADDRESS: P.O. Box 34 Fort Bragg, CA 95437
HOME PHONE: [REDACTED] BUSINESS PHONE: [REDACTED]
BUSINESS ADDRESS: P.O. Box 34 Fort Bragg, CA 95437
OCCUPATION: Accountant / Tax Preparer
E-MAIL ADDRESS: [REDACTED]

Brief statement:

1. Why are you interested in serving as the City of Fort Bragg's representative on the Mendocino County Library Advisory Board?
Please see attachment
2. List property owned, businesses owned or other financial interest you may have in the City of Fort Bragg.
EPPERSON Consulting LLC -

COMPLETED APPLICATIONS SHOULD BE RETURNED BY 5:00 PM ON OCTOBER 15, 2025 TO:

Diana Paoli, City Clerk
CITY OF FORT BRAGG
416 North Franklin Street
Fort Bragg, California 95437



RECEIVED

OCT 09 2025

City of Fort Bragg
City Clerk

As a Fort Bragg resident with a background in finance and nonprofit service, I understand the importance of strong, well-managed community institutions. I am interested in serving on the Mendocino Library Advisory Board to help ensure our libraries remain accessible, fiscally responsible, and responsive to the diverse needs of our residents. I value the library's role as a hub for learning, inclusion, and community connection, and I would be honored to represent Fort Bragg in supporting its continued growth.

EDUCATION AND TRAINING

HIGH SCHOOL	LOCATION
<i>Parkway Central High School</i>	<i>Chesterfield, Mo</i>

NAMES OF COLLEGES/UNIVERSITIES ATTENDED:	Dates Attended	Course of Study/Major	Degree Awarded	Type of Degree	Date Degree Completed
1. <i>St. Louis University</i>	<i>1990-1994</i>	<i>Accounting</i>	<i>BA</i>		<i>1994</i>
2. <i>Washington University</i>	<i>2003-2005</i>	<i>Finance</i>	<i>MBA</i>	<i>International Finance</i>	<i>2005</i>
3.					

OTHER RELEVANT COURSES AND TRAINING	Names/Locations of Institution	Length of Course	Date
1.			
2.			
3.			
4.			

PROFESSIONAL LICENSE OR CERTIFICATE(S)	Serial No.	Date Issued	Expiration Date
1.			
2.			
3.			

COMMUNITY SERVICE/Organization(s):
1.
2.
3.
4.
5.

EMPLOYMENT HISTORY (You may wish to attach a resume or other relevant documents to further describe your qualifications.)			
Mo. Yr.	TO: Mo. Yr.	Employer (Business or Agency Name)	Title of your position
Describe the responsibilities you performed and/or the skills you acquired which may relate to this Committee or Board position			
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Phyllis Jasmine Epperson

Remote |

Willing to relocate | Authorized to work in the US for any employer

Professional Summary

Self-motivated accountant and fiscal operations specialist with over 20 years of progressive experience in financial management, governmental and nonprofit accounting, revenue cycle compliance, and administrative analysis. Proven track record in developing budgets, conducting cost-benefit studies, creating policies and procedures, preparing grant documentation, and producing high-quality fiscal and operational reports. Skilled in liaising between departments, coordinating special projects, and ensuring compliance with federal, state, and local regulations. Adept at data analysis, program evaluation, and recommending process improvements to increase efficiency and fiscal integrity.

Key Qualifications

- **Government & Nonprofit Fiscal Management:** Over 10 years' experience preparing, monitoring, and reconciling budgets; developing fiscal policies; and ensuring adherence to governmental accounting standards.
- **Administrative & Operational Analysis:** Skilled in conducting analytical studies on workflow, staffing patterns, and resource utilization to improve efficiency and service delivery.
- **Budget Development & Control:** Expertise in preparing annual and quarterly budgets, monitoring expenditures, reconciling accounts, and recommending adjustments.
- **Contract & Grant Management:** Experienced in drafting, reviewing, and monitoring contracts; preparing grant proposals; and ensuring compliance with funding requirements.
- **Policy Development & Implementation:** Proven ability to develop and communicate policies, procedures, and forms that clarify standards and improve operational efficiency.
- **Data Collection & Reporting:** Strong ability to design data collection systems, analyze complex financial and operational data, and prepare clear, concise reports and presentations.
- **Regulatory Compliance:** In-depth knowledge of federal, state, and local regulations, including Medi-Cal reporting, CMS guidelines, and GAAP standards.
- **Interdepartmental Liaison:** Skilled in collaborating with internal departments, external agencies, and stakeholders to coordinate projects and share critical information.
- **Software Proficiency:** Advanced user of QuickBooks, ADP, Microsoft Excel, Google Suite, Microsoft Dynamics GP, SAP, NetSuite, and Great Plains.

- Conducts complex compliance audits and analysis for inpatient, outpatient, and professional fee claims, ensuring adherence to CPT, ICD-10, HCPCS, and NCCI guidelines.
 - Develops and delivers education programs for coders, billers, and physicians on documentation standards and correct coding practices.
 - Produces detailed written audit reports with recommendations to improve charge capture, service selection, and claims submission accuracy.
 - Interprets and applies regulatory updates, CMS directives, and agency guidelines to ensure ongoing compliance.
- CFO/Controller – Epperson Consulting LLC – California (Feb 2008 – Present)
 - Oversees full-cycle accounting operations including budget preparation, expenditure review, and fiscal reporting.
 - Conducts cost-benefit and profitability analyses to guide strategic decision-making.
 - Serves as liaison with IT to ensure financial systems meet operational needs.
 - Coordinates with internal and external auditors to ensure compliance with regulatory and reporting standards.
- Fiscal Manager – Manzanita Services, Inc – Ukiah, CA (Dec 2019 – May 2023)
 - Developed and administered organizational budgets in collaboration with the Board of Directors.
 - Monitored fiscal performance, identified variances, and implemented corrective measures.
 - Prepared Medi-Cal Cost Reports and other regulatory submissions.
 - Directed the development of automated financial systems to improve reporting and compliance.
 - Created financial reports for board review and guided policy development to strengthen fiscal integrity.
- Senior Accountant/Financial Analyst – Ackerstone Industries – Corona, CA (May 2017 – Dec 2019)
 - Prepared monthly financial statements, accruals, and variance analyses.
 - Managed AP/AR staff and improved departmental efficiency.
 - Conducted studies that reduced labor costs by over \$30,000 annually.
 - Led year-end audits and tax reporting functions.
- Accounts Payable Specialist III – Rancho Valencia Resort & Spa – Rancho Santa Fe, CA (May 2016 – Nov 2016)
 - Processed and verified invoices for proper coding and compliance.
 - Managed aging reports, reconciliations, and vendor payments.

Education

Bachelor's in Accounting – Saint Louis University, St. Louis, MO

Skills

Budget Preparation & Control, Administrative Analysis, Contract Management, Grant Compliance, Policy & Procedure Development, Financial & Data Analysis, GAAP, Governmental Accounting, Regulatory Reporting, Cost-Benefit Studies, Program Evaluation, Audit Coordination, Workflow Optimization, Advanced Excel & Google Suite, QuickBooks, ADP, Microsoft Dynamics GP, SAP, NetSuite