



Barrett J. Tolbert  
Director

**CONTRACTS AND  
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This letter is a professional recommendation for Justine Jones. I have known Justine for the last year and a half, right after she was promoted to develop, implement and head up the Office of Small Business Opportunity (OSBO). I have been consistently impressed by both Justine's attitude and commitment toward her work and her performance on the job. Her interpersonal and communication skills have enabled her to develop productive working relationships with clients, the community and staff. She has been consistently pleasant, tackling all assignments with high quality attention to detail, dedication to timely completion, excitement and a smile.

Besides being a joy to work with, Justine is a take-charge person who has gone to task countless times proposing creative and innovative ideas, tactically executing approaches and delivering sustained solutions to complex and multifaceted challenges many small businesses face. She has worked diligently and courageously with County Council to present strategies with encouraging benefits that remove barriers that would otherwise stand in the way of businesses fully engaging in the County's program. She has successfully developed a solid model that provides the tools businesses need to rise to the next level and ultimately achieve success in the program. Justine has amazing energy for getting things done without sacrificing the people side of the business. She is the consummate example of a true advocate for the people as demonstrated by others who describe her as a "breath of fresh air." There is an appreciation from many to have her at the helm to ensure the program, which is the County's biggest initiative to date, is administered with integrity, fairness and inclusion. Her enthusiasm and dedication to the job make working with her an absolute joy.

Any organization looking for someone with tremendous drive and initiative, who will raise expectations and press for the development of fresh and innovative approaches while relentlessly focusing on impact through results will find these qualities and more in Justine. I enthusiastically and without hesitation recommend Ms. Jones. Feel free to contact me if you have questions or would like more information.

Sincerely,

Barrett J. Tolbert