

**Charlotte County Board Of County Commissioners  
Agenda Item Summary**

**Item Number: C- 1**

**1 DEPARTMENT MAKING REQUEST**

Commission Office

**2 MEETING DATE**

11/25/2014 9:00:00 AM

**3 REQUESTED MOTION/ACTION**

Appoint Paula J. Short as an alternate member to the South Burnt Store Street & Drainage Advisory Committee for a two year term from the date of appointment.

**4 AGENDA**

Consent

**5 IS THIS ITEM BUDGETED ( IF APPLICABLE ) -**

**Budget Action**

No action needed.

**Financial Impact Summary Statement**

**Detailed Analysis Attached -**

**Budget Officer-**

**6 BACKGROUND ( Why is this Action Necessary, and What Action will be accomplished )**

**ATTACHMENTS:**

Name:

Description:

Type:

[Short, Paula J. Advisory Committee Application 10-24-14.pdf](#)

Application and Resume

Backup  
Material



APPLICATION TO SERVE ON A CHARLOTTE COUNTY ADVISORY COMMITTEE

[X] New Applicant [ ] Re-Appointment

INCOMPLETE APPLICATIONS WILL BE RETURNED

Form with fields for Name (Last: SHORT, First: PAULA, Middle Initial: J), Residence Address (24415 NICOBAR LANE, PUNTA GORDA, 33955), Mailing Address (same as residence), Phone No. (Home: 239-217-3678, Cell: 239-980-3229, Business: N/A), FAX: N/A, E-Mail Address: pjsaved3@gmail.com

I hereby submit my name for consideration to serve in an advisory capacity to the Board of Charlotte County Commissioners on the following Advisory Committee as a [ ] Regular or [X] Alternate member:

SOUTH BURNT STORE S & D ADVISORY COMMITTEE

Name of Advisory Committee

If applying for a specific category/position, please so state:

Occupation: Retired

If currently retired, previous occupation: Bookkeeper/Client Services

Civic/Professional Accomplishments/Offices Held:

- Active member of Burnt Store Republican Club
Active member of Burnt Store Lakes Communication Committee
Served 3 year term as church Board Secretary
Editor of and contributor to two community and two Elk organization newsletters
Chairperson of various community and church events

APPLICATION TO SERVE ON A  
CHARLOTTE COUNTY ADVISORY COMMITTEE – CONTINUED

My qualifications to be eligible are as follows:

**Proficient communicator, verbally and in writing; excellent organizational skills; strong team player; solid financial background**

If applicable, please indicate any employment, contractual relationship or status that you may have, or have had within the past 12 months, with any private business entity that rents, leases or sells any realty, or provides any goods or services to the County or that is conducting any business with the County.

N/A

Is this application for a new appointment?  Yes  No

If yes, please indicate what you would like to accomplish if you are appointed to this Committee:

**I would work diligently with my committee members and with Charlotte County to improve conditions in Burnt Store Lakes.**

Is this application for a re-appointment?  Yes  No

➤ If yes, please indicate what your accomplishments have been while serving on this Committee:

➤ If "Yes", please indicate what you would like to accomplish during this term:

If you have previously served on a Charlotte County Advisory Committee or are currently serving and seeking reappointment, please indicate the number and general nature of any voting conflict disclosure memorandum filed (Form 8B) while serving on the committee:

N/A

Have you ever worked for the Charlotte County Board of County Commissioners?  Yes  No

➤ If "Yes", please list position, department, start and end date: \_\_\_\_\_

Do you have any relatives currently working for the Charlotte County Board of County Commissioners?  Yes  No

➤ If "Yes", please list name(s) and department(s): \_\_\_\_\_

Are you a full time Charlotte County Resident?

Yes

No

**APPLICATION TO SERVE ON A  
CHARLOTTE COUNTY ADVISORY COMMITTEE – CONTINUED**

- 1.) All of the Boards and Committees appointed by the Board of County Commissioners are required to comply with the Sunshine Law FS 286.011 and some of the Boards and Committees appointed by the Board of County Commissioners are required to comply with Chapter 112, Florida Statutes, the Financial Disclosure Law. You may be required to file a Form 1 Financial Disclosure. You will be provided with more information upon appointment.
- 2.) Charlotte County, an equal opportunity/affirmative action employer, considers the selection and appointment of persons to advisory committees in a non-discriminatory manner consistent with the requirements of Federal, State and Local non-discrimination laws.
- 3.) The Board of County Commissioners requests that you attend the Commission meeting at which your application will be considered for appointment. This office will notify you of the Commission meeting date.
- 4.) Members who fail to attend three (3) meetings in a twelve-month period without cause and without prior approval of the chairman shall automatically forfeit their appointment.

By signing this application, you acknowledge that you have read and understand the previous statements.

  
\_\_\_\_\_  
Signature

  
\_\_\_\_\_  
Date

A résumé or list of qualifications and experience is required but cannot replace this application form.

PLEASE RETURN THIS COMPLETED FORM TO:

Charlotte County Public Works  
Municipal Service District Representatives  
7000 Florida Street  
Punta Gorda, FL 33950

OR EMAIL TO:

[MSBU-TU@CharlotteFL.com](mailto:MSBU-TU@CharlotteFL.com)

Paula J Short  
24415 Nicobar Lane  
Punta Gorda, FL 33955  
(239) 217-3678/Home  
(239) 980-3229/Cell

**Objective:**

To serve as a **Alternate** on the **South Burnt Store S & D Advisory Committee**

**Qualifications:**

- Proficient verbal and written communicator
- Excellent organizational skills
- Strong team player
- Solid financial background
- Quick learner
- Dependable

**Employment History:**

**Indian Creek 55+ Mobile Home Park (1994 - 1996)**

Ft Myers Beach, FL

Responsible for all aspects of efficiently and effectively managing the Activity Department, including but not limited to, scheduling activities and planning events, hiring Activity Department personnel, purchasing, budgeting

**Intellicam (2000 – 2003)**

Fairfield Twp., OH

Security systems' Client Services Rep

**Rik Saylor Financial (2003 – 2008)**

Fairfield, OH

Client Services Rep, Bookkeeper, and Travel Agent to Financial Planner

**Various Retirement/Assisted Living Facilities (over the course of several years)**

Facilities located Southern California and Ohio

Responsible for all aspects of efficiently and effectively managing the facility, including but not limited to, budgeting, hiring staff, purchasing, scheduling all personnel (licensed/administrative)