

APPLICATION FOR APPOINTMENT – Martin County Affordable Housing Advisory Committee – Please Print

Type of Member (explain HOW you qualify for the category under Other Experience below):

- ☐ Citizen who is actively engaged as a not-for-profit provider of affordable housing
- ☐ Citizen actively engaged as an advocate for low income persons *in connection w/affordable housing*
- ☐ Citizen who is actively engaged in the banking/mortgage banking industry *in connection w/affordable housing*
- ☐ Citizen actively engaged as a for-profit provider of affordable housing
- ☐ Citizen actively engaged as a real estate professional *in connection w/affordable housing*
- ☐ Citizen actively engaged in residential homebuilding industry *in connection w/affordable housing*
- ☐ Citizen representative of areas of labor actively engaged in homebuilding *in connection w/affordable hsg*
- ☒ Citizen who represents employers within Martin County
- ☐ Citizen who represents essential service personnel
- ☐ Citizen who resides within Martin County
- ☐ Local Planning Agency Member

Check One: ☐ Mr. ☒ Mrs. ☐ Ms. ☐ Miss ☐ Dr.

RECEIVED

By Donna Gordon at 2:00 pm, Aug 21, 2019

Name: Donna Jensen

Residence Address: 5484 SG Horseshoe Point Rd Stuart FL 34997
Street - City - Zip Code

Mailing Address: _____
(if different) Street - City - Zip Code

Commission District in which you reside: 4^{dg} Staff will complete.

Are you available year round to attend meetings? ☒ yes ☐ no If **no**, what months **are** you available?

Telephone numbers: daytime: 287-2883 ^{cell} alternate: 529-3083 alternate: _____
Area Codes are considered 772 unless you note otherwise.

EMAIL: donna@whitilar.com

Have you ever pled guilty or "no contest" to a crime, been convicted of a crime, had adjudication withheld, prosecution deferred, been placed on probation, received a suspended sentence or forfeited bail in connection with any offense (except minor traffic violations)? Please show all convictions, including driving while intoxicated (DUI) convictions. ☐ yes ☒ no If yes, please provide the following information:

TYPE OF OFFENCES: _____

DATES: _____

PLACES (city/state): _____

SENTENCES OR FINES: _____

→ CONTINUED →

A conviction record does not necessarily disqualify you for consideration. Factors such as age at time of offense, nature of violation, and rehabilitation will be considered.

The Martin County Board of County Commissioners retains the right to remove, at will, any appointee to a Board or Committee with or without cause.

EDUCATION/EXPERIENCE: A resume is recommended to be attached containing this and any other information that would be helpful to the Board in evaluating your application. Resume or letter of qualifications attached? ☒ yes ☐ no

Education: AA Business Admin

Employment Experience: 2016- Whittier Boat Works

1983-2016 Jim Smith Boats

Other Experience – How do you qualify for the Type of Member selected? Years working

in HR, I continually run into situations where employees and prospective employees cannot find affordable housing in Martin County. I would like to be part of the solution!

Community Experience and Affiliations: Treasure Coast Manufacturer Association Member

HR Martin County member Past board member US Sailing Center MC.
Past board member Palm Glades Girl Scout

Other County Boards/Committees/Task Forces on which you have served: Counsel

None

Do you or any member of your immediate family work for Martin County or hold a position that might conflict with your duties for this Board/Committee/Task Force? If yes, please explain: No

REFERENCES: Please list two references:

Jim Dragseth

772-287-2883

Sue Hedgepeth

772-201-1210

- Applicants may be required by State Law and County Ordinance to file a Financial Disclosure Statement as part of the appointment process.
- Under penalties of perjury, I declare that I have read the foregoing and that the facts stated in it are true. (Pursuant to Section 92.525 Florida Statutes, falsifying this application is a Third Degree Felony punishable by up to five years imprisonment and up to a \$5,000 fine.)
- Florida law prohibits an advisory board member from doing business with its agency (The County). Section 112.313(3) and (7), Fla. Stat.

→ Signature: Donna Jen

Date: 8/19/2019

Applications must be filed with Martin County Administration, 2401 SE Monterey Road, Stuart, Florida 34996 by Friday, September 13, 2019. All information submitted becomes public record. If you have any questions, please call (772) 221-1352 or send email to dgordon@martin.fl.us.

Donna Jenson

5484 SE Horseshoe Point Road Stuart FL 34997 772-529-3083 donnajenson5484@yahoo.com

Operations Manager

Dedicated and technically skilled business professional with a versatile skill set developed through years of experience as an operations manager, human resource manager, office manager, secretary and administrative assistant to the president. Able to effectively multi-task and prioritize efficiently while focusing on the bottom line. Oversee hiring, training and supervision of employees from hourly to CPA.

Goal-oriented and results driven.

Key Skills

Employee Management in a manufacturing and repair environment. Interface with general managers, supervisors, customers and company owners. Principal lead for Compliance and Risk Management programs to align with company policies	Supervise CPA, Accounts Payable/Receivable & Payroll clerks Track record of accurately and efficiently supporting overall accounting activities Grant writing for employee training Create and maintain positive work environment	Meeting & Event Planning Inventory Management Expense Reduction Policies and Procedures Manuals for OSHA & Worker Comp Report & Document Preparation Service a liaison with outside consultants
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Experience

Whiticar Boat Works, Inc

Aug. 2016-

Present Operations / Human Resource Manager Includes four divisions, two full service boat yards, yacht brokerage and marine engine/generator sales, service and warranty work. Annual sales 10+ mil dollars. **Key Results:** Principle oversight for business operations in all divisions including, facilities management, landlordship relationships and contract execution. Insuring accuracy in all paperwork. Monitor company financial to ensure accounting and finance functions are adequately implemented including budget and forecast. Human Resources lead, including on boarding and termination process, liaison for payroll. Wrote the first grant for employee training and started the first OJT program with State funding reimbursement. Implement and oversee employee retention policy. Hire, train and develop people to provide long term well trained technical employees. Supervising to maintain a balance between customer service and sales goals. Facilitate employee / manager issue resolution.

Jim Smith Boats, Inc

1983- Feb. 2016

Office / Operations Manager Custom builder of state of the art sport fishing boats from 43' to 105'. An annual payroll of 1.8 million and annual sales of \$8 mil dollars **Key Results:**

Extensive background in HR generalist affairs, including experience in employee recruitment and retention, conflict resolution, benefits and compensation, HR record management, HR policies and legal compliances. Developed efficiency-enhancing workflow/process improvements that made it possible to track every aspect of building a sport boat and report the finds to the President. Decreased group health insurance cost by 30% by researching and implementing HRA linked medical reimbursement. Saved thousands of dollars by negotiated rates and discounts on needed on stock/supplies/insurances and standardizing ordering procedures. Expertise in

developing and delivering monthly, quarterly, and annual Profit and Loss statements and Balance sheet for the President with strict deadlines.

Santa's Helpers of Martin County, Inc

1995-2014

Volunteer President and founder Effectively managed a team of several hundred volunteers who provided Christmas for the children of a mental health facility in Martin County. Santa's Helpers provided 15-20 gifts for each child. Serving over 125 children each season, including shoes, clothing and toys selected by the children. **Key Results:**

Raised over \$35,000 per season for the purchase of the gifts Began with 50 children and at the end of my tenure, Santa's Helpers provided gifts for over 125 children per year Facilitated the annual gift wrapping party with over 100 people in attendance Organized and promoted annual classic automobile car show to generate donations Nominated for Woman of Distinction, Soroptimist International of Stuart for volunteer work in 2013

Education

Palm Beach State College Rollins
College Eastern Florida University (Brevard
CC)

AA Business Admin