

# APPLICATION FOR APPOINTMENT – Martin County Library Board of Trustees – Please Print

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

**RECEIVED**

By Donna Gordon at 7:41 am, Jul 29, 2021

Name: Michele Reilly

Residence Address: 12 N River Road Seawalk Point FL 34996  
Street - City - Zip Code

Mailing Address: \_\_\_\_\_  
(If different) Street - City - Zip Code

Commission District in which you reside: 1<sup>dg</sup> Staff will complete.

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

Telephone numbers: daytime: 772-224-2508 alternate: 772-341-3417 alternate: \_\_\_\_\_  
~ Area Codes are considered 772 unless you note otherwise.

EMAIL: mreilly@willoughbygolfclub.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: \_\_\_\_\_

*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.*

Length of time lived in Florida? 37 years

Involvement with the Martin County Library System to date: Frequent library patron

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Why do you wish to serve on the Library Board of Trustees? Recently completed Board term  
on MC. Historical Society and looking for new opportunity - Love the  
library & the Chestnut-gua program. Would love to support.

What, in your opinion, is the real purpose for having a public library system in the community? \_\_\_\_\_  
Educate & inform. Serve as a community resource

**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: \_\_\_\_\_

Employment Experience: \_\_\_\_\_

**Other experience** you feel would be helpful to the Board in making this appointment: Past Boards -

Historical Society of Martin County (6 years)  
Mary's Home Advisory Board (8 years)

Community Experience and Affiliations: - See above

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

Golden Gate Neighborhood Advisory Committee, Tourist Dev. Council Grant  
Comm. Mem.

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:

Mary East - mary.east@comcast.net  
Rick Zurich - rzurich1@gmail.com

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- 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: Michelle Rugg

Date: 7/28/2021

Applications must be filed with Martin County Administration, 2401 SE Monterey Road, Stuart, Florida 34996 **by Friday, August 13, 2021**. All information submitted becomes public record. If you have any questions, please call (772) 221.1352 or send email to [dgordon@martin.fl.us](mailto:dgordon@martin.fl.us).

## **Michele E. Reilly,CCM, PCAM**

12 N River Road  
Reillymi@me.com  
772-341-3417

**Willoughby Golf Club                      General Manager, COO                      May 2009-present**  
**3001 SE Doubleton Drive              Stuart, FL**

Chief Operating Officer and Community Association Manager for Willoughby Homeowners Association which includes but is not limited to leadership of executive staff for 18-hole golf course, 360 seat restaurant, 375 homes with extensive common area and recreational facilities. In addition, coordinates the development of sales and marketing plans for equity memberships and outside events and all ancillary forms of communications (website etc.) to insure brisk sales. Responsible for all facets of budget development, management sales and marketing. Reports to a volunteer Board of Directors. Absolute responsibility for profit and loss for \$11 million budget and over 100 full and part time staff members.

**Habitat for Humanity                      Executive Director                      December 2006-May 2009**  
**2555 SE Bonita Street                      Stuart, FL**

Chief Executive Officer for non-profit developer of low income housing utilizing limited staff and a large number of volunteers. Identified and accessed funding opportunities and increased the production and availability for housing by 100%. Coordinated with Habitat for Humanity International as a national conference presenter on Problem Solving. Strategized with state and local governments on development, funding and permitting issues as they relate to affordable housing. Served on the Community Redevelopment Committee for Golden Gate. Coordinated the development of the business plan, identification of funding and purchase of the necessary building for the ReStore resale store. Reports to a volunteer Board of Directors.

**Willoughby Golf Club                      Assistant General Manager                      April 1999-December 2006**  
**3001 SE Doubleton Drive              Stuart, FL**

Hired by developer as Director of Security but quickly progressed to Community Association Manager. Responsible for all facets of community operations including coordination with developer and transition to homeowner control. Lobbied for consideration from national corporations such as Lowes and Wal-Mart on behalf of Willoughby Property Owners. Continued to take on additional responsibilities including marketing and membership, food and beverage operations and architectural review culminating in the appointment to Assistant General Manager in January of 2004. Reported to a volunteer Board of Directors.

**Women in Distress of Broward County              Development January 1998-April 1999**  
**PO Box 676                      Ft. Lauderdale, FL**

Prepared grant proposals for program funding for State Certified Domestic Violence center in Broward County. Assisted with development of \$4.2 million budget. Developed outcome based performance objectives for new and existing programs.

**Lauderhill Police Department      Deputy Chief of Police      July 1994-February 1997**  
**6279 W Oakland Park Boulevard      Lauderhill, FL**

Assisted with the development of new police department with problem oriented policing philosophy and structure. Responsible for all road patrol and criminal investigation operations, budgeting, organizational and neighborhood goal development. Worked with community to identify neighborhood problems and support problems solving initiatives. Developed departments Seniors and Law Enforcement together program. **Responsible for coordinating all emergency operations plans in the event of a major hurricane for municipality of over 50,000 people.**

**Ft. Pierce Police Department      Acting Captain of Operations March 1983-June 1994**  
**920 S US #1      Ft. Pierce, FL**

Supervised all operational functions including investigative operations and field training. Also held the following positions; road patrol officer, Sergeant, Lieutenant, Professional Standards, Accreditation Manager and District Commander.

**Florida Atlantic University      Masters in Public Administration**  
**Boca Raton, Florida      May 1994**

**Senior Management Institute for Police      Police Executive Research Forum**  
**Harvard, Kennedy School of Government      1994**

**FBI National Academy      170<sup>th</sup> session, 1992**

**SUNY @ Albany      Bachelor of Arts-Political Science**  
**Albany, NY      May 1982**

References available upon request.