

**LAKE COUNTY BOARD/COMMITTEE
GENERAL APPLICATION**

☐ Mr. ☐ Ms. Name: Jaynie Wilkins-Earley Date: 9/27/21
Home Mailing Address: 604 Avila Place
Howey-in-the-Hills FL 34737
Home Physical Address: Same as mailing
County of Residence: Lake Home Phone: 352-665-3037 (cell)
E-mail Address: jayniwilkins@gmail.com
Education: BA - management and communications
Concordia University
Business (Name & Type): N/A
Business Address: _____
Business Phone: _____ Position: Homemaker

Training, experience or qualifications related to board/committee to which appointment is sought:

Vice President Howey-in-the-Hills Friends of the Library
Homeschooling Parent Educator
PTA Advocacy Chair
BPIE Committee Parent Representative

State reasons you are interested in appointment which is sought:

I have been passionate about libraries, reading
and education. My mother was a teacher and
one of my mentors growing up was extremely involved
in the library system. One of my goals in life is to make
a positive impact in my community. As a homeschooling
parent and educational advocate, I believe the LAB would be
a wonderful way to achieve that impact.

Do you currently serve on a Lake County board/committee?

☐ Yes ☒ No

If yes, please identify each board/committee:

Name of Board/Committee:

Have you served on a Lake County board/committee **in the past**?

☐ Yes ☒ No

If yes, please identify each board/committee:

Name of Board/Committee:

Dates Served:

Do you currently work for an entity or agency that either receives funding from, or has a contract with the County to perform services?

☐ Yes ☒ No *If yes, please identify the entity or agency:*

Are you, your spouse or children, currently an officer, director, or partner in any entity or agency that receives funding from, or has a contract with the County?

☐ Yes ☒ No *If yes, please identify the entity or agency:*

Please check board(s)/committee(s) that interest you at this time:

☐ Affordable Housing Advisory Committee

☐ Board of Adjustment

*(SEE IMPORTANT NOTE BELOW REGARDING FINANCIAL DISCLOSURE)

☐ Board of Building Examiners *(Note: A separate application is required for the Board of Building Examiners)*

*(SEE IMPORTANT NOTE BELOW REGARDING FINANCIAL DISCLOSURE)

☐ Capital Facilities Advisory Committee (formerly: Impact Fee Committee)

☐ Children's Services Council

☐ Elder Affairs Coordinating Council

☐ Keep Lake Beautiful Advisory Committee

☐ Lake-Sumter MPO – Bicycle & Pedestrian Advisory Committee (BPAC)

☐ Lake-Sumter MPO – Citizens' Advisory Committee (CAC)

☒ Library Advisory Board

☐ Mt. Plymouth-Sorrento Community Redevelopment Advisory Committee – ***Please check one:***

☐ *Property owner within the Planning Area (OR)*

☐ *Resident or property owner within a three mile radius of the Planning Area*

Regarding the Mt. Plymouth-Sorrento CRA, which of the following do you have experience in? Please check all that apply:

☐ *Land planning*

☐ *Engineering*

☐ *Architecture*

☐ *Ownership or operation of a business*

☐ *Community leadership/volunteerism*

☐ Parks, Recreation and Trails Advisory Board

☐ Planning & Zoning Board

*(SEE IMPORTANT NOTE BELOW REGARDING FINANCIAL DISCLOSURE)

☐ Public Safety Coordinating Council

☐ Sales Surtax Oversight Advisory Committee

☐ Tourist Development Council

☐ Value Adjustment Board

☐ Water Safety Advisory Committee


☐ Other _____

***YOU WILL BE REQUIRED TO FILE A FINANCIAL DISCLOSURE FORM, PURSUANT TO CHAPTER 112, FLORIDA STATUTES, IF APPOINTED TO THE BOARD OF ADJUSTMENT, THE BOARD OF BUILDING EXAMINERS, OR THE PLANNING AND ZONING BOARD. Also, due to Florida laws regarding dual office holding, citizens cannot serve on more than one of these above-mentioned boards at one time. In the event this occurs, the member will be required to resign from one of the positions.**

References may be secured from the following individuals:

	Name	Address	Phone Number
1.	Tara Hall	107 East Orchid Way, Hovewy in the Hills R	352-408-1007
2.	Sean O'Keefe	500 N. Florida Ave Hovewy in the Hills	352-874-1510
3.	Martha MacFarlane	63 Camino Real Hovewy in the Hills	352-552-1329

I will attend meetings in accordance with the adopted policies of Lake County. If at any time my business or professional interests conflict with the interests of this board or committee, I will not participate in such deliberations.


Signature of Applicant

In completing this application, you are acknowledging that personal information you provide is subject to Florida's Public Records Policy as stated in Chapter 119, Florida Statutes, and Article I, Section 24 of the State Constitution.

Additional information may be attached to this application form.

How did you learn of this vacancy?

☐ Newspaper Ad ☐ Internet ☐ LSSC Channel 13 ☒ Friend ☐ Other

Applications are kept on file with the Board of County Commissioners for a period of six months from date of receipt. In the event a vacancy occurs and you are not appointed to a particular board/committee, your application may be reconsidered should another vacancy occur during that six month period.

Please return this completed application to:

Lake County Board of County Commissioners
County Commissioners' Office
P. O. Box 7800
Tavares, FL 32778-7800

Jaynie Wilkins-Earley

604 Avila Place Howey-in-the-Hills FL 34737 | 352.665.3037 | jayniewilkins@gmail.com

Education

CERTIFICATION | OCT 2018 | HEALTH COACH INSTITUTE

- Major: Health Coach
- Minor: Life Coach

BACHELOR OF ARTS | MAY 2001 | CONCORDIA UNIVERSITY

- Major: Management and Communications
- Graduated Summa Cum Laude

Volunteer Experience

VICE PRESIDENT | THE HOWEY IN THE HILLS FRIENDS OF THE LIBRARY INC | 9/2021-PRESENT

Committee Chair for special projects as needed, serve as President in the absence of the President

FOUNDER AND ADMINISTRATOR | IGNITE SCHOOL HOUSE | 2018-2019

Oversee daily activities. Responsible for team training and evaluation. Facilitates new team members induction into the school community. Ensures a positive relationship between the school and the families that attend. Communicates with E-School on all school matters. Ensures operation of equipment. Maintains office and classroom supplies. Develop and run Summer Art Camp.

PTA/PTSA | KANAPAHA MIDDLE SCHOOL | 2013-PRESENT

Positions held include Teacher Appreciation (2013-2017) and Hospitality Chairs (2018). Coordinate monthly teacher/staff breakfasts, and teacher appreciation week.

BUILDERS CLUB PARENT LIASON | KANAPAHA MIDDLE SCHOOL | 2013-PRESENT

Volunteer at all club functions, chaperone field trips, mentor committees, assist teacher sponsor.

WYLDLIFE PARENT TEAM | KANAPAHA MIDDLE SCHOOL | 2018-PRESENT

Attend bi-weekly club meetings, support leaders, assist facilitation of monthly dinners.

VICE PRESIDENT ACADEMIC BOOSTERS/PTSA | GAINESVILLE HIGH SCHOOL | 2017-2018

Assist the president in all duties as needed. Attend and assist coordinate Booster functions.

HOSPITALITY CHAIR BAND BOOSTERS | GAINESVILLE HIGH SCHOOL | 2017-2018

Responsible for coordination and facilitation of Senior Night, Middle School Band Night, End of Year Reception, Chaperone Washington DC and Daytona Trips

Employment Experience

SALES ASSISTANT | BAIRD | 12/09-08/11

Provide full administrative support for a team of Qualified Plan Financial Consultants. Client onboarding, partnering with corporate resource groups, client service operational and marketing functions, assist in generating new business and maintaining existing client relationships, coordination of quarterly reports.

REAL ESTATE AGENT | CENTURY 21 AFFILIATED | 12/07-12/09

Buy or sell property for clients. Perform duties such as, study property listings, interview prospective clients, accompany clients to property sites, discuss conditions of sale, and draw up real estate contracts. Consistently in the top 25 realtors company-wide throughout 2009.

SENIOR REGISTERED SALES ASSISTANT | RBC DAIN RAUSCHER | 6/97-8/01

Provide full administrative and operational support to one or more Financial Advisors. Responsibilities include direct client contact; providing account and market information; maintaining files and preparing correspondence and documents for Financial Advisors and Clients; forwarding account documentation and compliance filings to home office on a daily basis. Back-up for office manager, wire operator and receptionist. Corporate event planning. Achievements: Chosen to be on the team that developed and implemented a corporate-wide training system. Wrote numerous training modules as well as assisted in the creation of the entire system.