

November 5, 2020

James D. Molenaar

Ms. Liz Mathis
City of Flagler Beach
105 S 2nd Street
P.O. Box 70
Flagler Beach, Florida 32136

Sent via email: hr@cityofflaglerbeach.com

RE: City Manager Search-City of Flagler Beach

Dear Ms. Liz Mathis:

I am applying for the position of City Manager. I am confident my enthusiasm and dedication for excellence paired with my varied experience in human resources, law, risk management, accounting/budgeting principles, management, contract management and drafting, auditing, including local government best practices, and the Florida Sunshine laws make me an ideal candidate for this position.

I have a strong background in business operations, providing information, assistance and leadership regarding city, county, state and federal labor matters. I have successfully lead and supervised a team tasked with auditing government entities and private vendors with a combined budget of 1.2 Billion dollars. This includes budgeting, forecasting, implementing new computer systems and procedures, establishing and reviewing internal controls, business and accounting analysis and preparation of audit reports. Most recently, I serve as the attorney for the Collier County Clerk of Court and Comptroller, which has a 20-million-dollar budget and 180 employees.

I am skilled in public speaking. I enjoy training and helping people succeed in their positions. My continued education along with my life experiences have provided me the skills to successfully lead staff and meet project objectives. My achievements are indicative of an effective team leader who communicates well and has a proven record of success in a fast-paced, challenging work environment.

In summary, I will bring to your City and your stakeholders my effective written and verbal communication skills, along with my well-developed leadership skills. My strong ability to build strong productive teams, proven commitment to protect taxpayer dollars, serve the public and protect all stakeholders will make me the ideal candidate to direct, supervise and shepherd your city operations and personnel.

After you have reviewed the attached resume, I would appreciate having the opportunity to discuss with you the reasons my personality and qualifications are a good fit for the City of Flagler Beach. I can be contacted by telephone (708) 267-2258.

Respectfully,

/s/
James D. Molenaar

JAMES D. MOLENAAR

● JDM664@aol.com

CAREER PROGRESSION:

Collier County Clerk of the Circuit Court and Comptroller, Naples, Florida

Sr. Legal Counsel: October 2018 to May 2020

- Advise senior leadership team on a wide variety of legal matters including labor law and employment matters, draft policy and procedures for Human Resources, fraud and personnel investigations, contracts and procurement matters, records management, ethics, compliance, risk mitigation and legislation; supervise and oversee guardianship audits in the Probate Division
- Litigate matters by appearing in court on behalf of the Clerk

Attorney and Internal Audit Manager: April 2014 – October 2018

- Managed the Clerk's Internal Audit Department including seven internal auditors
- Conducted workplace investigations and drafted written reports of findings
- Created and implemented a training program for new staff members; trained new auditors
- Developed policies, procedures and Charter document to transition Internal Audit into an Inspector General
- Evaluated the effectiveness of internal controls
- Created and maintained budget reports, audit plans and schedules, audit risk matrixes, and tracked pending audit projects
- Planned, lead, managed, coordinated, and performed financial and compliance audits for grants, cash handling and revenue, payroll, not-for-profit entities, contracts, permitting requirements, land development code, capital assets, inventory, purchasing cards, computer applications and security, economic development, procurement, fraud investigations of county governmental entities, and guardianship audits
- Conducted confidential investigations regarding fraud, waste and abuse of governmental property and funds
- Presented audit and recommendations to the Clerk of Court, the public, Audit Group, County Departments, and the Board of County Commissioners

White Molenaar, Attorneys at Law, Naples, Florida

Attorney: October 2013 – April 2014

- Litigated in court all legal matters with a concentration in civil litigation and white collar crime
- Provided legal representation for clients in the area of real estate law, wills, trusts & estates, asset protection, financial law, and probate law

STATE OF FLORIDA, Naples, Florida

Prosecutor, State Attorney's Office, 20th Judicial Circuit, Economic Crimes Unit: July 2006 – October 2013

- Prosecuted crimes assigned to the office of Economic Crime Unit in Collier County
- Provided legal counsel to investigators throughout their investigations of white-collar crimes
- Litigated economic crime cases, including intake filing decisions, first appearance hearings, probable cause hearings, motion hearings, non-jury and jury trials, primarily major felony cases
- Trained interns and new attorneys on office policies, trial techniques and overall trial practices
- Increased productivity by streamlining the procedures used to prepare a case for trial, thereby reducing the average time to investigate a case by six weeks

STATE OF ILLINOIS, Chicago, Illinois

Legal Counsel, Inspector General, Dept. of Healthcare & Family Services: April 2000 – July 2006

- Interviewed and prepared witnesses for trial; marshaled all necessary evidentiary documentation for introduction at trial; litigated cases and performed legal research
- Planned strategy along with negotiating settlements of cases and prepared settlement agreements
- Advised Departmental officials on HIPAA, Medicare/Medicaid, and healthcare and regulatory law issues
- Improved record keeping processes by developing procedures for digitizing Departmental records during a one year project that reached across all agency levels

MOLENAAR & ASSOCIATES, LTD., Lansing, Illinois

Associate Attorney: June 1995 - April 2000

- Developed a successful law practice in the areas of litigation; contract law; general and municipal collections; residential and commercial real estate; and criminal defense
- Prosecuted DUI offenders for the Secretary of State of Illinois as a contractual attorney

JAMES D. MOLENAAR

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KEY ACCOMPLISHMENTS:

- Certified Internal Auditor (CIA) Certificate Serial No. 175091
- Certified Fraud Examiner (CFE) Certification No. 707371
- Certified Florida Public Records Manager (FCRM) Member No. 1047
- Certified Passport Acceptance Agent (CPAA)
- Candidate for Cert. Government Auditing Professional (CGAP) and Cert. Financial Services Auditor (CFSA)
- Candidate for Association of Government Accountants – Certified Government Financial Manager ©
- Serve annually as a judge for the John Marshall Law School, International Moot Court Competition
- Developed and successfully implemented an administrative hearing process for adjudicating municipal code violations for Illinois municipalities
- Elected to the Lan-Oak Park District as a Commissioner (Board President 2000 -2005), and was responsible for overseeing a \$4.3 Million budget
- Served as the Chairman of a private grade schools fund-raising organization and facilitated a 20% increase in donations through personally developed fundraisers
- Jointly lead the Michigan State University's College of Law Student Senate and developed a long-range plan for increasing funding and student participation in extracurricular organizations and activities

EDUCATION:

Masters of Business Administration, 2010

Warrington College of Business Administration of the University of Florida

LL.M. (Masters of Laws) in Information Technology and Privacy Law, 2002

University of Illinois John Marshall Law School, Chicago, Illinois

Juris Doctorate, 1995

Michigan State University College of Law, East Lansing, Michigan

Bachelor of Arts, Major: Political Science 1991

Purdue University, West Lafayette, Indiana

PUBLICATIONS AND PROFESSIONAL AFFILIATION:

- THE HIPAA PRIVACY RULE: IT HELPS DIRECT MARKETERS WHO HELP THEMSELVES TO YOUR PERSONAL HEALTH INFORMATION, The Law Review of Michigan State University (Fall 2002)
- The Website Privacy Policy for SHIPMATES.COM, MATCH.COM and the STATE OF ILLINOIS', DEPARTMENT OF PUBLIC AID, OFFICE OF INSPECTOR GENERAL'S PRIVACY POLICY located at: www.state.il.us/agency/oig/privacy.asp
- Conduct Nationwide Ethics Presentations for Attorneys and Auditors (2 Credit Hours)
- Licensed member of the Illinois Bar – License No. - 6230659
- Licensed member of the Florida Bar – License No. 0022785
- Chair of the Grievance Committee-20th Judicial Circuit 2016 – July 31, 2019
- Leadership Collier Graduate (Class of 2012); Growing Associates in Naples (Class Co-Chair 2013)
- The Collier County Bar Association - Member
- Michael R.M. McDonnell Inns of Court – Past Executive Board Member
- Past Member of the Naples North Rotary Club
- Institute of Internal Auditors - President of the Southwest Florida Chapter #226 (2018 – 2020)