

DIANNE M. QUILTY

EXPERIENCE

- October 30, 2025 – present The Charlotte County Art Guild, Inc. dba Visual Arts Center
- *Part-time front desk staff as cashier through closeout, provide direction and information to customers, and other duties as required.*

As changes happen with the world economy, I find a need to return to the work force in a minor way, giving my time and attention to the not-for-profit organization that provides me with learning experiences, and assisting the people who work for the 501C3 organization. I am currently working approximately 10 hours per week.

- November 27, 2024 – present Active Retirement Port Charlotte, FL

- *Citizen Member, (Residential) Value Adjustment Board for the Charlotte County Clerk of the Circuit Court; Member At-Large, Charlotte Harbor Community Redevelopment Agency Advisory Committee; Member, Citizens Advisory Committee, (Mid-County) Charlotte County, Punta Gorda, Metropolitan Planning Organization; Member, Environmentally Sensitive Lands Advisory Committee, Natural Resources Division of the Parks, Recreation and Cultural Resources Department, Charlotte County; Student, Sterling and Copper design and fabrication, (jewelry, sculpture), Visual Arts Center, Punta Gorda; sleeper of great magnitude.*

During my current tenures as a member of several boards and advisory committees, I utilize acquired and applied knowledge which assists in making recommendations on items as required. I provide intelligent contributions and vote my informed and professional opinion on n brought forward for recommendation or action. I miss my part-time working life and continue to reach out to apply for positions as they come available.

- July 2023 – November 26, 2024 Charlotte County Board of County Commissioners and Active Retirement Port Charlotte, FL

- *Part-time regular (formerly STARR) Administrative Assistant with Facilities Management, solely performing compilation of Hurricane Ian Facilities FWO SharePoint forms as paper Files with necessary backup for use offline as needed in the future for validation of work performed by the Facilities Management staff during Hurricane Ian prep, recovery, and in-house repair.*
- *Citizen Member, (Residential) Value Adjustment Board for the Charlotte County Clerk of the Circuit Court; Member At-Large, Charlotte Harbor Community Redevelopment Agency Advisory Committee; Member, Citizens Advisory Committee, (Mid-County) Charlotte County, Punta Gorda, Metropolitan Planning Organization; Member, Environmentally Sensitive Lands Advisory Committee, Natural Resources Division of the Parks, Recreation and Cultural Resources Department, Charlotte County; Student, Sterling and Copper design and fabrication, (jewelry, sculpture), Visual Arts Center, Punta Gorda; sleeper of great magnitude.*

Although I love retirement, I have missed working with the County and began searching for a part-time position where I could utilize my knowledge of the County, the staff, and with various software programs to assist any department in any helpful capacity. Claire Jubb found a niche for me with the Facilities Department to help them wrap their arms around compiling the required hard copy detailed documentation for work before, during, and after Hurricane Ian, that may be needed in the future if the BCC is required to further justify requests for reimbursements from FEMA and or Insurance.

Also, during my current tenures as a member of the various Boards and Advisory Committee's, I have acquired and used knowledge which assists in making recommendations and voting on items as required. I provide intelligent contributions and vote my conscience on items brought forward for recommendation or action.

EXPERIENCE (CONTINUED)

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- January 4 2017 – Active Retirement Port Charlotte, FL
 July 2023
- *Citizen Member, (Residential) Value Adjustment Board for the Charlotte County Clerk of the Circuit Court: Member At-Large, Charlotte Harbor Community Redevelopment Agency Advisory Committee; Member, Citizens Advisory Committee, (Mid-County) Charlotte County, Punta Gorda, Metropolitan Planning Organization; Member, Environmentally Sensitive Lands Advisory Committee, Natural Resources Division of the Parks, Recreation and Cultural Resources Department, Charlotte County; Student, Sterling and Copper design and fabrication, (jewelry, sculpture), Visual Arts Center, Punta Gorda; sleeper of great magnitude.*
- During my current tenures as a member of the various Boards and Advisory Committee's, I have acquired and used knowledge which assists in making recommendations and voting on items as required. I provide intelligent contributions and vote my conscience on items brought forward for recommendation or action.
- October 2001 – Charlotte County Board of County Commissioners Port Charlotte, FL
 January 3, 2017
- Oct. 2015 – Jan 3 2017 *Financial Analyst (a County-wide title change from Fiscal Consultant II); assigned as primary Capital Improvement Project (CIP) fiscal contact for all Charlotte County Community Redevelopment Agency (CRA) financial activities, as well as performing budget process through analysis and trial balance for the above funds, Budget and Administrative Services Department*
- Fiscal Point-of-Contact for the Charlotte County Redevelopment Area (CRA) fund, the Parkside CRA fund, and the Murdock Village CRA fund. Work directly with the Redevelopment Manager, and Public Works Project Managers, as well as indirectly with the Budget Director, Department Director's, and third-party contractors, as well as assisting department managers and supervisors through the budget process within policy. Provide fiscal revenue and expense analysis and process changes where necessary. Attend Charlotte Harbor CRA Advisory Board meetings, Parkside CRA meetings, and Murdock Village CRA Advisory Committee meetings.
 - Fiscal Point-of-Contact for capital project grants from application through completion including FDOT, FDOT-FHBC, FDOT-TRIP, FDOT-LAP, FDOT-JPA, SWFWMD, FLDEO, FDEP, Boater Improvement Fund, West Coast Inland Navigation District Fund.
 - Work with assigned projects as practicable, reviewing agenda and administrative items, processing year-end closeout items, carryover amendments and transfers.
- Oct 2011 – Sept 2015 *Fiscal Consultant II assigned as primary fiscal contact to two departments, one dept as backup contact, three Community Redevelopment Agencies, performing budget process through analysis, Budget and Administrative Services Department*
- Fiscal Point-of-Contact for the Economic Development Office, the Tourist Development Bureau and the Tourist Development Trust Fund, the Charlotte Harbor Redevelopment Area (CRA) fund, the Parkside CRA fund, and the Murdock Village CRA fund.
 - Fiscal backup for FC III Primary Point-of-Contact for the Facilities Construction Management department, reviewing monthly expenditures and VISA PCard purchases, developing projection reports.
 - Work with assigned departments as practicable, reviewing agenda and administrative items, processing year-end closeout items, carryover amendments and transfers.
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EXPERIENCE (CONTINUED)

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- April 2010 – Oct 2011 *Fiscal Consultant II assigned to grants and budget analysis, Budget and Administrative Services Department*
- Fiscal Point-of-Contact for 3 departments: Economic Development Office, Charlotte Harbor Redevelopment Area (CRA), the Tourist Development Bureau and the Tourist Development Trust Fund as above.
 - Fiscal manager for 13 grants for the Human Services Dept., Charlotte County Sheriff's Office, and Punta Gorda Police Department, working closely with program managers and state/federal agencies to fiscally manage the grants from application through closeout. Perform as general grant financial compliance designee for all Charlotte County grants, working directly with the Clerk's Finance office; also grants point of contact for outside sources.
 - Fiscal Point-of-Contact to the Marine Advisory Committee and Fiscal Manager of the Boaters Improvement Fund. Budget preparation through trial balance via annual call for projects from both internal and external sources; \$2.6 MM fund management of 43 projects: Work closely with the Natural Resources Manager to provide fiscal support. Attend MAC Pre-agenda and monthly Committee meetings, providing fiscal staff information as needed.
 - SharePoint – Grants site Co-Administrator.
- January 2011 – September 2011 *Fiscal Consultant II (FCII), in addition to the above, a short-term assignment of day-to-day fiscal oversight, Public Safety Dept, Budget and Administrative Services Department*
- Assumed operational supervision of the Public Safety Department in addition to regular duties. Work with Assistant Budget Director and Fire Chief to maintain daily operations of the Department in an attempt to fill the Fiscal Manager Position vacancy. Responsibilities included finance reviewer for Novus Agenda items; some transactional tasks; VISA PCard purchases coding for Public Safety Staff; worked closely with department staff to understand and process 18 new and existing grants; provide direction for one fiscal staff member regarding grant reporting; quarterly journal entries analysis, preparation and submittal.
- December 2005 – January 2010 *Management Budget Analyst, Budget and Administrative Services Department*
- Work with 15 assigned departments in the continuous review and administration of their budgets, reviewing agenda and administrative items, year-end closeout, carryover amendments and transfers.
 - Perform compilation, preparation, analysis, adjustments, and final uploading of annual budgets for assigned departments.
 - Perform analysis for the financial sections of applications for Development of Regional Impact (DRI), Planned Developments (PD), Community Developments, and other specialized applications associated with the growth management of Charlotte County.
 - Analyze and track impact fee credits applied for and approved by County designees.
 - Act as liaison between assigned departments and Administration as necessary.
 - Work closely with assigned departments, with the department director and department fiscal staff, attending and participating in several staff meetings with each department during the year.
 - Complete special projects related to my assigned departments as requested.
- October 2009 – April 2010
- Work closely with Fiscal Division Manager for the Facilities Dept. and the FEMA Project Team in Budget, providing necessary documentation associated with capital projects as related to specific FEMA projects, tracking project through completion.
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EXPERIENCE (CONTINUED)

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- May 2009 – June 2009
- Work with the Fiscal Manager, and with the Parks, Recreation and Cultural Resources (PRCR) Department Customer Services Manager, providing a smooth transition of the fiscal function to a new organizational structure.
 - Develop, analyze, adjust and upload annual budget for PRCR Department
 - Administer operational budgets for the PRCR Department.
 - Assist Fiscal Division Manager for Facilities and PRCR as expected.
 - Work with Budget Analysts and assigned departments as practicable.
- October 2001 – December 2005
- Accounting Clerk II, Parks, Recreation and Cultural Resources Department*
- Administration of Capital Improvement Project purchase orders and receivers, from basic data entry through supervision and analysis of Capital Project accounts including project closure.
 - Process and analysis of operational budgets, expenditures and revenue transactions for all within the department including all operational projects, including journal Entries. Act as back-up for Fiscal Manager.
- Generate, administer and submit grant application packages for the department.
- March 2000 – June 2001
- Bank of America Charlotte, NC
Officer, Intermediate Financial Analyst, Regulatory Reporting
- Regulatory reporting for all foreign subsidiaries and foreign branches of Bank of America, N.A., Bank of America Corporation, and Bank of America IBF.
 - Federal Reserve Bank reporting for all balance sheet and income statement reports of the Bank's Edge and Agreement Corporations and foreign subsidiaries.
 - Treasury International Capital reports for all levels of the Bank.
- 1999 –2000
- Accountants on Call Charlotte, NC
Temporary Employee for Bank of America
- Financial Analysis, Global Finance Group – Bank of America
- 1992 – 1999
- University of Massachusetts at Amherst Amherst, MA
1997-1999 *Assistant to the Graduate Program Director, Department of Physics and Astronomy*
- Day to day administration of approximately 90 physics and astronomy graduate students.
- 1993-1997 *Bookkeeper, Scientific Typist, Secretary; Nuclear Physics Group, Physics & Astronomy*
- Bookkeeping through trial balance for a 1 million dollar per year DOE grant, and light bookkeeping with 5 other small grants.
- 1992-1993 *Bookkeeper, Scientific Typist; High Energy Physics group, Physics & Astronomy.*
- 1981-1991 Dr.'s Lerner, D'Amour and Antonopoulos PC Springfield, MA
Business Manager
- 1974-1980 Healthco Dental Supply Worcester, MA
Administrative Assistant, Acting Manager from 1979-1980
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EDUCATION

2006 – 2008	Ashford University <ul style="list-style-type: none"> ▪ B.A. Degree, Organizational Management (on-line program) 	Clinton, IA
2003 - 2007	Charlotte County BCC Supervisor Training Program Certificates Level I, II, and III.	Port Charlotte, FL
1981-1982	Westfield State College <ul style="list-style-type: none"> ▪ Evening Division, Major Business Management, transferred to AU 	Westfield, MA
1976-1981	Fitchburg State College <ul style="list-style-type: none"> ▪ Evening Division; Major Business Management; transferred to WSC 	Fitchburg, MA
1968-1970	Greenfield Community College A.S. Degree, Art	Greenfield, MA
1976-Present	Several courses and seminars relating to banking, business management, software and computer education including advanced Excel training, Access Database software, PeopleSoft, Eden, and Proprietary government and banking software.	

BOARDS, COMMITTEES, MEMBERSHIPS

- Member, Government Finance Officers Association (GFOA), FGFOA, and SWFGFOA (2005 – 2018)
- Mid County representative member, (current Chairperson) to the MPO Citizens Advisory Committee (2016 – present)
- Citizen representative Member to the Environmentally Sensitive Land Oversight Advisory Committee (2016 – present)
- Citizen Member, Charlotte County Value Adjustment Board (2014 – present)
- Member, Mid-Charlotte Stormwater Utility Advisory Committee (2014 – 2016)
- Board of Directors, Membership Secretary – Hampshire Bird Club (1996-1999)

INTERESTS

- Running, bicycle riding, High Intensity Interval Training exercise, health management, hiking, silversmithing, sleeping!

As I also continue retirement, I still focus my attention on my community in a comprehensive way. I have enjoyed my career with Charlotte County Government and have come to value and understand the importance of how government works with the community to make our county a better place to live.

I've also learned a bit of how CRA's are planned and developed while working with the fiscal aspect of community redevelopment and capital road project grant preparation, application, administration, and closeout. I have worked with departments to budget for infrastructure maintenance for its life span. I am known as a person who analyses the details and history of any given project, so I have learned much more than the financial aspect of infrastructure development and redevelopment. I try to understand how the whole project will come to fruition so I can understand my piece of the puzzle. Besides, I love Charlotte County and want to continue to invest in its future.

Given this institutional knowledge, I would like to turn my attention more fully to the more detailed aspects of planning for future infrastructure development, as well as being a part of the continuing conservation and preservation of the existing environmentally sensitive lands owned by the County. I wish to stay involved with the County in any way I may pay back the community for its investment and trust in me.