



APPLICATION TO SERVE ON A
CHARLOTTE COUNTY ADVISORY BOARD

INCOMPLETE APPLICATIONS WILL BE RETURNED

Mr/Mrs/Ms:		
Name:	Last Lettko	First JAMES Middle Initial C
Residence Address: 2114 MAURITANIA Rd		
Street	City Punta Gorda	Zip Code 33983
Mailing Address: SAME		
Street	City	Zip Code
Phone No. 518-596-0441		
Home		Business
FAX:		
E-Mail Address: JC Lettko @ Yahoo. com		

I hereby submit my name for consideration to serve in an advisory capacity to the Board of Charlotte County Commissioners on the following Advisory Board:

Deep Creek Street + Drainage MSBU

Name of Advisory Board

If applying for a specific category/position, please so state: Member

Occupation: Retired

If currently retired, previous occupation: Chief Operating Officer Excelsior College

Civic/Professional Accomplishments/Offices Held:

Army Engineer Officer, Chief of Staff, - NY Army National Guard
Deputy Commanding General - Joint Task Force Guantanamo Bay
Cuba

**APPLICATION TO SERVE ON A
CHARLOTTE COUNTY ADVISORY BOARD - CONTINUED**

In order to qualify a volunteer must both be a property owner within and reside within the Unit, and my qualifications to be eligible are as follows:

Property owner

Member of Section 23, Deep Creek ARC

If applicable, please indicate any employment, contractual relationship or status that you may have, or have had within the past 12 months, with any private business entity that rents, leases or sells any realty, or provides any goods or services to the County or that is conducting any business with the County.

NONE

Have you ever worked for the Charlotte County Board of County Commissioners?

☐ Yes

☒ No

> If "Yes", please list position, department, start and end date: _____

Do you have any relatives currently working for the Charlotte County Board of County Commissioners?

☐ Yes

☒ No

> If "Yes", please list name(s) and department(s): _____

Are you a full-time Charlotte County Resident?

☒ Yes

☐ No

Have you ever been convicted of a Felony or Misdemeanor? (Please be sure you understand the question, as failure to answer truthfully will disqualify you).

☐ Yes

☒ No

Have you ever pled NO LO CONTENDRE or pled guilty to a crime which is a Felony or a Misdemeanor? (Please be sure you understand the question, as failure to answer truthfully will disqualify you).

☐ Yes

☒ No

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- 1.) All of the Boards and Committees appointed by the Board of County Commissioners are required to comply with the Sunshine Law FS 286.011 and some of the Boards and Committees appointed by the Board of County Commissioners are required to comply with Chapter 112, Florida Statutes, the Financial Disclosure Law. You may be required to file a Form 1 Financial Disclosure. You will be provided with more information upon appointment.
- 2.) Charlotte County, an equal opportunity/affirmative action employer, considers the selection and appointment of persons to advisory boards in a non-discriminatory manner consistent with the requirements of Federal, State and Local non-discrimination laws.
- 3.) The Board of County Commissioners request that you attend the Commission meeting at which your application will be considered for appointment. This office will notify you of the Commission meeting date.
- 4.) Members who fail to attend two (2) meetings in a rolling twelve-month period shall automatically forfeit their appointment.

By signing this application, you acknowledge that you have read and understand the previous statements.


Signature

10/24/2025
Date

A résumé or list of qualifications and experience is requested but cannot replace this application form.

PLEASE RETURN THIS COMPLETED FORM TO:

Charlotte County Public Works
Municipal Service District Representatives
7000 Florida Street
Punta Gorda, FL 33950

OR EMAIL TO:

MSBU-TU@CharlotteCountyFl.gov

James C. Lettko
2114 Mauritania Road, Punta Gorda, FL 33983
Cell (518) 596-0441
JCLettko@yahoo.com
October 24, 2025

Resume Extract (From LinkedIn)

Statement:

My successful experience at the executive levels of the Army/Army National Guard and Higher Education have provided me the opportunities to acquire the skills to understand and navigate established processes of government from within, and to appreciate the government processes from an external vantage point (higher education).

I have led and participated in committee governance processes that afford the opportunity to resolve issues in a transparent, collaborative, fiscally sound and legal manner, in both the Army and Higher Education.

I believe my former experiences and acquired skills would bring a balanced contribution to the Deep Creek Municipal Service Benefit Unit.

Past Experiences:

Trawler Captain, July 2022 – June 2024, aboard Motor Vessel Lemon Drops, East Coast and Gulf Coast

Chief Operating Officer - Excelsior College (now University) January 2017 - June 2022, Albany, New York

- Served as lead operations officer of the College, coordinating the implementation of all institution-wide and interdepartmental initiatives and operations. Directly oversaw Analytics & Decision Support, Enterprise Operations, Technology and Facilities Services, Strategic Planning, and Government Relations.

Chief Executive Officer, Excelsior Workforce Institute, December 2015 - June 2017, Albany, NY & Washington DC

- As a wholly owned subsidiary of Excelsior College, Excelsior Workforce Institute offered dynamic online and customized on-line training solutions providing for the professional training and education needs of local, state and federal governments and affiliations.

Vice President for Human Resources, Excelsior College, October 2014 - December 2015, Albany, NY

- Led the College Human Resource professionals in supporting the College's mission of providing educational opportunities to adult learners with an emphasis on those historically underrepresented in higher education.

Principal Management Consultant, October 2013 - September 2014, Palm Beach County, FL and Albany, NY

- Provided confidential analysis and solutions for senior leadership. Worked with President, Vice President and Executive Director level management to redefine processes required to maximize effectiveness and to realize efficiencies within the organization. Past and current initiatives include:

Chaparral Boats, Rybovich Marina, Oil Chem Research (zMAX)

Deputy Commanding General, Joint Task Force Guantanamo, US Army, October 2011 - August 2013, Guantanamo Bay, Cuba

- Reported to the Commanding Admiral. Led 2,000 military and civilian employees towards the organizations' objectives. Allocated personnel and over \$140M in financial resources to ensure mission success. Directed and led the reoccurring identification and coordination of future infrastructure and personnel requirements.

Chief of Staff, New York Army National Guard, March 2008 – September 2011, Latham, NY

- Reported to the Adjutant General. Led and directed 4,000 full time employees, 6,000 part time employees, and \$220M in annual budget funds. Managed directors of personnel, training, equipment, logistics and mobilization. Led these directors in responding to the Guard's new and historically unprecedented mandate to be members of overseas military operations. Led directors in developing, coordinating, conducting, and evaluating programs and policies in view of this new reality.

Director of Army Personnel, New York Army National Guard, December 2006 – February 2008, Watervliet, NY

- Recruited by the Adjutant General. Reported to the Chief of Staff on all matters pertaining to personnel management and administration, personnel succession planning, professional education development, and the recruiting and retention of over 10,500 qualified personnel. Responsible for synchronizing personnel policies with other functional area objectives, all with a view to maximize the

ability of the employee to deploy successfully either into the disaster effort or into combat zones.

Director of Iraq Strategic Infrastructure Reconstruction, US Army, November 2004 - November 2005, Tikrit, Iraq

- Provided strategic infrastructure reconstruction support to Iraqi oil, power, water, and transportation sectors at the regional and national level.

Engineer Battalion Commander, New York Army National Guard, February 2003 - June 2004
Buffalo, NY

- Commanded a 400 soldier combat engineer battalion focused on domestic responses to natural disasters and terrorist threats while preparing the unit for federal employment in overseas military operations.

Various Command and Staff Positions, US Army & New York Army National Guard US Army, 1985 to 2003, Germany & New York

- As the senior full time active-duty officer, reported to the commander and provided daily supervision and management of up to 55 full-time employees who supported up to 3,200 part-time soldiers, by performing all administrative, logistics, training preparation, and long-term planning for the unit.

Official Army and National Guard record can be found here:

<https://www.nationalguard.mil/portals/31/Features/ngbgomo/bio/2/2330.html>