



APPLICATION TO SERVE ON A CHARLOTTE COUNTY ADVISORY BOARD

☒ New Applicant ☐ Re-Appointment

INCOMPLETE APPLICATIONS WILL BE RETURNED

Mr/Mrs/Ms:			
Name:	Last	First	Middle Initial
	Widner	Charles	D
Residence Address:			
22070 Felton Ave			
Street	City	Zip Code	
Felton Ave.	Port Charlotte	33952	
Mailing Address:			
22070			
Street	City	Zip Code	
Felton Ave.	Port Charlotte	33952	
Phone No.			
	Home	Business	
	239-270-0055	941-637-2450	
FAX:	941-637-3117		
E-Mail Address: Charles.Widner@bayfronthealth.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:

Name of Advisory Board

If applying for a specific category/position, please so state: Greater Port Charlotte Street and Drainage Unit

Occupation: healthcare supervisor

If currently retired, previous occupation: _____

Civic/Professional Accomplishments/Offices Held:

**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:

I own and reside at 22070 Felton Ave. Port Charlotte

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 that I am aware of.

Is this application for a new appointment? ☒ Yes ☐ No

If yes, please indicate what you would like to accomplish if you are appointed to this Board:

I would like to become a more active resident and do what I can to help the community.

Is this application for a re-appointment? ☐ Yes ☒ No

➤ If yes, please indicate what your accomplishments have been while serving on this Board:

➤ If "Yes", please indicate what you would like to accomplish during this term:

If you have previously served on a Charlotte County Advisory Board or are currently serving and seeking reappointment, please indicate the number and general nature of any voting conflict disclosure memorandum filed (Form 8B) while serving on the board:

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

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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

➤ If "Yes", please explain: _____

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

➤ If "Yes", please explain: _____

- 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

9/16/2020
Date

A résumé or list of qualifications and experience is required 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

Charles D. Widner, Jr
22070 Felton Ave
Port Charlotte, FL 33952
(239)270-0055
cwidnerbrmac@yahoo.com

EDUCATION: Brown Mackie College, Michigan City, IN
Associate of Science Degree, Medical Assisting
Graduated *cum laude* September 2012
Awards: GPA: 3.6, President's, Dean's and Honor Lists
Externship: 160 hours
400 North Medical Center, Michigan City, IN

**EMPLOYMENT
HISTORY:**

February 2017 – Present
Bayfront Health – Punta Gorda, FL
- As Rehab & Wellness Center Supervisor, I am responsible for overseeing all aspects of the operations of the Rehab & Wellness building. I schedule the clerical and fitness center associates. I also oversee maintenance of equipment, registration of patients, insurance authorizations, fitness center memberships, screening of every person entering the building for the Carona Virus and recruitment of new members to the fitness center.

Central Scheduling Clerk January 2018 – March 2020
- As the Central Scheduling Clerk in the hospital, I was responsible for ensuring the accurate scheduling of patients for imaging, transfusions and other outpatient services. This includes collecting identification, insurance and all other personal information needed to ensure proper medical care and billing of patient services. I registered direct admit patients and was responsible for processing any change of status of patients while they are in the care of the hospital, such as observation to inpatient. I also assisted in screening patients and admitting patients for alcohol and opioid detox services. I have received employee of the month and employee of the quarter recognition.

Emergency Room Registration Clerk February 2017 – January 2018

- I was responsible for the collection of patient information and registration of patients for emergency room visits. This included the collection of accurate patient information, insurance authorization and identification verification. I was also responsible for the collection of any copay charges or late balances. I would also assist in direct hospital admitting and outpatient patient registration.

October 2014 – January 2017

Internal Medicine Associates, Cape Coral, FL

Clinical Telephone Operator

- Moving to this position in September 2015, I handle incoming and outgoing calls assisting patients with medication refills, medical questions and doctor responses to their medical questions, scheduling appointments, and assist the clerical telephone operators with patient questions or problems when patients call. Prior to September and still as needed, I would collect patient vitals, review history and medications, injections, process insurance benefits for medications, refill medications, assist in aspirations and fine needle aspiration biopsies under a sterile environment, educate patients on injections and blood sugar testing, assist in administering exercise stress tests. I work for a variety of medicine, including internal medicine, primary care, pulmonary, rheumatology, and endocrinology.

December 2012 – June 2014

Ancillary Services – La Porte County Institute for Clinical Research, Michigan City, IN 46360

Clinical Research Coordinator/Medical Assistant

- I was promoted to the position of Clinical Research Coordinator in November 2013. I conducted all aspects of pharmaceutical clinical trials. Prior to my promotion, I was a Medical Assistant in the same clinic for Internal Medicine. In addition to my regular assigned duties, I was also in charge of keeping all of the staff up to date on the EMR system up-dates and training all new staff on the clinic's EMR and computer system.

August 2009-January 2012

Gas City/421 Travel Center, Michigan City, IN

Cashier

- As the third shift cashier at a small truck stop, I had to assist customers with purchases, clean bathrooms and showers, keep the store clean, keep fresh coffee made, receive merchandise, stock merchandise, and rotate food per expiration dates.

January 2009 – August 2009

Flying J Truck Plaza, Lake Station, IN

Cashier

- As a third shift cashier at a large truck stop, I had to assist customers with purchases, keep the store clean, keep fresh coffee made, receive merchandise, stock merchandise, rotate food per expiration dates, supervised third shift at the truck fuel counter two days a week while third shift manager was off.

October 2005 – September 2008

TJ Maxx, Merrillville, IN

Operations Manager

- As Operations Manager of the store, I was responsible for all aspects of the smooth operations of the store, including cash office, cashiers, human resources and receiving. I prepared a budget every month and compared that to the financial statements at the end of each month and year. I recruited, hired and trained all new associates. I balanced the cash office each day, with the assistance of a cash office supervisor. I ensured an organized and helpful sales staff and cashiers to provide excellent customer service. I oversaw all aspects of receiving and processing of merchandise. I also oversaw the controls to reduce store losses, cutting store shrink in 2011 by over \$75,000.

October 1999 – October 2005

Walmart, Hammond, IN

Photo/Connection Center Manager

- As manager of the stores 1-Hour Photo Center and Wireless Connection Center, I was responsible for all aspects of the smooth operations of both special divisions, including photo processing, sales, merchandising, marketing in the community, oversaw OSHA and EPA laws were followed, and oversaw processing of cell-phone contracts. I recruited, hired and trained all new associates. I ensured an organized and helpful sales staff and cashiers to provide excellent customer service and exceeded customer expectations of quality of photographs. I oversaw all aspects of receiving and processing of merchandise. I prepared a budget every month and compared that to the financial statements at the end of each month and year. Part of our budget was paying rent to the store for space and a percent of sales. After paying all expenses, in 2004, my divisions made a combined net profit of over \$250,000. Prior to being promoted to the special division manager, I was an assistant store manager. I spent most of my time as an assistant store manager on the overnight shift. I managed a crew of over 40 associates, including overnight

cashiers, maintenance, unloaders and stockers. I ensured that the store was stocked and cleaned every evening. This involved detailed communication between myself, other managers and the associates to ensure that displays were built properly, inventory was rotated from the backroom and on the shelves and the stripping and waxing of floors was rotated to ensure a consistent look throughout the store all the time.

Certifications:

Basic Life Support – American Heart Association

Organizations:

Alpha Beta Gamma Honor Society