

**HERNANDO COUNTY  
BOARD OF COUNTY COMMISSIONERS  
BOARD/COMMITTEE APPLICATION**

Please type or print clearly

Name of Board/Committee Tourist Development Council non-tax collecting  
Check one:  **Full Member Position**  
 **Alternate Member Position**

Name Jerry Diane Greenwell  
(Your name must be listed as it appears on your voter registration card)

**THE FOLLOWING INFORMATION IS REQUIRED FOR COUNTY RECORDS AND BECOMES PUBLIC RECORD UPON SUBMITTING THIS APPLICATION. IF YOU BELIEVE THAT YOU QUALIFY FOR AN EXEMPTION TO THE RELEASE OF THIS INFORMATION, PURSUANT TO F.S. 119.07, PLEASE STATE THE BASIS OF YOUR EXEMPTION. YOUR FAILURE TO ANSWER FULLY AND TRUTHFULLY ALL QUESTIONS COULD RESULT IN YOUR APPLICATION BEING DENIED OR YOUR SUBSEQUENT REMOVAL FROM ANY BOARD/COMMITTEE IF APPOINTED.**

Address 3267 Flamingo Blvd.

City Hernando Beach Zip 34607

Telephone 352-606-3720 (home) \_\_\_\_\_ (business)

E-mail address dianemgreenwell@gmail.com

Are you a resident of Hernando County? Yes

Voter Registration Number 122229910

Education Associates Degree, Marshall University, Huntington, WV  
(Please include any certificates, awards, diplomas, degrees, professional license numbers, etc.)

Employment History See attached  
(Attach a resume if available)

Licenses or Certificates Held \_\_\_\_\_

Have you ever previously applied for a position on any County Board/Committee? Yes

If yes, please state the Board(s)/Committee(s) you applied for, when you applied, and whether you were appointed.  
Planning & Zoning - 11/2016- Not Appointed , Hernando County Fine Arts Council 03/2022-Appointed

Have you ever been convicted, plead guilty or no contest, or entered into PTI for a felony or 1<sup>st</sup>/ 2<sup>nd</sup> degree misdemeanor? No  
Answering yes does not automatically disqualify you for consideration.

If yes, what charges? NA

Are you currently involved as a defendant in a criminal case? No

If yes, what charges? NA

Have you ever been named as a defendant in a civil action suit? Yes

If yes, when and describe action. 1/25/2021 - Defamation Action against Hernando Beach POA

Please state your reasons for applying to this Board/Committee Assist with marketing and growth of economic development through tourism in Hernando County

Please list three character references of persons NOT related to, NOT an employer, NOT an employee of you or your company, and whom you have known at least one (1) year. Please include addresses and phone numbers.

1. Bobbi Caccamisi, 4091 Gulf Coast Drive, Hernando Beach, FL 34607 (901) 486-0352
2. Margaret Weaver, 3436 Shoal Line Blvd, Hernando Beach, FL 34607 - (352) 592-7576
3. Pat Augustyniak, 14131 Lemon Yellow Tree, Brooksville, FL 34613 - (813) 453-1804

I hereby request consideration as a committee/board appointee. It is my intention to familiarize myself to the duties and responsibilities of the office to which I may be appointed, and to fulfill the appointment to the best of my ability, exercising good judgement, fairness, impartiality, and faithful attendance. By my signature below, I hereby authorize Hernando County to check my references and my background, including, without limitation, obtaining a criminal history check. I also agree to file a Financial Disclosure form as required by State law, if applicable, and abide by provisions of the State Sunshine Law.

I hereby swear and affirm, under Penalty of Perjury, that the above information is true and correct.

Applicant s signature 

(Please direct all inquiries to the County Administrator s Office at 754-4002.)

Completed applications may be submitted to the County Administrator's office, 20 North Main Street, Room 263, Brooksville, Florida 34601, or faxed to 352-754-4477.



## Hernando County Background Consent / Release Form

As a volunteer applicant, I understand and acknowledge that an investigative report may be compiled on me. This report may include information regarding any criminal records, and from various public and private sources including law enforcement agencies at the Federal, State or County level, courts record repositories, sexual offender registries and any other source required to verify information that I have voluntarily provided.

### PERSONAL INFORMATION

Legal Name: Jerry D. Greenwell

Date of Birth: 03/17/1953

Other Names Used: Diane M. Greenwell; Diane Coleman; Diane Moore (Maiden Name)  
(Legal Name) First M.I. Last

Dates Used (from/to): 6/19/07 - Present; 9/1/72 - 6/19/07; Birth-9/1/72

Home Phone #: 352-606-3720

Cell Phone #: 304-633-7110

E-mail Address: dianemgreenwell@gmail.com

Are you 18 years of age or older?  Yes  No

### GEOGRAPHIC INFORMATION

Current Address: 3267 Flamingo Blvd.

City, State, Zip : Hernando Beach, FL 34607

Time at this address: 8 Years 2 Month

Previous Address: 8706 Glenfield Way

City, State, Zip : Louisville, KY 40241

Time at this address 5 Years 8 Month

By signing below, you hereby authorize, empower and release from all liability, without reservation, any agency contacted by Hernando County to furnish the above-mentioned information. You further authorize ongoing procurement of the above-mentioned information at any time during your relationship with Hernando County. You agree that a fax or photocopy of this authorization is to be considered and accepted with the same authority as the original.

Jerry Diane Greenwell 01/27/2022  
Applicant's Signature Date

**(JERRY) DIANE M. GREENWELL**  
**3267 Flamingo Blvd.**  
**Hernando Beach, FL 34607**  
**(352) 606-3720 Home    (304) 633-7110 Cell**

**VOLUNTEER WORK EXPERIENCE:**

**04/01/22 to Present – Hernando Fine Arts Council**

- Committee Lead for Community, Advocacy, and Outreach
- Obtained \$3,500 in sponsorships for Art in the Park
- Fund-raising Committee
- Communications Team
- Brought Front Porch Art Walk idea to HFAC

**01/01/22 to Present – Organizer/Coordinator for 1<sup>st</sup> Saturdays Front Porch Art Walk**

**01/01/22-12/31/22 – Events & Social Media Marketing Coordinator for Hernando Beach Club**

**01/01/22-12/31/22 – VP Hernando Beach Property Owners Association**

- Scheduling of guest speakers for monthly membership meetings
- Coordination of 2022 Candidate Forum
- Assisting with website and social media marketing (1/01/20 to present)

**2019-Present – Member of Coastal Hernando Business Group**

**2018-Present – Member of Greater Hernando County Chamber of Commerce**

**2016-Present – Member of First Hernando Republican Club**

**2014-Present – Maintain more than a dozen social media pages to promote information on Hernando Beach, Hernando County businesses, Hernando County Government, and other worthwhile causes.**

**01/01/20-05/15/21 - President of Hernando Beach Property Owners Association (Resigned due to family medical emergency)**

- Setting agendas, presiding over meetings of the membership, applying Rules of Order and ensuring all matters received adequate discussion as needed;
- Working with the board and membership to conduct mandatory business during Covid-19 with work around solutions through member-agreed online voting, and creating E-News Letters to membership to keep them informed
- Creating a 2021 HBPOA calendar by selling ads to cover cost of publication, designing and selling calendar resulting in approximately \$3,800 in fundraising.
- Maintaining website and social media pages

**03/18-09/18 - Political Campaign Manager**

- Managing all aspects of campaign, including campaign finance reports, designing marketing materials, event coordinating, fundraising, chasing ballot mail campaigns

**WORK EXPERIENCE:**

**03/08 – 01/15 - Paralegal, Goldberg Simpson**

- Consulting Paralegal, establishing, maintaining and monitoring highly sensitive and confidential information in a national arbitration proceeding conducted pursuant to CPR Rules with 46 state attorney generals
- Attending national arbitration hearings, setting up and maintaining litigation databases, appeals, client intake interviews, reviewing, summarizing, drafting and filing pleadings, including deposition outlines, interrogatories
- Request for Admissions, Motions, Notices, Orders, deposition preparation, hearings, trial preparation, trials, summarize deposition and hearing transcripts, file pleadings in federal court

- ECF, Lexis Nexis, File & Serve; Microsoft Word, Excel, PowerPoint, Outlook, CaseMap, TextMap; Sanction, legal research and case summaries using TheLaw.Net, Fast Case, and Westlaw

**6/07 – 7/08 - Financial Services Representative, MetLife Financial Services, Hurricane, WV**

- Prospecting and locating clients with a need for personalized financial planning, investments through mutual funds and annuities, life insurance protection, retirement planning, long-term care protection, estate planning, business succession planning, and disability income protection
- Developing individual needs analysis for clients and making recommendations for specific products to assist them in meeting their goals and objectives
- Growing sales by reviewing existing client accounts to assure client's products are meeting their life change needs, and selling additional products as needed
- Appointment setting, follow-up, and making sure client's needs are being continuously met
- Obtained 110% of sales goals within first 19 weeks

**5/07 – 6/07**

- Studied and obtained WV Health and Life Insurance License and OH and KY
- Studied and obtained Series 6 and Series 63 Securities Licenses for WV, OH, And KY

**10/06 – 4/07 - Equipment and Supply Manager, U.S. Foodservice, Streator, IL**

- Managed/directed and sourced large and small equipment products to ensure sales and profitability
- Managed non-foods Buyer, E&S Specialist, and Administrative Assistants
- Maintained customer satisfaction
- Managed billing and ordering for accounts
- Managed department budget for nearly \$3 million in equipment sales
- Developed policies and procedures for all departments involved in credits and returns of equipment
- Disposed of aged returns resulting in inventory reduction and process improvement
- Developed and presented sales training programs for staff, sales trainees, territory managers and sales meetings
- Managed divisional drop shipments (orders, confirmations, shipments, invoicing)
- Made sales calls alone and with territory managers to local customers to initiate new sales of equipment
- Coordinated equipment vendors for sales meetings, training seminars and food shows
- Created sales aids for territory managers
- Assisted in Marketing efforts related to non-foods

**02/03 – 10/06 - Procurement Coordinator, US Foodservice, Hurricane, WV**

- Working with beverage, chemical, equipment and specialty brands managers to develop sales in high profit categories
- Providing support to the Brands Department through E&S invoicing, managing E&S returns, trouble shooting of customer orders, invoices, and credits
- Assisting with quotations, beverage equipment placement and tracking, placing orders for beverage equipment and parts, developing beverage and chemical usage reports, and assisting with research of pricing issues for the department
- Responsible for working with customers to determine their needs of smallwares, special equipment, and beverage equipment
- Designing and development of flyers, brochures, presentations and other materials as required for promotional products
- Developing spreadsheets, budgets, tracking reports
- Preparing and entering quotations, purchase orders, and customer invoices

**04/94-01/03 - National Accounts Coordinator, US Foodservice, Hurricane, WV**

- Responsible for administration of national accounts for two divisions of the second largest broadline food distributor nationally; establishing and maintaining customer price lists and special program pricing, providing product support and service to major accounts, maintaining communications with key customer management to assure implementation of program requirements

- Coordination of customer requirements with Vice President of Sales, Account Executives, and Purchasing
- Problem solving of all customer concerns to assure prompt response, including working with purchasing, distribution, and routing to assure results
- Designing, customizing, and administering contract bids, proposals, presentations, and budgets
- All National Accounts correspondence, setting appointments, planning events, golf outings, catering arrangements, entertainment etc. for new accounts
- Directing inside sales to coordinate new items and order deliveries with customer requirements
- Tracking and ordering beverage equipment; monitoring beverage sales; tracking of vendor bill backs
- Coordination of vendor/sales representative program to ensure vendor training of products

**04/85-12/93 - Sales Analyst, Adel Fasteners, Huntington, WV (Company moved to California)**

- Responsible for all aspects of customer service for a total of 400 plus accounts, including seven of top ten aerospace accounts, which included GE Aircraft Engines, Boeing Commercial Airplanes, and McDonnell Douglas Aircraft
- Duties included coordination of customer orders with purchasing and manufacturing, data entry of quotations, engineering requests, and coordination of schedule changes
- Directly handled and solved customer requests and complaints
- Determined and maintained pricing structures and adjustments, determined and maintained pricing structures and adjustments
- Established and maintained on-going production schedules for customers with continuous product requirements.
- Organized programs to adhere to and maintain specifications of multi-year, multi-million dollar contracts with top customers
- Coordinated direct contact with outside sales force and worked closely with salesman and customer to obtain complete customer satisfaction

**EDUCATION:**

- Marshall University, Huntington, WV- Associates in Applied Science with emphasis in Adult Technical Education and Marketing; graduated with Very High Honors, Dean's List, and 3.75 GPA. Proficient computer skills include Microsoft Word, Excel, and PowerPoint, ECF, Lexis Nexis, File & Serve; CaseMap, TextMap, Sanction, legal research and case summaries using TheLaw.Net, Fast Case, and Westlaw
- 2004 Next Day Gourmet E&S conferences
- 2003 NAFM Conference
- 2005, 2003, 2000, 1996 Federal Women's Program Training Seminars which have included Communicating With Style, Managing For Success, Improved Communication & Managing Dispute, Dealing with Dragons, and EEO Tips & Pitfalls for Managers
- Techniques for Telephone Marketing Seminar, Columbus, OH
- Various Government Procurement Seminars dealing with methods of selling to the government
- WV Career College - Executive Secretarial Degree. Graduated with a B+ average and was President of Nu Tau Sigma Honor Society Sorority

**AWARDS:**

- 2006 and 2005 Marshall University candidate for National Key Club Honor Society
- Dean's List – 2004-2005-2006
- 1993 Recipient of GE Aircraft Engines Leadership Award for response to expediting and resolving problems
- 1992 Recipient of McDonnell Douglas Aircraft's Award of Excellence for Outstanding Customer Service

**ACTIVITIES:**

- Governmental Affairs Committee of the Hernando Beach Property Owners Association 2016, 2017
- President Wyndham Place Homeowners Association, Louisville, KY 2011-2013
- Volunteer for Toronto Arts Council Foundation assisting with database maintenance for upcoming arts and events uploading events into website

- Directed County Fair Children's Pageant for two years raising more than \$1,200 for fair activities. Responsible for obtaining sponsorship and prizes for awards, and all aspects of pageant activities. Also, assisted with Oktoberfest Pageants