



City of Lathrup Village
 27400 Southfield Road
 Lathrup Village, MI 48076
www.lathrupvillage.org | (248) 557-2600

APPLICATION FOR COMMITTEES, COMMISSIONS, & BOARDS

Date of Application: 20 JAN 26

Please check the committee for which you are applying for:

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| <input type="checkbox"/> Board of Review | <input type="checkbox"/> Lathrup Village Foundation Board |
| <input type="checkbox"/> Building Authority | <input type="checkbox"/> Planning Commission |
| <input checked="" type="checkbox"/> Downtown Development Authority (DDA) | <input type="checkbox"/> Parks & Recreation Committee |
| <input type="checkbox"/> Historic District Commission | <input type="checkbox"/> Tree Committee |
| <input type="checkbox"/> Inclusion, Diversity, & Accessibility Committee | <input type="checkbox"/> Other: _____ |

Name: CHARLOTTE M JONES

Address: 18411 W. 12 MILE ROAD, LATHRUP VILLAGE, MI

Phone: (313) 204-6259

Email: charlotte.m.jones08@48076@gmail.com

Are you at least 18 years of age: YES NO

Are you a registered voter in Lathrup Village: YES NO

Have you been a BUSINESS OWNER resident of Lathrup Village for 1+ years: YES NO

A resume/CV is required with your application. Additionally, please include a letter that covers any additional information that clearly states your qualifications for serving on the committee you selected and why you believe you are the best fit to serve Lathrup Village.

Signature: Charlotte M Jones Date: 20 Jan 26

Applicants must be in good standing with the City to be eligible for committee, commission, or board appointment. Any outstanding violations or payments associated with the applying individual or individuals' property may result in the submitted application being rejected.

**Return completed application to:
 Lathrup Village – City Clerk, 27400 Southfield Road, Lathrup Village, MI 48076**

Kelly Garrett Mayor	Bruce Kantor Mayor Pro-Tem	Jalen Jennings Council Member	Dalton Barksdale Council Member	Jason Hammond Council Member
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Charlotte Marie Jones received Jesus Christ as her Lord and Savior in her teenage years. As a youth she attended Calvary Church of God in Christ, under the leadership of the late Superintendent James E. Slappy, Jr. with her family. She was educated in the Detroit Public School system. After graduating from High School, she enlisted in the United States Army, where she served for twenty-five years (ten on active duty and fifteen in the reserves), before retiring at the rank of "Sergeant First Class." She currently works for the Department of the Army as a "Program Analyst."

She attended Davenport University earning a Bachelor of Business Administration in June 2003. She went on to Walsh College earning a Master of Science in Management in September 2006.

After reading the Left Behind series Charlotte re-dedicated her life to Christ. She attended "The Missionary Awareness and Auxiliary Institute of the Michigan Southwest First Jurisdiction of the Church of God In Christ ", under the leadership of the late Bishop John Henry Sheard and graduated in September 2011.

In November 2014 she was joined in holy matrimony to Scottie L. Jones. In 2016 she helped her husband relaunch the ministry "Life of God Outreach Sons (LOGOS), Global Ministries" and faithfully worked alongside him. In July of 2017 she received her Evangelist Missionary's License through the Church of God in Christ, under the leadership of the late Bishop Isaac King, Jr. She graduated from the Embassy Training Center's Leadership Life Track in June of 2019, and in January 2021 was ordained as a Pastor by her husband. She faithfully serves along with her husband, equipping leaders and working under the gifting of administration.

Charlotte serves on the boards of LOGOS, Hope 4 All Seasons (where she is the COO) and The Bridge Networks. Through her, God birthed Healing Hearts Ministry where she mentors and ministers to women.

Charlotte has one adult son, Gary Pollard III; four adult bonus children Brianna, Scott, Jordan, and Taylor Jones, one granddaughter Jordyn Dior and a grandson Amai Jehan.

In 2021 God healed Charlotte from breast cancer, and her testimony has impacted the lives many.

Now thanks be unto God, which always causeth us to triumph in Christ, and maketh manifest the savour of his knowledge by us in every place.

II Corinthians 2:14

Charlotte Marie Jones
Southfield, Michigan 48075
(313) 204-6259
charlotte.m.jones08@gmail.com

Department of the Army (DOA)
Warren, Michigan 48397
April 2009 - Present

Professional Summary

Detail-oriented and highly organized Program Analyst with extensive experience supporting U.S. Army operations. Skilled in managing Defense Travel System (DTS) processes and serving as an Agency Program Coordinator (APC), ensuring compliance, efficiency, and accuracy in travel and program management. Proven ability to interpret and apply regulations, troubleshoot complex issues, and provide training and guidance to personnel.

Key Responsibilities

Lead Defense Travel System (DTS) Administrator

- Administer and oversee the U.S. Army's Defense Travel System, ensuring travel requests, authorizations, and vouchers are processed in compliance with Department of Defense (DoD) policies and Army regulations.
- Provide technical support and troubleshooting for DTS users, resolving system errors and travel discrepancies promptly.
- Review and approve travel authorizations and vouchers, verifying the accuracy of entitlements, expenses, and supporting documentation.
- Train military and civilian personnel on DTS procedures, policies, and updates to ensure efficient and compliant travel operations.
- Monitor travel budgets and expenditures, preparing reports for leadership and identifying opportunities for cost savings and process improvements.
- Act as a liaison between travelers, approving officials, and finance offices to resolve issues and ensure timely reimbursements.

Agency Program Coordinator (APC)

- Serve as the primary point of contact for the Army's Government Travel Charge Card (GTCC) program, overseeing cardholder account management and program compliance.
- Monitor account activity, identify potential misuse or fraud, and implement corrective actions as needed.
- Conduct cardholder training and briefings, ensuring personnel understand GTCC policies, proper usage, and reporting procedures.

- Reconcile monthly statements, resolve billing disputes, and maintain accurate records for audits and inspections.
- Coordinate with the bank, Army leadership, and other stakeholders to address program requirements and resolve escalated issues.
- Prepare and submit required reports on GTCC program status, delinquency rates, and corrective actions to command leadership.

Skills

- Expertise in Defense Travel System (DTS) administration
- Comprehensive knowledge of DoD and Army travel regulations
- Government Travel Charge Card (GTCC) program management
- Training and guidance for military and civilian personnel
- Financial reconciliation and reporting
- Problem-solving and troubleshooting
- Strong communication and interpersonal skills

Certifications & Training

- DTS Administrator Certification (if applicable)
- Agency Program Coordinator (APC) Training
- DoD Financial Management Training
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Education

- Bachelor of Business Administration, Davenport University, 2003
- Master of Science in Management, Walsh College of Accountancy and Business Administration, 2006