

April 26, 2024

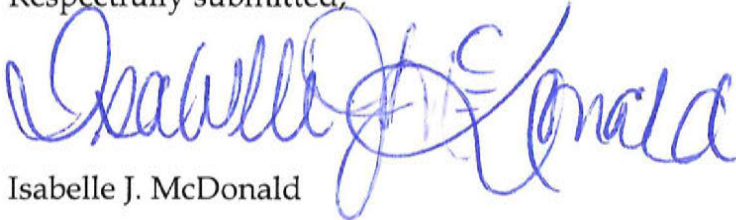
Isabelle J. McDonald
199 North Elm Avenue
Pahokee, FL 33476-1411

Human Resource Manager
City of Pahokee
207 Begonia Drive
Pahokee, FL 33476

Dear Sir/Madame:

I am writing this letter to express my interest in the position of Interim City Manager, for the City of Pahokee. I have given much consideration, again, to the decision to apply. I am confident that my years of professional experience, coupled with my training and education, which includes a semester of coursework in Public Administration, will provide me the tools that I need to become an effective, as well as proficient manager of the City of Pahokee. I realize that additional training and/or orientation may be needed, specific to certain areas of the job, and I am more than willing to undergo any processes needed to further prepare me for the challenge. I also look forward to working with the department heads and all staff, in an effort to take the City of Pahokee and its citizens forward, as this will quite an integral requirement, as we improve our economic, employment, community outlook, as well as the redevelopment in every aspect of our town. Thank you in advance for your consideration.

Respectfully submitted,



Isabelle J. McDonald

City of Pahokee Candidate for City Manager

ISABELLE J. MCDONALD

OBJECTIVE

I am looking to obtain a position as the City Manager of Pahokee, Florida. I welcome the challenge of managing the city's government. I have completed coursework in Public Administration and I also have management experience, having been a supervisor for over twenty years throughout my professional career. I have been exposed to and prepared myself for various aspects of business. I am ready to begin a new chapter as the City Manager of Pahokee.

EXPERIENCE

2022- Present – Retired Palm Beach County Sheriff's Office

2018 – Present Certified Jail Manager, American Jail Association, Hagerstown, MD

2017 – Present I. J. McDonald Insurance Agency, Inc. Licensed Insurance Agent, General Lines (Property & Casualty / Life, Health, and Annuities).

2016 -- 2022 Palm Beach County Sheriff's Office, West Palm Beach, FL

Corrections Lieutenant

- Oversee and insure the overall safety and security of the facility
- Supervise Sergeants in the supervision of line staff and care, custody, and control of inmates
- Insure the necessary documentation and notifications are made via chain of command

- Constantly review policy and procedure and initiate and implement needed changes

2015 -- Set Free Tabernacle of Prayer, Inc.

Pastor & Founder

- Oversee the overall running of the church
- Establish and meet with auxiliaries to encourage maximum operational proficiency
- Pursue opportunities for spiritual as well as holistic growth and well-being
- Insure the overall health and prosperity of the church by proper interaction with the trustee board and community

2014 -- Shiloh Missionary Baptist Church, Inc.

Acting Pastor

- Oversee the overall running of the church
- Address issues that arise
- Meet with auxiliaries to encourage maximum operational proficiency
- Provide regular reports to the pastor

2009 – 2010 Alternatives Unlimited, West Palm Beach, FL 33460

Lead Teacher

- Prepare and provide instruction as needed for students as prescribed in standards and curriculum guidelines
- Initiate parent contacts and provide progress reports as needed and required

1989–1991 Palm Beach County Sheriff's Office West Palm Beach, FL
Corrections Training Officer

- Provide training and orientation for new employees
- Provide updated information regarding new methods and procedures
- Submit the necessary documentation regarding such as required

1986–1989 Palm Beach County Sheriff's Office West Palm Beach, FL
Corrections Deputy

- Provide care, custody, and control of inmates in custody
- Notify supervisors of unusual events
- Submit documentation as warranted

1982–1986 City of Belle Glade Police Belle Glade, FL
Police Dispatcher/Matron

- Take and dispatch complaints
- Respond other emergency personnel as needed
- Type and file shift complaint log

EDUCATION

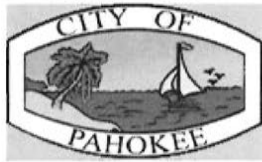
1992-1995 Barry University Miami Shores, FL
B.S., Business Administration

1999-2001 Nova Southeastern University Ft Lauderdale, FL
M.S., Mathematics Education.

2009-2009 Evangelical Bible College and Seminary Greenacres, FL
M.S., Religious Education

2009-2010 Evangelical Bible College and Seminary Greenacres, FL
TH.D, Theology

2012-2015 University of Louisville Louisville, KY
M.S., Justice Administration (Criminal Justice)



City of Pahokee

207 Begonia Dr., Pahokee, FL 33476 phone 561-924-5534 fax 561-924-8140

Please Print Clearly

APPLICATION FOR EMPLOYMENT

Please Answer All Questions. Résumés Are Not A Substitute for A Completed Application.

We are an equal opportunity employer. Applicants are considered for positions without regard to veteran status, uniformed service member status, race, color, religion, sex, national origin, age, physical or mental disability, genetic information or any other category protected by applicable federal, state, or local laws.

THIS CITY IS AN AT-WILL EMPLOYER AS ALLOWED BY APPLICABLE STATE LAW. THIS MEANS THAT REGARDLESS OF ANY PROVISION IN THIS APPLICATION, IF HIRED, THE CITY MAY TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY REASON, WITH OR WITHOUT CAUSE OR NOTICE PURSUANT TO CITY CODES AND POLICIES THAT MAY BE AMENDED FROM TIME TO TIME.

Applicant Name Isabelle Jackson McDonald

Position Applied For (list only one) City Manager (Interim)

Telephone Number (561) 516-0710 Alternate/Cellular Telephone Number () _____ - _____

Present Address: How long have you lived here? 7 years 7 months Years/Months

Street, Apartment, or Unit Number 199 North Elm Avenue

City/State/Zip: Pahokee, FL 33476

Email Address (optional) ijmcd444@gmail.com

Type of employment desired? Full-time Part-time (Specify Hours) _____

Are you willing to work overtime? Yes No

Date on which you can start work if hired immediately

Have you previously applied for employment with this City? Yes No

If Yes, when and for what position did you apply? 08/2021 and 09/2021 / City Manager

Have you ever been employed by this City? Yes No

If Yes, provide dates of employment, position and reason for separation from employment. NA

If applicable, below list any other names by which you have been known which may be necessary to allow us to confirm your work and educational record. For example, change of name, use of an assumed name, nickname, etc.

Isabella Jackson, Isabelle Jackson, Isabelle Jackson McDonald, Nickname - Belle

SPECIAL SKILLS

List any licenses or certifications you have that relate to this job: Administrative Officer's Course, Police Executive Leadership Law Enforcement and Corrections Certification, Leadership West Palm Beach, Florida Leadership Academy, Middle Management, etc.

Education	School Name and Location (Address, City, State)	Course of Study or Major	Graduate? Y or N	# of Years Completed	Honors Received
High School	Pahokee High	Diploma	Y	12	Yes
College	Barry University	Bachelor	Y	2	Yes
Graduate/ Professional	Nova & University of Louisville	Master's	Y	3	Yes
Trade or Correspondence					

WORK EXPERIENCE

Please list the names of your present and/or previous employers in chronological order with present or most recent employer listed first. Provide information for at least the most recent seven (7) year period. If self-employed, supply firm name and business references. You may include any verifiable work performed on a volunteer basis, internships, or military service. Your failure to completely respond to each inquiry may disqualify you for consideration from employment. Please do not answer "see resume." (You may attach additional sheets if needed.)

1. Name of Current or Last Employer I. J. McDonald Insurance Agency, Inc.
 Address: 725 East Main Street, Suite B Telephone: (561) 285-9447
 Job Title: C.E.O. Supervisor Name: NA
 From 07/18 To: 04/24 Hours Worked: Full-Time
 Duties: Manage office, provide insurance quotes and coverage for customers as needed.

Reason for Leaving: NA

May we contact? Yes No If No, why not? _____

Were you ever disciplined? If so, for what? NA

2. Name of Former Employer: Palm Beach County Sheriff's Office
 Address: 3228 Gun Club Road, West Pal Beach, FL 33406 Telephone: (561) 688-3000
 Job Title: Corrections Lieutenant Supervisor Name: Captain John Cardaropoli
 From 06/86 To: 05/22 Hours Worked: Full-Time
 Duties: Watch Commander Supervise and oversee the running and functions of the facility while insuring the safety and security, and care custody and control of incarcerated individuals.

Reason for Leaving: Retired May we contact? Yes No If No, why not? _____

Were you ever disciplined while employed? If so, for what? Yes, off duty conduct 1996 and improper release 2014.

3. Name of Former Employer: City of Belle Glade

Address: 100 SW MLK Blvd, Belle Glade, FL 33430 Telephone: () _____ - (561) 996-0100

Job Title: Disatcher/Matron Supervisor Name: Lee Kielman

From 09/82 To: 06/86 Hours Worked: Full-Time

Duties Take incoming calls for service/complaints for and dispatch to the appropriate zone and also respond emergency services as needed depending on the type of call.

Reason for Leaving: Seek other employment oppourtunities.

May we contact? Yes No If No, why not? _____

What will this employer say was the reason your employment terminated? Stated above

Were you ever disciplined? If so, for what? No

Have you ever been terminated or asked to resign from any job? Yes No

Has your employment ever been terminated by mutual agreement? Yes No

Have you ever been given the choice to resign rather than be terminated? Yes No

If you answered Yes to any of the above three questions, please explain the circumstances of each occasion.

PROFESSIONAL REFERENCES

Please list the names of additional work-related references we may contact. Individuals with no prior work experience may list school or volunteer-related references.

Name	Position	Company	Work relationship (i.e. Supervisor, co-worker)	Telephone
Eddie Rhodes	Retired Administrator	Palm Beach County Schools	Supervisor	(561) 261-6605
Christopher Cook	Retired Watch Commander	Palm Beach County Sheriff's Office	Supervisor	(800) 408-6724
Michael Devoter	Division Major	Palm Beach County Sheriff's Office	Supervisor	(561) 688-3000

PERSONAL REFERENCES

Please list names of personal references (not previous employers or relatives) who you know that we may contact.

Name	Occupation	Address	Telephone	Number of Years Known
Shirley Moorer	Retired Day Care Director	Belle Glade, FL 33430	(561) 985-1018	19 years
Robbie Everett	Retired Educator	331 East 2nd Street, Pahokee, FL	(561) 914-0280	46 years
Tamara Starks	Program Director	169 S Flame Ave, Pahokee, FL 33476	(561) 222-3022	45 years

DRIVING INFORMATION [Optional]

(Complete only if driving is an essential function of the job for which you are applying).

Do you have a current valid driver's license? Yes No

If yes, License No.: XXXXXXXXXX State: FL Expiration Date: 10/28/2026

If you do not have a Florida driver's license, why not? NA

_____ Has your license ever been suspended or revoked?

Yes No

If yes, explain: _____

Please list all moving traffic violations in the last five (5) years:

Offense	Date	Location	Comments
NA			

APPLICANT ACKNOWLEDGEMENT & AUTHORIZATION

I hereby certify that the answers to the foregoing are true and correct to the best of my knowledge. I understand that CITY OF PAHOKEE ("the CITY") will attempt to verify statements made on my application.

I understand that the CITY requires certain information about me to evaluate my qualifications for employment and to conduct its business if I become an employee. I understand that false, incomplete or misleading statements or omissions on this application or any other pre or post-employment form, or in any interview or other oral communication, may be considered sufficient cause for dismissal, if and when discovered. The use of this application does not indicate there are positions open and does not in any way obligate the CITY.

I authorize personal references, as well as professional references, other persons, companies, corporations, schools, and law enforcement agencies identified in this application to furnish to the CITY and/or its representatives any information they have concerning me.

I understand that I may be required to submit to drug testing now or at any time in the future and I agree to such testing. Moreover, I understand that my failure or refusal to undergo such testing will result in the withdrawal of my employment application.

I will be able, if hired, to certify that I am authorized to work in the United States of America. The Immigration Reform and Control Act of 1986 requires that, upon hiring, employers verify the authorization to work and identity of all new employees. An offer of employment is contingent upon the CITY's ability to verify this necessary information.

I understand that if I am hired, confidential information regarding the CITY, and/or its customers and employees may be available to me and that this information must not be disseminated or used except for the CITY's benefit. If employed, I agree to keep all information about the CITY, including such information regarding its business methods, protocols, customers and employees, confidential and shall not disclose this information to any unauthorized personnel whether within or without the CITY.

I understand that this application or subsequent employment does not create a contract of employment nor does it guarantee employment for any definite period of time. Should I be hired, I understand that my employment is at-will and my employment may be terminated at any time with or without cause, and with or without notice.

EXEMPTION FROM PUBLIC RECORDS DISCLOSURE

Are you a current or former law enforcement officer, other employeeor the spouse or child of one, who is exempt from public records disclosure under 119.07, F.S.? Yes No**

If yes, explain: Retired Corrections Lieutenant

****Other covered jobs include: correctional and correctional probation officers, firefighters, certain judges, assistant state attorneys, state attorneys, assistant and statewide prosecutors, personnel of the Department of Revenue or local governments.**

Complete Signature of Applicant Date

Thank you for completing this application form and for your interest in employment with the City of Pahokee. Due to the volume of applications received, we may not interview every applicant. In the event you are selected for interview, we will contact you.

Applications will not be considered active after one hundred eighty (180) days from date of application unless renewed, in writing, by the applicant.

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED

VETERANS NOTICE & CONSENT FORM

Check appropriate item to claim Veterans' Preference. Documentation substantiating your claim **MUST** be furnished at the time of application or your claim for veterans' preference will be invalid.

1. A Veteran who has served duty in any branch of the Armed Forces who has a presently existing service- connected disability 30% or more compensable under public laws administered by the Veterans' Administration; or who is receiving compensation, disability retirement benefits, or pension by reason of public laws administered by the Veterans' Administration and the Department of Defense; **or**
2. The spouse of a veteran who cannot qualify for employment because of a total and permanent disability, or the spouse of a veteran missing in action, captured or forcibly detained or interned in line of duty by a foreign government of power; **or**
3. A veteran of any war who has served on active duty for at least one (1) day during the wartime era, including but not limited to the following:
 - (a) Spanish-American War: April 21, 1898 to July 4,1902;
 - (b) Mexican Border Period: May 9, 1916 to April 5,1917;
 - (c) World War I: April 6, 1917 to November 11, 1918; extended to April 1, 1920, for those veterans who served in Russia; also, extended through July 1, 1921, for those veterans who served after November 11, 1918, and before July 2, 1921, provided such veterans had at least 1 day of service between April 5, 1917, and November 12, 1918;
 - (d) World War II: December 7, 1941, to December 31,1946;
 - (e) Korean Conflict: June 27, 1950, to January 31,1955;
 - (f) Vietnam Era: February 28, 1961, to May 7,1975;
 - (g) Persian Gulf War: August 2, 1990 and ending on the date thereafter prescribed by Presidential proclamation or by law; **or**
4. The unmarried widow or widower of a veteran who died of a service-connected disability.

Have you claimed and been employed through Veterans' Preference since October 1, 1987? Yes No

If yes, give name of Employer: _____

Note: Under Florida law, preference in appointment and employment shall be given, by the State and its political subdivisions, first to those persons included in #1 and #2 above, and second to those persons included under #3 and #4 above. If any applicant claiming a veterans' preference for a vacant position is not selected for the position, they may file a complaint with the **Division of Veterans' Affairs, P. O. Box 1437, St. Petersburg, Florida 33731**. A complaint shall be filed within 21 days after notice of a hiring decision. If notice of a hiring decision is not given, a complaint may be filed at any time.

Applicant's Full Name (Please Print) _____

BRANCH OF SERVICE

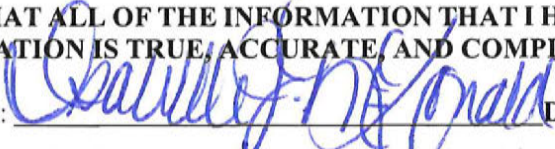
DATA ENTRY

DATE OF DISCHARGE

SIGNATURE FORM

THIS APPLICATION WILL BE CONSIDERED ACTIVE FOR A MAXIMUM OF ONE HUNDRED EIGHTY (180) DAYS. IF YOU WISH TO BE CONSIDERED FOR EMPLOYMENT AFTER THAT TIME, YOU MUST REAPPLY. DO NOT SIGN UNTIL YOU HAVE READ ALL OF THE INFORMATION CONTAINED IN THE APPLICATION.

I CERTIFY THAT ALL OF THE INFORMATION THAT I HAVE PROVIDED ON THIS APPLICATION IS TRUE, ACCURATE, AND COMPLETE.

Applicant Signature:  **Date:** 04/26/2024

If the applicant is a minor, the foregoing release and consent must be signed by the applicant's parent or legal guardian. Signature by the applicant's parent or legal guardian constitutes acknowledgment by the applicant and the parent or legal guardian that the City, to the extent permitted by federal, state, and local law, can test the applicant for illegal or controlled substances, conduct inspections of property without notice, and communicate test results to City personnel who need to know, the applicant, and the applicant's legal guardian.

Parent/Legal Guardian **Witness**

Date **Date**



This is to certify that

Isabelle McDonald

of

Leadership West Palm Beach 2013

*has developed an understanding of the diverse issues facing
the City of West Palm Beach,
the dynamics of urban change,
and has demonstrated a sincere commitment to utilize this knowledge for the
improvement of our City.*

June 10, 2013

*Ryan McCabe
Chair, Steering Committee*

The Southern Police Institute

Department of Justice Administration
College of Arts and Sciences
University of Louisville

on recommendation of its faculty and by virtue of the authority
vested in it by the trustees of the university has awarded to

Isabelle J. McDonald

this certificate as evidence of the satisfactory completion of the

Administrative Officers Course

Given in the City of Louisville in the Commonwealth of Kentucky
in the United States of America in the year of Our Lord two thousand
and twelve on this eighth day of November.



James A. [Signature]
President of the University of Louisville

[Signature]
Chair, Justice Administration

J. Blaine [Signature]
Dean of the College of Arts and Sciences

[Signature]
Director of the Southern Police Institute

The Southern Police Institute

Department of Justice Administration
College of Arts and Sciences
University of Louisville

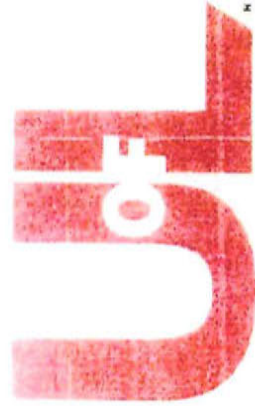
on recommendation of its faculty and by virtue of the authority
vested in it by the trustees of the university has awarded to

Isabelle J. McDonald

this certificate as evidence of the satisfactory completion of the

Police Executive Leadership Graduate Program

Given in the City of Louisville in the Commonwealth of Kentucky
in the United States of America, in the year of Our Lord two thousand
and twelve on this eighth day of November.



James J. Lane
President of the University of Louisville

D. Flaherty
Chair, Justice Administration

J. Blaine Hudson
Dean of the College of Arts and Sciences

Don Hughes
Director of the Southern Police Institute

PALM BEACH COMMUNITY COLLEGE
AWARD OF ACHIEVEMENT

Criminal Justice Institute


Isabelle J. McDonald

has successfully completed

Florida Leadership Academy



Date of Class: Nov. 5, 2007-Feb. 8, 2008
Contact Hours: 128
CEUs: 12.8


Patrick M. Kelly, Director



The University of Louisville

To all to whom these Letters shall come, Greeting:

The trustees of the University on the recommendation of the University faculty and by virtue of the authority vested in them have conferred on

Isabelle J. MacDonald

who has satisfactorily pursued the studies and passed the examinations required therefor the degree of

Master of Science

with all the rights, privileges and honors pertaining thereto.

Granted at the University of Louisville in the Commonwealth of Kentucky on the Eleventh day of August in the year Two Thousand Fifteen.



Robert Curtis Harlow, M.D.
Vice-Chair, Board of Trustees

James A. Cairns
President of the University

NoVA Southeastern University

The Trustees of the University
on the recommendation of the Faculty confer upon

Isabelle Jackson McDonald

the degree of

Master of Science

with all rights, privileges, and responsibilities thereto appertaining.

In Witness Whereof, the seal of the University
and the signatures of the President and the Provost are hereto affixed.

Given at Fort Lauderdale, Florida,

August 31, 2001.



President
Ray Ferris
Isabelle Jackson McDonald

BARRY HINNE UNIVERSITY

Upon the recommendation of the Faculty, the Board of Trustees
has conferred on

Isabelle Jackson

the degree of

Bachelor of Professional Studies

in recognition of the satisfactory fulfillment of the requirements
pertaining to this degree.

Given this twentieth day of December, nineteen hundred and ninety-five
in Miami Shores, Dade County, Florida.

Dr. Samuel D'Angelo

President



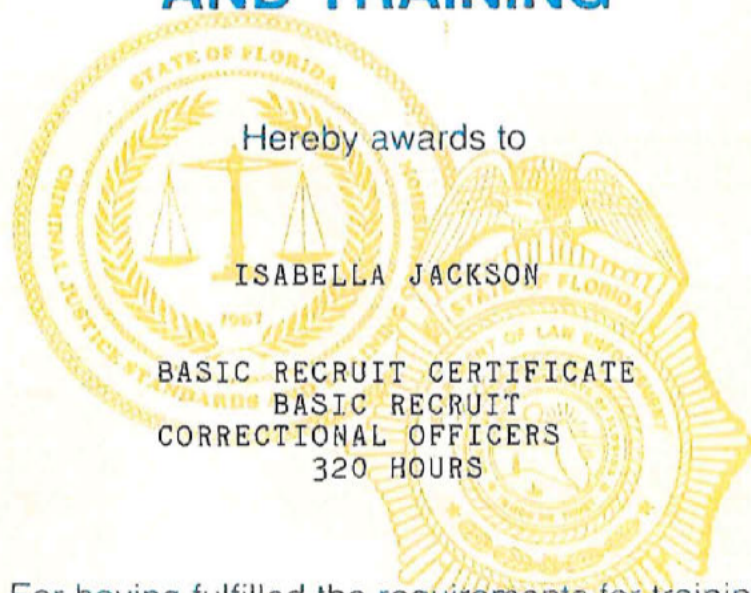
Dr. Loretta Mulry, Ed.D.
Dean

Bob Graham
D. ROBERT GRAHAM
GOVERNOR

Robert R. Dempsey
ROBERT R. DEMPSEY, COMMISSIONER
FLORIDA DEPARTMENT OF
LAW ENFORCEMENT

STATE OF FLORIDA

**THE COMMISSION ON
CRIMINAL JUSTICE STANDARDS
AND TRAINING**



Hereby awards to

ISABELLA JACKSON

BASIC RECRUIT CERTIFICATE
BASIC RECRUIT
CORRECTIONAL OFFICERS
320 HOURS

For having fulfilled the requirements for training
as prescribed in Chapter 943
of Florida Statutes

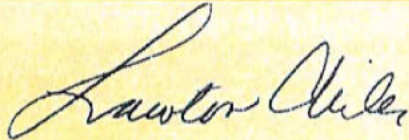
Bobby R. Burkett
BOBBY R. BURKETT, CHAIRMAN
CRIMINAL JUSTICE STANDARDS
AND TRAINING COMMISSION

Rod Caswell
ROD CASWELL, DIRECTOR
DIVISION OF CRIMINAL JUSTICE
STANDARDS AND TRAINING

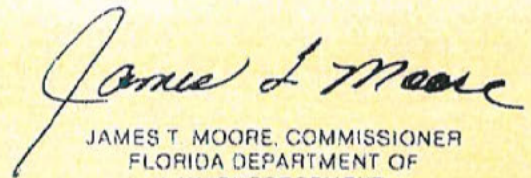
AUGUST 26, 1986



44-86-502-05



LAWTON CHILES
GOVERNOR



JAMES T. MOORE, COMMISSIONER
FLORIDA DEPARTMENT OF
LAW ENFORCEMENT

STATE OF FLORIDA

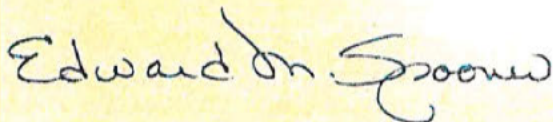
**THE COMMISSION ON
CRIMINAL JUSTICE STANDARDS
AND TRAINING**

Hereby awards to

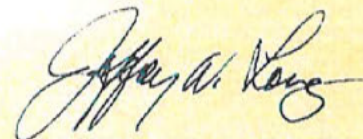
ISABELLA JACKSON

ADVANCED TRAINING CERTIFICATE
MIDDLE MANAGEMENT
80 HOURS

For having fulfilled the requirements for training
as prescribed in Chapter 943
of Florida Statutes



EDWARD M. SPOONER, CHAIRMAN
CRIMINAL JUSTICE STANDARDS
AND TRAINING COMMISSION



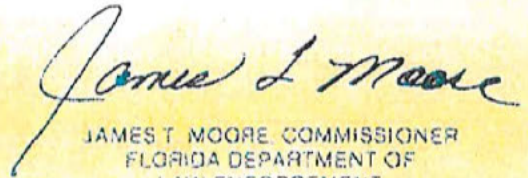
JEFFREY W. LONG, DIRECTOR
DIVISION OF CRIMINAL JUSTICE
STANDARDS AND TRAINING

MAY 02, 1991

44-91-007-01



LAWTON CHILES
GOVERNOR



JAMES T. MOORE, COMMISSIONER
FLORIDA DEPARTMENT OF
LAW ENFORCEMENT

STATE OF FLORIDA

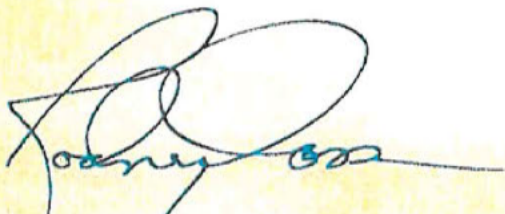
**THE COMMISSION ON
CRIMINAL JUSTICE STANDARDS
AND TRAINING**

Hereby awards to

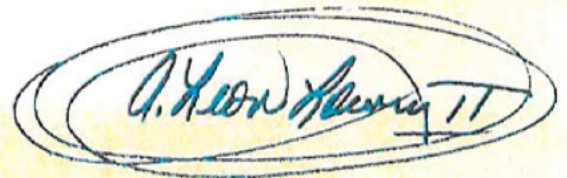
ISABELLE JACKSON

BASIC RECRUIT CERTIFICATE
CROSS TRAINING
LAW ENFORCEMENT OFFICERS
284 HOURS

For having fulfilled the requirements for training
as prescribed in Chapter 943
of Florida Statutes



RODNEY DOSS, CHAIRMAN
CRIMINAL JUSTICE STANDARDS
AND TRAINING COMMISSION



A. LEON LOWRY, II, DIRECTOR
DIVISION OF CRIMINAL JUSTICE
STANDARDS AND TRAINING

February 16, 1994

147445