


ADMINISTRATIVE REFERENCE FORM

Organization: **Collier County Public Schools** Applicant: **James Molenaar**

Assigned To: **Users: Andrew Brown, Jeanna Mon**

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 To be completed by Collier County Public Schools Human Resources Department:

Administrative Reference Form for position/vacancy (Title/Location):

Board Attorney

Attn (CCPS Human Resources Representative):

Email (CCPS Human Resources Representative):

 To be completed by the Perspective Employee's current/former supervisor:

Prospective Employee James Molenaar has provided your name as a reference. Please answer the following questions below, then submit the form at your earliest convenience. Thank you!
-Collier County Public Schools, Department of Human Resources

Between what dates did you work with the applicant? (Or between what dates have you known the applicant's work?)

About 15 months; 08/2021- 11/2022; Fulltime, sometimes in person, sometimes remote.

Why did he/she leave?

Voluntarily; He was commuting from Naples; he did not come into the office every day but the commute from Naples was difficult.

How would you describe his/her working relationship with his/her supervisor?

Pretty good; we spoke frequently; we checked in once per week when he was not in the office and more frequently when he was.

How did he/she get along with staff members?

Alright. He was not there as much as other staff due to the distance so that (the relationships) did not develop as well as it may have if he were present more frequently.

Did he/she meet the goals and objectives of his position?

Yes

Please summarize areas of strengths and areas for further improvement based on his/her position.

Strength- Really good grasp of the fiscal workings of the county and the clerk's office.
Improvement- The legislative side; writing ordinances was difficult at first.

Are there areas that a potential future supervisor should be aware of for further coaching?

Can't think of any.

Was he/she punctual and reliable?

Yes No

Comments on the previous question:

How was his/her attendance record?

Pretty good; did not call out unnecessarily.

Did he/she have any disciplinary issues while supervised by you?

Yes No

Comments on the previous question:

Overall, how would you rate him/her?

Excellent Above Average Average Below Average

Comments on the previous question:

If he/she were to apply for a position with you, would you recommend to hire him/her?

Yes No

Comments on the previous question - reasoning for recommendation or no recommendation for hire:

If he relocated to Key West.

Do you know of anything in the applicant's background that may place children or adults at risk?

No.

Is there anything else about him/her that I need to know as a prospective employer?

He was very helpful and volunteered to do things outside of the job.

Thank you for your time and input.

Name:

Title/Position:

School/Company:

Telephone:

Email:

In what capacity did you work with the applicant?

Date reference check completed:

Please be advised, per Florida Statue 119, it is the policy of this state that all state, county, and municipal records shall be open for personal inspection by any person upon specific request.

To be completed by Director, or designee.

Signed: Andy Brown

Stamped: Tue Jan 24 2023 13:53:25 GMT-0500 (Eastern Standard Time); 1/24/2023 12:53:26 PM; 2023-01-24 18:53:26Z; 208.66.198.12; User - brownal0 - brownal0@collierschools.com

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ADMINISTRATIVE REFERENCE FORM


Organization: **Collier County Public Schools**

Applicant: **James Molenaar**

Assigned To: **Users: Andrew Brown, Jeanna Mon**

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 **To be completed by Collier County Public Schools Human Resources Department:**

Administrative Reference Form for position/vacancy (Title/Location):

Attn (CCPS Human Resources Representative):

Andy Brown, Senior Director

Email (CCPS Human Resources Representative):

browna10@collierschools.com

 **To be completed by the Perspective Employee's current/former supervisor:**

Prospective Employee James Molenaar has provided your name as a reference. Please answer the following questions below, then submit the form at your earliest convenience. Thank you!
-Collier County Public Schools, Department of Human Resources

Between what dates did you work with the applicant? (Or between what dates have you known the applicant's work?)

About 6 years; April 2014 he worked as an Internal Audit Manager, then moved to Legal Counsel in 2018 when I became Clerk.

Why did he/she leave?

I terminated Mr. Molenaar after he registered to run against me- he did not provide notice to me of his intent to run. He was also required to resign in order to run but had not done so at the time. I lost confidence in his ability to provide legal guidance to the Clerk's office.

How would you describe his/her working relationship with his/her supervisor?

Initially it was good. I encouraged him to seek trainings and certifications; tried to mentor , encourage and support him. When I did not promote him for positions he sought within the Clerk's office, the tone changed and the relationship became strained at that point.

How did he/she get along with staff members?

Initially, he was very personable and got along with others; he had an inappropriate relationship with a subordinate while working for the Clerk. He also had occasions where he was confrontational with staff. After he unsuccessfully ran against me, he and other former staff members filed a lawsuit against me but were unsuccessful. There are transcripts available of depositions related to the lawsuit; Federal case # 2:21-CV-20-JLB-NPM.

Did he/she meet the goals and objectives of his position?

He did not meet goals and objectives; there were concerns throughout his employment. I lost confidence in his legal counsel particularly around HR and ethics related recommendations.

Please summarize areas of strengths and areas for further improvement based on his/her position.

I struggle with any strengths. Weaknesses- Understanding of laws as related to Covid/leaves, federal law related to HR matters, ethical issues. He failed to notice me regarding his intent to run in the election. The depositions (mentioned above) determined he was working within the organization against me while on Clerk-time and using Clerk equipment/resources.

Are there areas that a potential future supervisor should be aware of for further coaching?

Particularly anything related to providing legal counsel. He will need to quickly understand education law, HR, anything he may be asked to provide a legal opinion.

Was he/she punctual and reliable?

Yes No

Comments on the previous question:

Willing to work later hours. This deteriorated as the termination date approached.

How was his/her attendance record?

Fine during the earlier years of his employment; within the range of earned leave days. Attendance became more of a concern in the later years of his employment with the Clerk.

Did he/she have any disciplinary issues while supervised by you?

Yes No

Comments on the previous question:

Confrontations with staff contributed to him being moved to a different building; He shared information with me once regarding a background check that was for the wrong person.

Overall, how would you rate him/her?

Excellent Above Average Average Below Average

Comments on the previous question:

If he/she were to apply for a position with you, would you recommend to hire him/her?

Yes No

Comments on the previous question - reasoning for recommendation or no recommendation for hire:

He is not eligible for rehire with the Clerk's office.

Do you know of anything in the applicant's background that may place children or adults at risk?

I recommend you do a very thorough background check.

Is there anything else about him/her that I need to know as a prospective employer?

I'm confused as to why he would list me as a reference on an application. His personnel file is available for review.

Thank you for your time and input.

Name:	Crystal Kinzel
Title/Position:	Clerk of Collier County Circuit Court and Comptroller
School/Company:	Collier County Clerk
Telephone:	(239) 252-2646
Email:	
In what capacity did you work with the applicant?	Supervisor
Date reference check completed:	01/25/2023

Please be advised, per Florida Statue 119, it is the policy of this state that all state, county, and municipal records shall be open for personal inspection by any person upon specific request.

To be completed by Director, or designee.

Signed: **Andy Brown**
 Stamped: Tue Jan 31 2023 08:37:05 GMT-0500 (Eastern Standard Time); 1/31/2023 7:37:06 AM; 2023-01-31 13:37:06Z; 208.66.198.12; User - brownal0 - brownal0@collierschools.com

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