

Resumes for WSA Board Reappointments

- **Mary Batch, Place 1, Business**
- **Porter Dillard, Place 11, Business**
- **Elizabeth Lutz, Place 15, CBO**
- **Mark Luft, Place 20, Economic Development**

H-200: Nomination Slate

Local Workforce Development Board Nomination Slate

PLEASE TYPE OR PRINT

1. Workforce Area: Alamo
2. Name of Nominee: Mary Batch
3. Organization Representing Toyota Motor Manufacturing Texas, Inc
4. Position/Title: Asst. Manager, Human Resource Dept.
5. Address: 1 Lancaster Pass City/Zip Code: San Antonio, TX 78264
6. Telephone Number 210-263-4238 Fax: _____ Cell: 210-262-4437
7. E-mail: mary.batch@toyota.com
8. Gender: ☐ Male ☒ Female
9. Race: What is the nominee's race? Mark one or more races to indicate what the nominee considers himself/herself to be.
- ☐ White ☐ Black/African American/Negro ☐ Chinese ☐ Korean
- ☐ Asian Indian ☐ American Indian/Alaska Native ☐ Samoan ☐ Japanese
- ☐ Vietnamese ☐ Guamanian or Chamorro ☐ Filipino
- ☐ Native Hawaiian ☐ Some Other Race _____
10. Hispanic Origin: Is the nominee Spanish/Hispanic/Latino?
- ☐ No, not Spanish/Hispanic/Latino
- ☐ Yes, Mexican, Mexican American, Chicano ☐ Yes, Puerto Rican
- ☐ Yes, other Spanish/Hispanic/Latino, specify: _____ ☐ Yes, Cuban
11. Reference Item 3. Please list any applicable Employer TWC Tax Account Number(s):
- 1.) _____ 2.) _____ 3.) _____
12. Total Number of Employees associated with Employer TWC Tax Account Numbers listed in Item 11: _____

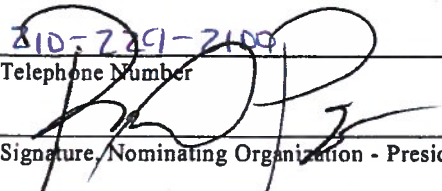
13. Please indicate the Workforce Board category the nominee represents (Check Only One):

Private Sector Large/For-Profit Business (large 500 employees or more).....	☐
Private Sector Small/For-Profit Business (fewer than 500 employees).....	☐
Other Private Sector.....	☐
Education.....	☐
Literacy Council.....	☐
Economic Development.....	☐
Vocational Rehabilitation.....	☐
Public Employment Service (TWC).....	☐
Adult Basic and Continuing Education.....	☐
Organized Labor [20 C.F.R. §628.410(a)(3)].....	☐
Community-Based Organization (CBO)	☐
Public Assistance.....	☐

Special Board Requirements - Indicate, if applicable:

14. Nominee has expertise in child care or early childhood education..... ☐
15. Nominee is a veteran AND is actively engaged in the field of veterans affairs or services..... ☐

Chief Elected Official's Membership Guide for Local Workforce Development Boards

16. San Antonio Chamber of Commerce
Name of Nominating Organization
17. 602 E. Commerce San Antonio TX 78205
Street Address or P.O. Box of Nominating Organization City State Zip
18. 210-229-2100 210-229-1600
Telephone Number Fax
19.  9/21/2016
Signature, Nominating Organization - President, Director, or other official Date of Signature
20. Richard Perez President : CEO
Print or Type Name Print or Type Title

Individuals may receive, review and correct information that TWC collects about the individual by emailing to open.records@twc.state.tx.us or writing to TWC Open Records, Rm 266, 101 East 15th St., Austin, TX 78778-0001.

Mary Batch

**Assistant Manager of Human Resources Development
Toyota Motor Manufacturing, Texas**

Mary is the Assistant Manager of Human Resource Development at Toyota Motor Manufacturing, Texas, Inc. (TMMTX), located on the south side of San Antonio, Texas. Mary areas of responsibilities in HRD are corporate and compliance training, leadership development programs, role base training, maintenance fundamental skills training, and the future pipeline initiatives.

Mary's has played a critical role in growing the next workforce generation in technology. she has been instrumental exposing the youth in San Antonio in STEM initiatives through interactive engagement activities beginning at the middle school level in engineering, multi-skill maintenance and production. Entering into her sixth year with her partnership with Alamo Colleges and the Alamo Academies (National model); she has provided 8-week summer internships for high school students enrolled in the Advanced Manufacturing & Technology Academies in between their junior and senior year. Primary purpose is to expose them to the different possibilities that an education and hands on manufacturing experience can bring.

Since the inception of the internship along with the education committee of the San Antonio Manufacturing Association they have endorsed the Manufacturing Skills Standard Council of both the Safety and Quality certification as a criterion to be accepted into the summer internship at not only Toyota but with the other participating manufacturers in the area.

Her passion in providing a positive learning environment supports a diverse culture that respects people. Her most recent project is the "Advance Manufacturing Technician Program" a two year working scholarship that launched the fall of 2013 represents 36% females with the Alamo Academies interns feeding directly into the two-year program.

Since 2006 she has been an active member of several educational advisory committees at the high school and community college level; in addition, Mary holds a leadership position at the national level with Automotive Manufacturers Technology Education Collaborative (AMTEC), Manufacturing Skills Standard Council (MSSC) Executive Board and recently appointed to the Workforce Solutions Alamo (WSA) Board.

MARY K. BATCH

685 Engelhart Rd.
San Antonio, TX 78264
Cell: 210-415-7195

marybatch@outlook.com

SUMMARY

Human Resources Assistant Manager and leader experienced in training & development, communications, instructional design, and management. With strengths in fostering relationships (external and internal) by coaching, mentoring, developing team members and educating the community to meet business needs through organizational development and by addressing workforce issues with developing systems that encourage cross functional collaborations and a diverse workforce.

EXPERIENCE:

Toyota Motor Manufacturing, Texas, Human Resources Assistant Manager (7 years)

Support HR Training & Development in the recommendation, development and implementation of core and fundamental value added training and development & workforce programs for all team members & future pipelines that contributes to long-term individual growth and supports the development based on business needs that leads to self-reliance. Through commitment and the meeting of daily challenges by responsibly creating a positive learning environment that will support a diverse culture that respects people by maintaining the following principles: Effective teaching and coaching on a timely basis, maintaining flexibility and daily commitment to Teamwork and Cooperation.

- Developed a strategic plan and gained consensus to implement a new HRD Maintenance Fundamental Skills Training (MFST) Model along with the team to support. MFST intent is to increase skilled team member effectiveness through standard training & skill confirmation with observation & audits. Skill level will be tied into team member performance evaluation.
- Developed a strategic plan to assess current skill level of maintenance workforce by implementing the AMTEC NOCTI general maintenance assessment – this assessment was already in place for the AMT program for pre-post evaluation.
- Developed individual specialists' capabilities on problem solving, technical skills and project management by ensuring all have completed TBP thorough panel completion; sustain problem solving skills by utilizing FMDS and understand development opportunities utilizing CDP and one on one weekly meetings.
- As part of our backyard strategy successfully launch the Advanced Manufacturing Technician (AMT) program to develop a future generational multi-skilled maintenance workforce in the recruitment and sponsorship of diverse students. Two graduated classes have yielded 20 STM hires with 22 in the pipeline.
- Fostering existing and new relationships at Alamo Colleges Systems in the collaboration of a new degree program that includes AMTEC national curriculum/certification for the training model for a robust AMT program.
- Develop a strategic plan and gained cross-functional consensus and approval with maintenance, manufacturing and administration in establishing a skilled maintenance variable workforce hiring pathway to support closing plant maintenance gap.
- Team Member to Team Leader Development Program (TM_TLDP) project successfully launched April 2012

and currently in second phase. Results of program to date: 44 TMs promoted to TL

- Cross-functional collaboration project with HR T&D and TPS teams that gained approval to initiate and support local community in manufacturing awareness by developing the Advanced Technology and Manufacturing Academy (ATMA) high school internship during the summer months at TMMTX – currently three consecutive summers have provided internships for 24 students at TMMTX.
- Cross-functional working group with Accounting & Finance, Alamo Colleges and Texas Workforce Commission (TWC) to meet contractual and project management requirements with the awarded \$8.6M Skills Development Training Grant that supported the Tacoma launch (both production & maintenance TMs); activities included contractual amendments, monthly KPI reports to TWC. A standardized process and framework was established in regards to the Skills Development Training Grant that will be valuable in the event another grant opportunity is available to TMMTX; this included the format for training rosters that aligned with TWC TIF requirements.
- Established the first HR and administrative FMDS board to manage team in Hoshin targets and daily KPI's; resulted in above target quarterly audits pass two years; team development of ownership of KPI's and understanding of PDCA; team successful achievements of meeting or exceeding Hoshin end year targets. Specifically, QCC participation rate has exceeded NA KPI's two years straight; OJD for managers went from 9% complete to 100% through reflection.

Toyota Motor Manufacturing, Texas, Human Resources Specialist (3 years and 1 month)

Worked towards meeting the daily developmental organizational needs by delivering quality training and coaching resources to team members respect for people and their challenges; which will strengthen the training & development team and the organization that will contribute to the long-term individual growth and development; by planning, implementing and supporting strategies and projects.

- On the Job Development (OJD), Toyota Business Practices (TBP) and Toyota Job Instruction Training (TJI) Administrator.
- Toyota Job Instruction Training (TJI) Trainer certified by TEMA. Instructed, coached and developed team leaders in TJI four (4) step training method.
- Toyota Business Practices (TBP) Trainer certified by TEMA. Instructed, coached and developed group leaders, specialists, assistant managers and managers in TBP problem solving activities
- Kaizen TBP understanding by creating and implementing "Refresher training strategy plan" for Managers & Assistant Managers to coach & mentor their team members.
- TBP coach for "New College Grads". Facilitated bi-weekly meetings, coordinated TBP theme submittals to TEMA. Developed roundtable TBP review with NCG supervisors and mentors.
- Facilitated and trained team members in Toyota Way 2001, A3 writing, Toyota History and values.
- Coordinated and facilitated "New Hire Orientation".
- Provided leadership and direction for the development of training curriculum and materials that support the roll-out of (94) Quality Circles. Developed & facilitated QCC Problem Solving (circle members), QCC Leader (GL's), QCC Problem Solving T3 (AM's & GL's), training material that was rolled out to team members.
- Coordinated & facilitated the OJD T3 learning lab activity for executive lead, TMMTX and TEMA.
- Created and facilitated TJI training strategy plan for team leaders.
- Created and facilitated TBP panel report out strategy plan for Managers & Assistant Managers Facilitated TBP panel report outs for Managers (93%) & Assistant Managers (75%).

- Generated Performance Indicators, reported trends and best practice that met TEMA & TMMTX Hoshin targets.
- Developed and implemented the "Maintenance Qualification System" to determine plant wide capabilities of maintenance team members by maintenance department, individual evaluation of team members and skills assessments based on results that are measurable and repeatable.
- Developed and implemented the "Maintenance Production to Skill Internal Pathway" for production team members/leaders to transfer from production into maintenance roles.
- Investigated training and team member development needs in support of training needs analysis. Currently developing strategies designed to close gaps related to team members' actual knowledge & skills vs. needed knowledge & skills.
- Administrator and Support for Maintenance Team Member development through basic fundamental training at the community colleges and pre/post skill assessments.

Palo Alto Community College, Technical Trainer III (Supervisor & HR Support) (2 years)

Supported and lead direct reports; including daily coaching and teaching based on individual development plans; monitored and reported progress; generated performance indicators, reported trends and best practices to meet customer needs. Management skills included resolving conflict, coaching and developing of others, promoting teamwork, and performance management.

- Recruited, interviewed, hired and terminated technical instructors.
- Managed and supervised a team of technical instructors that provided customized technical training for industry partners at the community college.
- Managed performance of direct reports, monitoring of individual performance and behavior through a standardized Performance Appraisal process.
- Conducted performance reviews, provided coaching, recommended instructor contract renewals.
- Supervised the development and delivery of competency-based, industrial technology contract training courses which meet current and anticipated industry needs for client/student demand. Supervise the scheduling and course development of the instructors.
- Conducted training audits and provided appropriate feedback.
- Train the trainer to cross train instructors in the industry field to deliver quality instruction.
- Coordinated and facilitated training schedules and curriculum strategies to meet the learning objectives goals for the CE Industrial Training Program(s).
- Analysis of training and development needs, definition of training programs content and identification of suppliers for the provision of development activities.

Beam Tech Corporation, Principle Investigator (Engineer, Supervisor & HR support) (2 years)

Reported directly to the CEO. Responsible in bringing new products to market by implementation of design & development, analyzing proposed product requirements and product development programs; establishing time schedules with engineering and manufacturing. Introduced and marketed new products by developing time-integrated plans with sales, advertising and production

- Skills including resolving conflict, coaching and developing others, promoting teamwork, and performance management. Recruitment & Selection: job analysis, identification of requirements, person specifications, method of recruitment, production of advertising, liaison with external suppliers, short-listing and criteria based interviewing.

- Managed staff to achieve performance goals. People management skills included conflict resolution, coached and developed others, promoted teamwork, and performance management.
- Responsible for developmental and evaluation measures for assigning salary grades, analyzing and conducting intermittent salary reviews.
- Completed operational requirements by scheduling and assigning employees; monitored project plan, communicated monthly, quarterly and annual key performance indicators and reports.
- Lead to establish company policies, standard operating procedures, safety and security protocol.
- Suggested suitable resolutions regarding employee relations problems and inferring company policies.
- Trained staff in the industry research field to deliver quality research analysis and product to support the SBIR (Small Business Innovative Research) grant.
- Performed analysis of training and development needs, defined training programs content.
- New hire orientation

University of Texas Health Science Center, BIST IV (Engineer & Supervisor support) (12 years)

Reported to the Director of Automatic Informatics Services. Responsibilities included the support of biomedical research and design strategies of prototypes. Worked directly with clients and business partners; supervised developed & evaluated technicians and engineers.

- Lead Engineer for the R&D division and implemented biomedical technology that meet the needs of the resident researchers at the Health Science Center.
- Project manager for most prototype projects – handled several projects concurrently.
- Consulted on proposed grants regarding support & design services.
- Supervisor and trainer for electronic/engineering technicians and St. Phillip's Bio-medical students.
- Managed staff to achieve performance indicators. Conflict resolution, coached and developed technicians, promoted teamwork.
- Interviewed, hired, cross-trained & made recommendations for terminations of biomedical technician's engineers and student co-ops.
- Provided technical support and training in the design, fabrication, and assembly, debugging and re-engineering of prototypes and existing biomedical instrumentation for researchers.
- Provided engineering design and support service in the areas of engineering research, consulting, design and fabrication of electro-mechanical/electronic instrumentation and systems, such as, embedded controllers, data acquisition, interfaces, digital/analog, etc.
- Developed training strategies for end users on the operation of biomedical/medical prototypes.
- Developed the servicing of pipette/pipetman(s) strategy and implementation plan within the Machining Division; including trained technician in the repair and calibration procedures; automated the certification of the calibration thorough software and hardware.

Key Points

- Have acquired over 12 years of generalized experience in the field of human resource management.
- Have acquired over 19 years of manufacturing (TMMTX, Beam Tech Corporation, Rockwell, Safetrans and Lockheed)
- Have acquired over 18 years of supervisory experience (TMMTX, Palo Alto, Beam Tech Corporation and UT Health Science Ctr)
- Have significant academic background and training (17 years) in soft & technical skills.
- Have outstanding interpersonal and communication skills in both verbal and written.
- Demonstrated the ability to work independently to develop solutions to complex problems throughout current and previous employment.

- Have well-built positive employee relationships by creating a positive learning, coaching and mentoring environment; while maintaining flexibility.
- Supports a diverse culture that respects & values people.
- Well organized and committed to teamwork and cooperation.

Organizations and Groups

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| <ul style="list-style-type: none"> ➤ American Society for Training & Development (ASTD) ➤ Society for Human Resources Management (SHRM) ➤ San Antonio Human Resources Management Association (SAHRMA) ➤ SAHRMA Human Capital Alliance (HCA) ➤ Appointed to CARCAM-National Visiting Committee | <ul style="list-style-type: none"> ➤ Appointed to Manufacturing Skills Standard Council Executive board - 2016 ➤ Appointed to Workforce Solutions Alamo board - 2015 ➤ San Antonio Manufacturers Association Education Committee. ➤ Automotive Manufacturing Technologies Educators Collaborative (AMTEC)-Leadership committee |
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H-200: Nomination Slate

Local Workforce Development Board Nomination Slate

PLEASE TYPE OR PRINT

1. Workforce Area: ALAMO
2. Name of Nominee: PORTER C. DILLARD
3. Organization Representing DILLARD ARCHITECT GROUP - PLLC
4. Position/Title: OWNER/ARCHITECT
5. Address: [REDACTED] City/Zip Code: SAN ANTONIO, TX 78210
6. Telephone Number: [REDACTED] Fax: [REDACTED] Home: [REDACTED]
7. E-mail: [REDACTED]
8. Gender: ☒ Male ☐ Female

9. Race: What is the nominee's race? Mark one or more races to indicate what the nominee considers himself/herself to be.

- ☐ White ☒ Black/African American/Negro ☐ Chinese ☐ Korean
☐ Asian Indian ☐ American Indian/Alaska Native ☐ Samoan ☐ Japanese
☐ Vietnamese ☐ Guamanian or Chamorro ☐ Filipino
☐ Native Hawaiian ☐ Some Other Race _____

10. Hispanic Origin: Is the nominee Spanish/Hispanic/Latino?

- ☐ No, not Spanish/Hispanic/Latino
☐ Yes, Mexican, Mexican American, Chicano ☐ Yes, Puerto Rican
☐ Yes, other Spanish/Hispanic/Latino, specify: _____ ☐ Yes, Cuban

11. Reference Item 3. Please list any applicable Employer TWC Tax Account Number(s):

1.) 125076572 2.) _____ 3.) _____

12. Total Number of Employees associated with Employer TWC Tax Account Numbers listed in Item 11: 1

13. Please indicate the Workforce Board category the nominee represents (Check Only One):

Private Sector Large/For-Profit Business (large 500 employees or more).....	☐
Private Sector Small/For-Profit Business (fewer than 500 employees)	☒
Other Private Sector.....	☐
Education	☐
Literacy Council	☐
Economic Development	☐
Vocational Rehabilitation.....	☐
Public Employment Service (TWC)	☐
Adult Basic and Continuing Education.....	☐
Organized Labor [20 C.F.R. §628.410(a)(3)].....	☐
Community-Based Organization (CBO)	☐
Public Assistance.....	☐

Special Board Requirements - Indicate, if applicable:

14. Nominee has expertise in child care or early childhood education ☐
15. Nominee is a veteran AND is actively engaged in the field of veterans affairs or services ☐

Chief Elected Official's Membership Guide for Local Workforce Development Boards

San Antonio Chamber of Commerce

16. San Antonio Chamber of Commerce
Name of Nominating Organization
17. 602 Commerce St. San Antonio TX 78205
Street Address or P.O. Box of Nominating Organization City State Zip
18. (210) 229-2100
Telephone Number Fax
19. [Signature] 9-29-10
Signature, Nominating Organization - President, Director, or other official Date of Signature
20. Richard Perez President/CEO
Print or Type Name Print or Type Title

Individuals may receive, review and correct information that TWC collects about the individual by emailing to open_records@twc.state.tx.us or writing to TWC Open Records, Rm 266, 101 East 15th St., Austin, TX 78778-0001.

BIO



Porter C. Dillard was born in Detroit, Michigan. He attended Howard University in Washington D.C. majoring in Architecture, graduating in 1975 with a degree of Bachelor of Architecture. He continued his formal education at the University of Michigan where he received a Masters Degree in Urban Planning in 1977 and in the same year, moved to San Antonio, Texas.

Porter became a Registered Architect, licensed to practice Architecture in the State of Texas in 1980, primarily focused in San Antonio, Texas. Porter left private architecture practice in 1991, joining City Public Service (CPS Energy) where he matriculated to the position of Director of Facilities, Fleet and Asset Management – retiring in 2007. After retirement from CPS, Porter returned to private architecture practice forming Dillard Architect Group – PLLC (DAG) in 2008. DAG's offices are located in the southeast sector of San Antonio. DAG recently completed the design and construction of the Wheatley Heights Sports Complex – a \$10M football/track/soccer athletic complex and stadium built on San Antonio's eastside. DAG is currently providing architectural services on several school projects in the San Antonio area and completing design and restoration of a stately historical home in San Antonio's Dignowity Hill Historic District.

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H-200: Nomination Slate

Local Workforce Development Board Nomination Slate

PLEASE TYPE OR PRINT

1. Workforce Area: Community Member
2. Name of Nominee: Elizabeth Lutz
3. Organization Representing The Health Collaborative
4. Position/Title: Executive Director
5. Address: 1002 N Flores City/Zip Code: San Antonio TX 78212
6. Telephone Number 210-481-2573 Fax: 210-223-0680 Cell: 210-487-1935
7. E-mail: elizabeth.lutz@healthcollaborative.net
8. Gender: ☐ Male ☒ Female
9. Race: What is the nominee's race? Mark one or more races to indicate what the nominee considers himself/herself to be.
- ☒ White ☐ Black/African American/Negro ☐ Chinese ☐ Korean
- ☐ Asian Indian ☐ American Indian/Alaska Native ☐ Samoan ☐ Japanese
- ☐ Vietnamese ☐ Guamanian or Chamorro ☐ Filipino
- ☐ Native Hawaiian ☐ Some Other Race _____
10. Hispanic Origin: Is the nominee Spanish/Hispanic/Latino?
- ☐ No, not Spanish/Hispanic/Latino
- ☒ Yes, Mexican, Mexican American, Chicano ☐ Yes, Puerto Rican
- ☐ Yes, other Spanish/Hispanic/Latino, specify: _____ ☐ Yes, Cuban
11. Reference Item 3. Please list any applicable **Employer TWC Tax Account Number(s)**:
- 1.) 13-197411-6 2.) _____ 3.) _____
12. **Total Number of Employees** associated with Employer TWC Tax Account Numbers listed in Item 11: 8

13. Please indicate the Workforce Board category the nominee represents (**Check Only One**):

- | | |
|---|--|
| Private Sector Large/For-Profit Business (large 500 employees or more)..... | ☐ |
| Private Sector Small/For-Profit Business (fewer than 500 employees) | ☐ |
| Other Private Sector..... | ☐ |
| Education | ☐ Adult Basic and Continuing Education..... |
| Literacy Council | ☐ Organized Labor [20 C.F.R. §628.410(a)(3)]..... |
| Economic Development | ☒ Community-Based Organization (CBO) |
| Vocational Rehabilitation..... | ☐ Public Assistance..... |
| Public Employment Service (TWC) | ☐ |

Special Board Requirements - Indicate, if applicable:

14. Nominee has **expertise in child care or early childhood education** ☒
15. Nominee is a **veteran AND is actively engaged** in the field of veterans affairs or services ☐

Chief Elected Official's Membership Guide for Local Workforce Development Boards

16. _____
Name of Nominating Organization
17. _____
Street Address or P.O. Box of Nominating Organization City State Zip
18. _____
Telephone Number Fax
19. _____
Signature of Nominating Organization - President, Director, or other official Date of Signature
20. _____
Print or Type Name Print or Type Title

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Elizabeth Lutz, MBA

Ms. Lutz serves as the Executive Director for The Health Collaborative. She has been with the organization since 2007, serving in multiple roles throughout her tenure. Her primary role has been to support and manage the organization's finance and operations while also providing administrative and management support for all of the organization's programs and community initiatives.

In this capacity, Ms. Lutz works diligently to foster an atmosphere of continued growth and professional development for her staff, motivating and empowering the staff and others to embrace their role in the health of our community. She asserts her passion for community health, equality in service, and collaborative vision to construct sustainable and resilient processes that will directly impact the health status of the community. Ms. Lutz assiduously works in tandem with the Board of Directors and the staff to provide the highest standards of collaboration, sharing of resources and best practices to increase the impact of services for the community they are privileged to serve.

Through these strengths, Ms. Lutz has been able to leverage resources to extend the mission of The Health Collaborative into a new caliber of service-oriented initiatives that bring together leaders in the field of community health to promote their joint efforts while fostering a shared vision of prosperity for the citizens of Bexar County, and diminishing duplication of services and the need for competition in the area of community health. Her background includes over 15 years of business management, administration, program management, as well as experience in building community infrastructure and partnerships to developing resources for improving community health. In addition, Ms. Lutz has served as a special consultant and subject matter expert for nonprofit management, health literacy, community organizing, facilitation and general business operations. Ms. Lutz received her education from University of the Incarnate Word in San Antonio Texas and is currently perusing a Ph.D. degree in Leadership Studies at Our Lady of the Lake University.

Board Appointments and Special Community Assignments:

- Workforce Solutions Alamo, Non Profit Member
- San Antonio Unaccompanied Youth Task Force, Chair
- Bexar County Public Health Commission, member
- South Alamo Regional Alliance for the Homeless, General Board Member
- The Nonprofit Council, Member
- Bexar County Child Welfare Board, member

Chief Elected Official's Membership Guide for Local Workforce Development Boards

City of Cibolo, Texas

6.	Name of Nominating Organization			
7.	200 South Main Street	Cibolo	Texas	78108
	Street Address or P.O. Box of Nominating Organization	City	State	Zip
8.	(210) 658-9900	(210) 658-1687		
	Telephone Number	Fax		
9.	Robert T. Herrera	September 14, 2016		
	Signature, Nominating Organization - President, Director, or other official		Date of Signature	
0.	Robert T. Herrera	City Manager		
	Print or Type Name	Print or Type Title		

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923 Royal Forest Street
San Antonio, Texas 78230

(210) 479-5614
(210) 722-1980 - Cell
markluft53@gmail.com

Mark Luft

Professional Experience

2010 to present City of Cibolo, Texas

Director of Economic Development

- Developments and implements short and long term projects
- Conducts research and other special projects related to internal operations or external issues affecting the community
- Assists in the management of grant and capital projects and promotes the timely completion of those projects through management efforts
- Directs the preparation of grant documents as required by Federal and State agencies
- Monitors and evaluates the grant application and success of program plans to ensure desired results and the meeting of stated goals and objectives
- Serves as liaison between property owners, businesses, county, state and federal officials, and others regarding community and economic development projects and programs; negotiates with business and property owners for community and redevelopment projects
- Responsible for business recruitment, retention and expansion of local companies within the city.
- Assist the City Manager and Council on infrastructure needs of the City of Cibolo

2003 to 2010 City of Converse, Texas

Assistant to City Manager for Community Development

- Manages support functions for the City Manager for Community Development
- Developments and implements short and long term projects
- Conducts research and other special projects related to internal operations or external issues affecting the community
- Assists in the management of grant and capital projects and promotes the timely completion of those projects through management efforts
- Directs the preparation of grant documents as required by Federal and State agencies
- Monitors and evaluates the grant application and success of program plans to ensure desired results and the meeting of stated goals and objectives
- Performs administrative and management duties of the City's community development activities, including the administration of the Community Development Block Grant (CDBG) program, monitoring of the Home Investment Partnership (HOME) programs for all HUD programs, preparing required grant applications and reports for CDBG, HOME and other housing/community development projects and programs
- Consults with contractors and consultants on questions of design, scope of work, cost, bidding, estimates cost, prepares and negotiates

contract, change orders, and inspection reports, certifies payment request, maintains construction records and prepares claims on grant funded projects

- Serves as liaison between property owners, businesses, county, state and federal officials, and others regarding community and economic development projects and programs; negotiates with business and property owners to acquire land for community and redevelopment projects

Executive Director for the City of Converse Economic Development Corp.

- Maintains overall responsibility for budget, staffing, program development and implementation, and community involvement
- Develops strong community relationships and provides leadership in the areas of economic development of the City of Converse
- Assists in the development of the budget; manages the total budget, including all contracts; oversees accounts payable, accounts receivable, and the preparation of financial statements; and maintains a cash flow projection
- Signs and delivers in the name of the corporation deeds, mortgages, bonds, contracts or other instruments pertaining to the business of the corporation, except in cases in which the authority to sign and deliver is required by law to be exercised by another person or is expressly delegated by the articles, bylaws, or by the Board to another officer or agent of the corporation
- Acts as liaison with elected officials and agencies at the local, county, state and federal levels drawing upon previous longstanding relationships

2001 to 2003 American Sunrise (Former HUD Secretary Henry Cisneros) San Antonio, Texas

Vice President of Development

- Prepared and managed site selection for single-family and multi-family housing projects, land acquisition and the development of land use for desire projects
- Initiated and facilitated action to develop collaborative efforts with federal, state and local governments, foundations, non-profit organizations, corporations, universities and other entities to address needs in key cities
- Coordinated the services of title companies, legal counsel, lenders, appraisers and civil engineers as they relate to the development of projects
- Created requests for proposals and requests for qualifications for services needed from consulting firms
- Prepared board agendas and developed background materials for meetings of the Board of Directors;
- Served as liaison with community organizations

1996 to 2001 San Antonio Alternative Housing (Rod Radle)
San Antonio, Texas

Director of Construction and Development

- Assisted the Executive Director with land acquisition activities and

the development of land use for the desire objectives

- Ordered and/or prepared, reviewed and implement all documents required to proceed with the construction of proposed projects
- Coordinated staff and outside consulting firms to perform tasks required within established time frames
- Assisted the Executive Director with operation activities necessary to manage all real estate and construction activities

Project Manager

- Planned, developed and constructed affordable housing in the inner city of San Antonio
- Assisted the Executive Director in all operational functions regarding all real estate requirements
- Coordinated and performed all tasks needed to develop land acquisition projects
- Developed and administered contracts, specifications, reports as required

1988 to 1996 San Antonio Development Agency (Winston Martin & Mayor & HUD Secretary Henry Cisneros) San Antonio, Texas

Real Estate & Relocation Manager

- Planned, directed and participated In all operations and activities of the department
- Oversaw eminent domain preparation and proceedings
- Oversaw all contracts for outside services
- Coordinated land acquisition, disposition, redevelopment and project planning
- Worked jointly with other City of San Antonio divisions to complete projects

Property Management Coordinator

- Prepared bid documents and contracts for site clearance, demolition, environmental site investigation, underground storage tanks, asbestos abatement, civil engineering contract work
- Submitted subdivision plats to City of San Antonio
- Inspected new homes and replacement housing units
- Maintained records of environmental reviews and assessments, mitigation, demolition and site maintenance, and engineering-related work
- Prepared budgets
- Verified contractors' compliance with all applicable municipal, state, and federal codes, rules and regulations
- Monitored projects to ensure that all work was done properly and according to control specifications

1978 to 1988 Ray Ellison Homes, Inc.

San Antonio, Texas

Construction Project Manager

- Responsible for land development
- Supervised construction superintendents
- Responsible for quality control, cost control, scheduling

Education

Jan. 1977 to Dec. 1977 St. Mary's University San Antonio, Texas

Business Administration Major

- Concentration in production

Sept. 1974 to Dec. 1977 San Antonio College San Antonio, Texas

- Concentration in geology and home building
- Attended part-time while employed

1973 Robert E. Lee High School San Antonio, Texas

- Graduate

Professional Memberships

Member of Texas Economic Development Council

Extracurricular

Vice Chairman of Greater Randolph Area Service Programs (United Way Agency);

Activities

Board member of the U. S. Academy Service Screening Board

(Former 20th and Current 28th U.S. Congressional Districts of Texas);

Former Co-Vice Chair of Northeast Partnership for Economic Development

TxStar National Bank Advisory Board Member

Accreditations

FEMA Emergency Response Certifications;

Texas Municipal Legal Training for Public Finance;

Texas Economic Development - 101 Basic Training Course

References

Will be provided upon request.

Gail L. Hathaway

From: Diane Rath [REDACTED]
Sent: Tuesday, October 11, 2016 2:03 PM
To: Gail L. Hathaway; David Meadows (EDD); Decamps, Jordana
Subject: FW: Mark Luft

Gail,
Commissioner Wolverton cannot be at the CO6 meeting but wanted to make his support known to the members who are attending. Will you please include this in the packet?

From: Jim Wolverton [mailto:wolverton@co.guadalupe.tx.us]
Sent: Tuesday, October 11, 2016 1:45 PM
To: Diane Rath [REDACTED]
Subject: Mark Luft

Dear Committee of 6 Members:

Mr. Mark Luft is up for reappointment, and I wholeheartedly support his reappointment. I have worked closely with Mark (Economic Development Director) for the last ten years helping The City of Cibolo bring in quality businesses to not only The City of Cibolo, but also Guadalupe County. Mark is extremely dedicated and loyal, and has shown great leadership and knowledge while performing his duties as a WSA Board Member. Mark takes his position as a Board Member very seriously and wants nothing but the best for The WSA Organization.

Respectively,

Commissioner Jim O. Wolverton
CO6 Alternate

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COMMITTEE ON
HOMELAND SECURITY

SUBCOMMITTEES:

CHAIR, EMERGENCY COMMUNICATIONS,
PREPAREDNESS AND RESPONSE

BORDER MARITIME AND COASTAL
COUNTERTERRORISM

WASHINGTON OFFICE
116 CANNON HOUSE OFFICE BUILDING
WASHINGTON, DC 20515
PHONE: (202) 225-1640
FAX: (202) 225-1641

<http://www.house.gov/cuellar>
TOLL FREE: 1-877-780-0028



HENRY CUELLAR
U.S. HOUSE OF REPRESENTATIVES

SENIOR WHIP

COMMITTEE ON
OVERSIGHT AND GOVERNMENT REFORM

SUBCOMMITTEES:

GOVERNMENT MANAGEMENT,
ORGANIZATION, AND PROCUREMENT

NATIONAL SECURITY
AND FOREIGN AFFAIRS

COMMITTEE ON
AGRICULTURE

SUBCOMMITTEES:

DEPARTMENT OPERATIONS, OVERSIGHT,
NUTRITION AND FORESTRY

SPECIALTY CROPS, RURAL DEVELOPMENT,
AND FOREIGN AGRICULTURE PROGRAMS

January 15, 2010

Mayor and City Council of Converse,

I write this letter in appreciation of Mark Luft's extraordinary performance as Executive Director for the City of Converse. A hard-working and dedicated public official, Mark played a key role in the completion of countless community and city projects that now benefit the citizens of Converse.

During his tenure, Mark helped implement a number of projects such as the replacement of the Union Pacific Railroad Bridge and helped secure funding for the expansion of Loop 1604 within Converse. Always the consummate team player, Mark understands just how important it is to foster inter-governmental cooperation for the success of a project. He materializes this by facilitating collaboration between city, state and federal entities working towards one goal: improving the lives of Converse residents.

Mark demonstrates an unwavering commitment for improving employment opportunities for various small businesses, providing affordable, quality housing, and increasing local and regional economic development activities.

Mark supports my duties as Congressman of the 28th District of Texas, such as serving on my U.S. Service Academy Nomination Board. He consistently assesses Converse's public as well as political needs and took proactive steps to keep myself and my offices involved and aware.

I would like to thank the City Council of Converse for his steadfast support and assistance to me and my Congressional offices. Please let me know if I can be of assistance in the future.

Sincerely,

Henry Cuellar
Member of Congress

LAREDO
602 EAST CALTON ROAD
SUITE 2
LAREDO, TX 78041
PHONE: (956) 725-4639
FAX: (956) 725-2647

SAN ANTONIO
615 EAST HOUSTON STREET
SUITE 451
SAN ANTONIO, TX 78205
PHONE: (210) 271-2851
FAX: (210) 277-6671

SEGUIN
100 SOUTH AUSTIN STREET
SUITE 1
SEGUIN, TX 78155
PHONE: (810) 401-0457
FAX: (810) 379-0984

McALLEN
320 NORTH MAIN STREET
SUITE 221
McALLEN, TX 78501
PHONE: (956) 631-4826
FAX: (956) 631-4751

RIO GRANDE CITY
100 NORTH F.M. 3167
SUITE 208
RIO GRANDE CITY, TX 78152
PHONE: (956) 485-5603
FAX: (956) 488-0952

CHARLES A. GONZALEZ

MEMBER OF CONGRESS
20TH DISTRICT, TEXAS

1436 LONGWORTH HOUSE OFFICE BUILDING
WASHINGTON, DC 20515-4320
(202) 225-3236 PHONE
(202) 225-1915 FAX

11-124 FEDERAL BUILDING
727 EAST DURANGO
SAN ANTONIO, TEXAS 78208-1286
(210) 472-8195 PHONE
(210) 472-4009 FAX

Congress of the United States
House of Representatives
Washington, DC 20515-4320

COMMITTEE ON
ENERGY AND COMMERCE
SUBCOMMITTEE ON COMMERCE,
MANUFACTURING AND TRADE
SUBCOMMITTEE ON
ENERGY AND POWER
SUBCOMMITTEE ON HEALTH
COMMITTEE ON
HOUSE ADMINISTRATION
RANKING MEMBER,
SUBCOMMITTEE ON ELECTIONS
SUBCOMMITTEE ON OVERSIGHT
CHAIR
CONGRESSIONAL HISPANIC CAUCUS
SENIOR WHIP

January 6, 2012

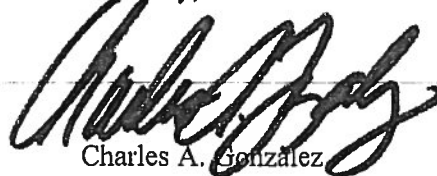
To Whom It May Concern:

It is with great pleasure that I write this recommendation for Mr. Mark Luft. In the time I have known Mark, he has continuously impressed me with his professionalism and determination to make a difference in the community by positively impacting the lives of citizens. He exemplifies the ideal public servant.

His work ethics are unmatched and he has proven himself to be amazingly driven and dedicated to the public policy issues that impact our nation. Strategically thinking with care, his outstanding analytical skills, and the commitment and positive attitude he has demonstrated in his previous jobs will clearly benefit him and your organization. Throughout his career, he has continuously proven that he is capable of developing solid working relationships that prosper pioneering opportunities, resources and services for communities to compete in the global economy. Also, Mark serves on my U.S. Service Academies Screening Board and has done an outstanding job in helping me select the best candidates to the U.S. Air Force Academy (USFA) U.S. Military Academy (USMA), U.S. Naval Academy (USNA) and U.S. Merchant Marine Academy (USMMA).

With keen insight into economic development and immense knowledge of federal/state/local programs, I firmly believe that Mark will be a valuable asset to your organization.

Sincerely,



Charles A. Gonzalez
Member of Congress

CAG: ss

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Resumes for WSA Board Appointments to fill Unexpired Terms

- **Baldemar R. Hernandez, Place 6, Business (pending resignation of current member)**

BALDEMAR R. HERNANDEZ

4415 High Plains Drive San Antonio, TX 78254 • Cell: (432) 556-2392 •

PROFILE: Highly motivated bilingual professional with a diverse array of experience in training, coaching, relationship building, employee relations, EEO/OFCCP compliance, full life-cycle recruiting, sourcing, and management.

STRENGTHS/HIGHLIGHTS

- Fluent in Spanish; read, write, and speak
- Delivered training to 1500+ leadership and non-leadership staff on effectively managing and dealing with employee relations issues.
- Strong ability to effectively manage employee relations issues concerning EEO matters (Title VII, ADA, FMLA) and discipline handling.
- Experienced in personnel actions involving promotions, demotions, transfers, corrective actions, terminations, FMLA, return to work, and pay.
- Generalist experience in compensation, performance management, benefits, and organizational development.
- Basic and Advanced Employee Relations Investigation Training (DeDe Church)
- Experienced in managing, coaching, and counseling staff, and management
- An ability to build key relationships with department heads, managers, and staff.
- Dedicated with outstanding "people skills".

EDUCATION / TRAINING

TEXAS A&M INTERNATIONAL UNIVERSITY
B.S., Mathematics (Cum Laude/3.4 GPA)

Laredo, TX
May 2006

TRAINING: Captain's Career Course, Principled Leadership (Basic & Advanced), Wild Well Control (Supervisor Level),
CMR Certified (DOT Drug Testing)

EXPERIENCE

TK Holdings

Human Resources Manager

San Antonio, TX
06/2015 – Present

- ✕ Helped manage 4 locations with over 400 employees in essential HR functions
- ✕ Led management in effectively managing business growth in conjunction with workforce planning and staffing.
- ✕ Led the hiring process for new plant, which opened in January (Additional 40 employees)
- ✕ Working with the City of San Antonio, Alamo Community Colleges and other manufacturing companies for skilled technician internship.
- ✕ Revamped the hiring process using a more proactive approach to find top candidates.
- ✕ Collaborate with management to establish best practices, training, and other steps that increase morale, health and welfare
- ✕ Supervise 2 HR Professionals

Patterson-UTI Drilling Company LLC

Superintendent / Rig Manager (Promoted)

Midland, TX
07/2014 – 5/2015

- ✕ Supervised 20 rig employees
- ✕ Responsible for the rig performance and operating costs; Rig was rated #1 by Operator (Shell), Averaged 75% profit during 3rd and 4th qtrs.
- ✕ Ensured that HS&E policies are understood and observed by all crew members (currently 350 days recordable free).
- ✕ Responsible for keeping equipment and systems operational by setting priorities on equipment repairs. Rig averaged less than 1% non-productive time for 3rd and 4th qtrs.
- ✕ Responsible for ensuring rig personnel are trained to meet company requirements.
- ✕ Responsible for building relationships with customers

Regional Manager, Human Resources (Promoted)

07/2012 – 7/2014

- ✕ Helped manage over 50+ drilling rigs with over 1500+ employees in essential HR functions
- ✕ Helped reduce turnover from 70% to 35%
- ✕ Led management in effectively managing business growth in conjunction with workforce planning and staffing.
- ✕ Supervised 5 HR Professionals
- ✕ Oversaw the performance management process for over 1500+ employees (Noted performance for every single employee manually).
- ✕ Coordinate all aspects of employment such as recruitment, new hire orientation, and job posting process, investigations, staffing, employee relations, training, compensation, benefits and payroll.
- ✕ Train, teach, coach and mentor employees in the following essential HR areas employment law, sexual harassment Title VII, ADA, performance management and employee relations.
- ✕ Collaborate with management to establish best practices, training, and other steps that increase morale, health and welfare

Human Resources Supervisor (Promoted)

08/2011 – 07/2012

- ✗ Helped manage over 20 drilling rigs with over 400 employees in essential HR functions
- ✗ Coordinate all aspects of employment such as recruitment, new hire orientation, and job posting process, investigations, staffing, employee relations, training, compensation, benefits and payroll.
- ✗ Train, teach, coach and mentor employees in the following essential HR areas employment law, sexual harassment Title VII, ADA, performance management and employee relations.
- ✗ Collaborate with management to establish best practices, training, and other steps that increase morale, health and welfare of employees.

MILITARY EXPERIENCE

United States Army

First Lieutenant, Adjutant General (Human Resources)

12/2010 – 9/2011

- ✗ Provided Human Resources Support for an 811 member Parachute Infantry Battalion in the 82D Airborne Division.
- ✗ Supervised a section of 8 US Soldiers and one Department of the Army Civilian
- ✗ Supervised and coordinated the Battalion's personnel and administrative systems. Which included Personnel Readiness Management, Personnel Accounting and Strength Reporting, Personnel Information Management, and Essential Personnel Services to include Evaluations, Awards, Promotions, Finance and Soldier Actions
- ✗ Served as the Adjutant, serving the Battalion Commander over a wide range of activities from scheduling, maintaining current policies, reviewing correspondence and ensuring the Battalion Commander was informed.
- ✗ Additionally served as the Battalion Postal Officer and Battalion Publicist, as well as the manager of the Officer Cup and Flower Fund, and the Family Support Group Fund
- ✗ Rated #1 Battalion S-1 by Brigade S-1 and Brigade Commander
- ✗ Rated #1 Lieutenant by Battalion Commander

Battalion S-1/Adjutant

9/2009 – 3/2010

- ✗ Provided Human Resources Support for over 430 Soldiers, 44 Korean Augmentation to US Army Soldiers, 40 Korean Service Corp Soldiers, 4 Department of the Army Civilians and 93 Korean Nationals in 2 geographically dispersed installations in the Republic of Korea.
- ✗ Supervised a section of 7 US Soldiers and two Korean Augmentation to US Army Soldiers
- ✗ Supervised and coordinated the Battalion's personnel and administrative systems. Which included Personnel Readiness Management, Personnel Accounting and Strength Reporting, Personnel Information Management, and Essential Personnel Services to include Evaluations, Awards, Promotions, Finance and Soldier Actions
- ✗ Served as the Adjutant, serving the Battalion Commander over a wide range of activities from scheduling, maintaining current policies, reviewing correspondence and ensuring the Battalion Commander was informed.
- ✗ Additionally served as the Battalion Postal Officer and Battalion Publicist, as well as the manager of the Officer Cup and Flower Fund, and the Family Support Group Fund

Battalion S-1/Adjutant

1/2009 – 9/2009

- ✗ Provided Human Resources Support for the largest, most forward deployed tactical Military Police Battalion with over 1,100 Soldiers and civilians in 9 geographically dispersed installations in the Republic of Korea.
- ✗ Supervised a section of 14 US Soldiers and two Korean
- ✗ Supervised and coordinated the Battalion's personnel and administrative systems. Which included Personnel Readiness Management, Personnel Accounting and Strength Reporting, Personnel Information Management, and Essential Personnel Services to include Evaluations, Awards, Promotions, Finance and Soldier Actions
- ✗ Served as the Adjutant, serving the Battalion Commander over a wide range of activities from scheduling, maintaining current policies, reviewing correspondence and ensuring the Battalion Commander was informed.
- ✗ Additionally served as the Battalion Postal Officer and Battalion Historian and Publicist, as well as the manager of the Officer Cup and Flower Fund, and the Family Support Group Fund

Platoon Leader/Installation Coordinator

1/2007 – 1/2009

- ✗ Led two postal platoons in the Republic of Korea and provided general postal support to over 75,000 Soldiers, Civilians, retirees and family member across the entire Korean Peninsula
- ✗ Supervised operations, processing and ground transportation for 12 million pounds of mail annually to 17 Military Post Offices.
- ✗ Liaison between military personnel, Air Force, Korean Customs, contractors, and several other Korean agencies
- ✗ Served as the installation coordinator — responsible for the management of maintenance and service to the building and surrounding area.
- ✗ Responsible for the tactical and technical training, discipline, welfare, morale, and safety of 13 Soldiers, and 10 Korean Nationals

References

Available Upon Request

Resumes for WSA Board New Appointments

- **Monty B. Small, Place 4, Business**
- **Dr. Mark Niederauer, Place 12, Business**
- **Dr. Cynthia Teniente-Matson, Place 18, Education**

H-200: Nomination Slate

Local Workforce Development Board Nomination Slate

PLEASE TYPE OR PRINT

1. Workforce Area: Alamo
2. Name of Nominee: Monty Small
3. Organization Representing Atascosa Health Center, Inc.
4. Position/Title: CEO
5. Address: 110 S. Reed Street City/Zip Code: Pleasanton TX, 78064
6. Telephone Number: 830-569-8940 Fax: 830-569-8040 Cell: 830-570-9688
7. E-mail: msmall.achc@tachc.org
8. Gender: ☒ Male ☐ Female
9. Race: What is the nominee's race? Mark one or more races to indicate what the nominee considers himself/herself to be.
- ☒ White ☐ Black/African American/Negro ☐ Chinese ☐ Korean
- ☐ Asian Indian ☐ American Indian/Alaska Native ☐ Samoan ☐ Japanese
- ☐ Vietnamese ☐ Guamanian or Chamorro ☐ Filipino
- ☐ Native Hawaiian ☐ Some Other Race _____
10. Hispanic Origin: Is the nominee Spanish/Hispanic/Latino?
- ☒ No, not Spanish/Hispanic/Latino
- ☐ Yes, Mexican, Mexican American, Chicano ☐ Yes, Puerto Rican
- ☐ Yes, other Spanish/Hispanic/Latino, specify: _____ ☐ Yes, Cuban
11. Reference Item 3. Please list any applicable Employer TWC Tax Account Number(s):
- 1.) 01-058334-9 2.) _____ 3.) _____
12. Total Number of Employees associated with Employer TWC Tax Account Numbers listed in Item 11: 108
13. Please indicate the Workforce Board category the nominee represents (Check Only One):
- | | |
|---|-------------------------------------|
| Private Sector Large/For-Profit Business (large 500 employees or more)..... | ☐ |
| Private Sector Small/For-Profit Business (fewer than 500 employees)..... | ☒ |
| Other Private Sector..... | ☐ |
| Education..... | ☐ |
| Literacy Council..... | ☐ |
| Economic Development..... | ☐ |
| Vocational Rehabilitation..... | ☐ |
| Public Employment Service (TWC)..... | ☐ |
| Adult Basic and Continuing Education..... | ☐ |
| Organized Labor [20 C.F.R. §628.410(a)(3)]..... | ☐ |
| Community-Based Organization (CBO) | ☐ |
| Public Assistance..... | ☐ |
- Special Board Requirements** - Indicate, if applicable:
14. Nominee has expertise in child care or early childhood education..... ☐
15. Nominee is a veteran AND is actively engaged in the field of veterans affairs or services..... ☐

Chief Elected Official's Membership Guide for Local Workforce Development Boards

16. San Antonio Chamber of Commerce
Name of Nominating Organization
17. 602 Commerce St. San Antonio TX 78205
Street Address or P.O. Box of Nominating Organization City State Zip
18. (210) 229-2100
Telephone Number Fax
19. *Richard Perez* 9-29-10
Signature, Nominating Organization - President, Director, or other official Date of Signature
20. *Richard Perez* *President/CEO*
Print or Type Name Print or Type Title

Individuals may receive, review and correct information that TWC collects about the individual by emailing to open_records@twc.state.tx.us or writing to TWC Open Records, Rm 266, 101 East 15th St., Austin, TX 78778-0001.

MONTY B. SMALL, CMPE

113 Deer Run Drive
Pleasanton TX, 78064
830-569-6236

Management Summary:

Chief Executive Officer for Atascosa Health Center
Practice Administrator, Community Medical Center
Regional Practice Administrator, Practice Administrator, Practice Manager,
Presbyterian Health Care Services
Administrator, Presbyterian Medical Services
Fiscal/Personnel Manager, Gallup-Thoreau-Grants Health Care System

Education:

Currently working on my Fellowship in the American College of Medical Practice Executives
Executive Leadership Series Texas Association Community Health Centers – 2004/2005
ACMPE - CMPE Certification – October 2003
Physician Leadership/Management course - University of New Mexico 1997
Masters in Business Administration - University of Phoenix 1990. Alb. Branch
Bachelor's of Science, Occupational Education - Southern Illinois University at Carbondale-Alb. Branch 1987
Associates of Liberal Arts, - University of New Mexico
Associate of Science - Business/Computer Technology - University of New Mexico

Competencies:

Strong financial background in medical group practices to include, payroll, accounts payable, public relations, etc.
Overall understanding of all operations of a medical group practice
Great interpersonal and communication skills
Excellent experience rural and urban health care systems
Troubleshooting problem clinics
Experience/knowledgeable in JCAHO regulation and process
Experience in Human Resources
Experience in grant writing
Developing and overseeing insurance and physician contracts
Computer experience to include various clinic billing programs, Excel, Word, Access, PowerPoint, Lotus 123, Word Perfect, etc.
Knowledgeable of federal regulations to include: STARK, Fraud and Abuse, Anti Kickback, HIPAA regulation etc.

Experience:

Chief Executive Officer 2004-Present
Atascosa Health Center, Inc.,
310 W. Oaklawn, Pleasanton TX, 78064

Responsibilities: CEO for a Federally Qualified Health Center not-for-profit Community Health Center 330 funded clinic. Overall responsibility for the entire operations which consisted of the following:

- 2 Family Practice Physicians with Obstetrics care,
- 1 Internal Medicine Phys
- 2 Dentist
- 1 Physician Assistant
- 1 Advance Practice Nurse in Maternal & Child Health
- 1 Mental Health provider
- Women's Infant and Children's (WIC) program
- Lab, (CLIA Moderate Complexity designated)

- JCAHO Accredited: Successfully led the facility through JCAHO accreditation in December 2004.
- Overall Grant Manager [REDACTED] the 330 Federally Qualified Health Center.
- Department of State Health [REDACTED]. The center receives Title V, X, XX and Primary Health Care funding. The center was in an accelerated monitoring process by the state due to past problems. Through hard work over the past year, we were moved out of the accelerated monitoring process and placed in regular monitoring cycle.
- Successfully recruited 1 Family Practice Physician and 1 Physician Assistant
- Before I took over leadership at AHC the previous and interim management team hired 13 additional employees and made other costly financial decisions. The Center was headed for over a \$300,000 loss. I was able to reduce the staffing to the appropriate level and reverse the other financial issues.

Practice Administrator

2000 – 2004

Community Medical Center,

2827 Fort Missoula Road, Missoula MT (406-327-4139)

Responsibilities: Physician Services Practice Administrator for a 146 bed not-for-profit hospital responsible for the 13 million dollar multi-specialty physician department. I was appointed to the Senior Leadership Team in May 2002. Overall staffing for the department is 126.40 FTE's made up of 34 Physicians/FNPs specialties include, Pediatrics, Family Practice, Internal Medicine, Rheumatology, Endocrinology, Cardiology, Neonatology, Surgery, Urology and Neurosurgery. There are also 7 Practice Managers who report to me, as well as a Billing Manager, Physician Services Specialist and Secretary.

- Onsite and offsite management.
- Fiscal responsibility for budgets of all sites.
- Successfully recruited physicians for Peds, F.P., I.M., and Neonatology.
- Initiated and implemented a new physician compensation model, to include creating the computer program to calculate the compensation.
- Successfully led the Physician Services Department through two JCAHO surveys helping CMC to obtain scores of 93 and 90.
- Developed and implemented Physician Leadership Council.
- Restructure the Billing Office to a centralized model.
- Increased efficiency for managers and staff by restructuring the end of month process from one week to one day.
- Successfully implemented a new billing system.
- Successfully implemented two new physician offices from design to operation.
- Responsible for all physician employment contracts.
- Established a management culture between Physician Services and other departments of the hospital.
- Developed and implemented physician office policies and procedures.
- Initiated and implemented a compliance manual.
- Created a team environment among the managers.
- Human Resources:
 - Team building
 - Hiring
 - Termination
 - Employee counseling
 - Evaluating staff performance
 - Investigated H.R. issues
- Team member of the following committees:
 - Senior Leadership Team
 - Board of Directors
 - Finance Committee
 - Strategic Planning
 - Third Party Payor
 - Directors
- Board member of a FQHC, Partnership Health Care.

Presbyterian Health Care Services

1992-2000

P.O. Box 26666, Albuquerque, N.M. 87125-6666 (505-841-1040)

Positions held: During my seven years at PHS I was advanced into positions with more responsibility.

Regional Practice Administrator

Responsibilities: Regional Practice Administrator overseeing 10 physician offices in the following locations in New Mexico; Espanola, Portales, Clovis, Ruidoso, Socorro and Albuquerque. Specialties included Peds, F.P., I.M., OB/GYN, and General Surgery. There were 26 physicians, I had six managers/supervisors directly reporting to me and I oversaw all operations at the Socorro office.

- Implemented a regional team model.
- Transition all offices from stand alone billing to the Presbyterian Health Care Services centralized billing system.
- Successfully led each site through JCAHO surveys.
- Developed and implemented Front Desk, Billing, and General Policy and Procedure Manual.
- Successfully implemented new general surgery physician office from design to operation.
- Human Resources:
 - Team building
 - Hiring
 - Termination
 - Employee counseling
 - Evaluating staff performance
 - Investigated H.R. issues

Practice Administrator:

Responsibilities: Overall responsibility for the following physician practices: Adult Health Care Specialist, Albuquerque Internal Medicine, Kaseman Family Practice, El Camino, Pennmont, Presbyterian Family Health Care Rio Bravo and Presbyterian Family Health Care Wyoming. There were 11 clinical/clerical supervisors that directly reported to me.

- Fiscal responsibility for all budgets.
- Successfully led each site through JCAHO surveys.
- Developed a program to allow front desk staff to identify eligibility/primary care provider and co-pays.
- Team Leader for the merger of the five Talbert physician offices transition into Presbyterian Health Care System environment.
- Human Resources issues.

Practice Manager

Responsibility: Adult Health Care Specialist and Albuquerque Endocrinologist. There were seven I.M. and three Endocrinologist physicians. I was responsible for the overall operation of the office including the billing department. I was one of the first Practice Managers given the assignment of two practices.

- Fiscal responsibility for meeting/exceeding budgets.
- Developed and implemented a centralized billing office.
- Responsible for the Department of Energy contract, including replying to the Request for Proposal.
- Successfully led each site through JCAHO surveys.
- Team member for the implementation of provider base billing. With my computer background I was asked to work with the Medic computer software technician in redesigning the software to handle split billing.

Administrator

1990-1992

1990-1992: Presbyterian Medical Services - P.O. Box 2267, Santa Fe, N.M. 87504 (505-982-5566)

Responsibilities: Practice Administrator overseeing six physician offices in the following locations in New Mexico; Cuba, Torreon, Counselors, Ojo Encino, Jemez Springs, and Reserve. Specialties include Peds, F.P., and I.M. There were five physicians, one FNP and one

P.A. I had five managers/supervisors directly reporting to me and I oversaw all operations. I was temporarily assigned as the Administrator for the St. Francis Health Care System in Carlsbad for four months.

- Fiscal responsibility for meeting/exceeding budgets.
- Oversaw the Indian Health Services contract.
- Recruitment of physicians and FNP.
- Oversaw the ambulance service including developing fund proposal for the service.
- Participated with Tribal Councils (reporting to the council on status of the clinics).
- Responsibility for the Community Board of Directors.
- I wrote articles for the local paper updating them on clinic issues.
- Successfully implemented an annual health care day.
- Successfully implemented the Reserve clinic into the PMS operation.
- Developed a computer program that allowed for computerized day sheets and A/R tracking.

Fiscal/Personnel Manager

1986-1990

Gallup-Thoreau-Grants Health Care System: 610 N. 5th Street, Gallup, N.M. (505-863-3120)

Responsibilities: Overall fiscal accountabilities to include payroll, patient billing department, accounts payable, budget, FQHC Grant and state grants including WIC. I was given the assignment of moving GTG from a manual peg board patient billing system to a computerized billing program. I completed the assignment successful, and was able to do it under the projected budget. The three Office Managers reported directly to me.

1982-1986: University of New Mexico Gallup Branch, Gallup N.M. 87301

Career Guidance Counselor

Instructor – Computers

1977-1982 **Underground Uranium Miner-New Mexico/Copper Miner-Superior Arizona**

1971-1976 United States Navy - **Ship Serviceman**

ROBERT L. HURLEY, COUNTY JUDGE
1 Courthouse Circle Drive, Suite 101
Jourdanton, Texas 78026



Ph.: (830) 769-3093 Fax (830) 769-2349
countyjudge@atascosacounty.texas.gov

October 11, 2016

Diane Rath
Executive Director
8700 Tesoro Drive, ste 160
San Antonio, Tx 78217

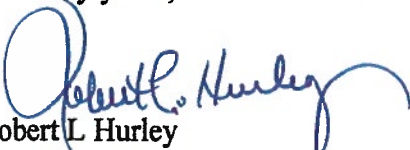
Dear Ms. Rath:

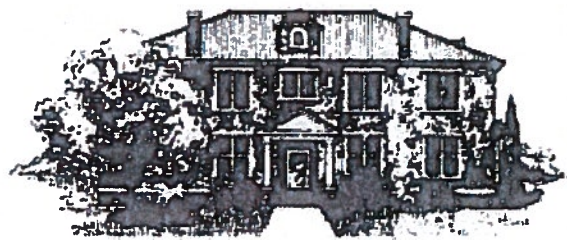
It is with great pleasure the Atascosa County endorses Monty Small for the WSA Board. He has been an amazing force in our county and the surrounding counties providing health care for low income individuals.

He has expanded and grown the Atascosa Health Clinic and installed branches in several towns in the surrounding area. His efforts are directly correlated to extending the lives and quality of life for many, many people.

He is well thought of in all areas of Atascosa County.

Sincerely yours,


Robert L Hurley



McMULLEN COUNTY
TILDEN, TEXAS 78072

JAMES E. TEAL

COUNTY JUDGE

P.O. Box 237
Tilden, Texas 78072
361-274-3341

October 11, 2016

Alamo Area Council of Governments
c/o Committee of Six
8700 Tesoro Drive, Ste. 160
San Antonio, Texas 78217

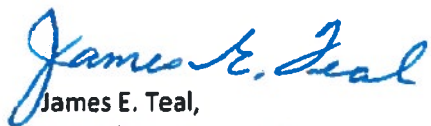
Dear Sirs:

Please consider the appointment of Mr. Monty Small to the Board of Directors of Workforce Solutions Alamo. As the Chief Executive Officer of Atascosa Healthcare, Monty has been a pioneer in overcoming the challenges of rural healthcare. Anyone who has dealt with Monty on a professional level will tell you he is passionate about healthcare and is a true advocate for rural medicine.

In December of 2012, McMullen County embarked on a journey to build upon a virtually nonexistent medical system. After meeting with several private, for profit providers, a chance meeting with Mr. Small led to several conversations about what first line medicine should look like in our County. After many hours of discussion and planning, Mr. Small organized a branch of Atascosa Healthcare in the County Seat of McMullen County, Tilden. Through a grant from the Federal Government, the McMullen Community Health Center was born and today provides a vast array of primary care to all residents of our County.

In closing, having Monty on the Workforce Board would be a great asset. Thank you so much for your consideration in this matter.

Sincerely,


James E. Teal,
McMullen County Judge

H-200: Nomination Slate

Local Workforce Development Board Nomination Slate

PLEASE TYPE OR PRINT

1. Workforce Area: Alamo
2. Name of Nominee: Mark Niederauer
3. Organization Representing EO2 Concepts
4. Position/Title: Chief Operating Officer
5. Address: 12500 Network Blvd, Ste 310 City/Zip Code: San Antonio 78249
6. Telephone Number: 210-325-5495 Fax: 210-561-9067 Cell: _____
7. E-mail: m.niederauer@eo2.com
8. Gender: ☒ Male ☐ Female

9. Race: What is the nominee's race? Mark one or more races to indicate what the nominee considers himself/herself to be.

- ☒ White ☐ Black/African American/Negro ☐ Chinese ☐ Korean
☐ Asian Indian ☐ American Indian/Alaska Native ☐ Samoan ☐ Japanese
☐ Vietnamese ☐ Guamanian or Chamorro ☐ Filipino
☐ Native Hawaiian ☐ Some Other Race _____

10. Hispanic Origin: Is the nominee Spanish/Hispanic/Latino?

- ☒ No, not Spanish/Hispanic/Latino
☐ Yes, Mexican, Mexican American, Chicano ☐ Yes, Puerto Rican
☐ Yes, other Spanish/Hispanic/Latino, specify: _____ ☐ Yes, Cuban

11. Reference Item 3. Please list any applicable Employer TWC Tax Account Number(s):

1.) _____ 2.) _____ 3.) _____

12. Total Number of Employees associated with Employer TWC Tax Account Numbers listed in Item 11: _____

13. Please indicate the Workforce Board category the nominee represents (Check Only One):

Private Sector Large/For-Profit Business (large 500 employees or more).....	☐
Private Sector Small/For-Profit Business (fewer than 500 employees)	☒
Other Private Sector.....	☐
Education	☐
Literacy Council	☐
Economic Development	☐
Vocational Rehabilitation.....	☐
Public Employment Service (TWC)	☐
Adult Basic and Continuing Education.....	☐
Organized Labor [20 C.F.R. §628.410(a)(3)].....	☐
Community-Based Organization (CBO)	☐
Public Assistance.....	☐

Special Board Requirements - Indicate, if applicable:

14. Nominee has expertise in child care or early childhood education ☐
15. Nominee is a veteran AND is actively engaged in the field of veterans affairs or services ☐

Chief Elected Official's Membership Guide for Local Workforce Development Boards

16. San Antonio Chamber of Commerce
Name of Nominating Organization
17. 602 Commerce St. San Antonio TX 78205
Street Address or P.O. Box of Nominating Organization City State Zip
18. (210) 229-2100
Telephone Number Fax
19. *Richard Perez* 9-29-16
Signature, Nominating Organization - President, Director, or other official Date of Signature
20. Richard Perez President / CEO
Print or Type Name Print or Type Title

Individuals may receive, review and correct information that TWC collects about the individual by emailing to open.records@twc.state.tx.us or writing to TWC Open Records, Rm 266, 101 East 15th St, Austin, TX 78778-0001.

Since January 2010, Dr. Niederauer has been serving as an Executive Officer for EO₂ Concepts, Inc. Dr. Niederauer has more than 25 years of experience in the research, development and commercialization of biologics, pharmaceuticals and medical devices. He has performed preclinical and clinical research, developed and implemented quality systems, established, validated and scaled up manufacturing operations, developed and launched medical devices and obtained regulatory approvals.

Electrochemical Oxygen Concepts, Inc. (EO₂ Concepts)

Jan 10 - present

Chief Operations Officer (formerly Chief Technology Officer and SVP Operations)

Senior executive responsible for product research and design to develop innovative wound care solutions. Focus is on enhancing the healing of wounds through the use of continuous diffusion of oxygen therapy. Responsible for the manufacturing, quality, logistics, regulatory, preclinical and clinical activities.

- Led development and manufacturing of a novel therapeutic system (device and dressings) for continually treating wounds with pure oxygen derived from air using fuel cell technology (Continuous Diffusion of Oxygen therapy).
- Led establishment of company operations, including quality systems, manufacturing, logistics, information systems and operations.
- Obtained ISO 13485 Annex II and CMDR Certification.
- Obtained FDA Clearance, CE Marking of devices and Canada Health approval.
- Conducted clinical post-market surveillance research, with an ongoing clinical registry and clinical trials, including a multi-center, double-blind, prospective RCT with a sham device on diabetic foot ulcers.

Smith & Nephew Endoscopy

Sept 06 - Dec 10

Director of Operations & Plant Manager

Site Director for medical device company focused on developing and commercializing products for sports medicine repair. Site specific focus on the use of resorbable biomaterials for repair of bone and cartilage.

- Led transition of site quality and manufacturing systems to conform with corporate systems and change of notified bodies. Fully rebranded all products from OBI to SNE and converted MRP systems.
- Increased production capacity by over 500% at a cost of \$800k. Current production running at \$25 million annually, facility capable of \$100 million annually.
- Maintained excellent service levels – average daily backorder less than 0.03% of sales.
- Designed and validated new Modular Clean Environment, including transferring and validating all manufacturing processes. Environmental monitoring and emergency power backup for critical systems.
- Performed Lean Transformation of quality and manufacturing systems, reducing cycle time by 35% and on target to reduce quality review by greater than 50%.
- Fully validated processes including CNC machining of implants, automated implant cutting, implant assembly, packaging and sterilization. Eliminated multiple quality analyses and inspections.
- Directly managed up to 35 people and managed full site of over 40 people.
- Maintained excellent safety record – no OSHA reportables in last several years.
- Obtained ISO 13485 Annex II Certification.

OsteoBiologics, Inc. (Acquired by Smith & Nephew Endoscopy)

Jan 96 - Sept 06

Director of Operations

Led teams to develop and implement the quality, manufacturing and operations systems for the development and production of the core scaffold technology into marketable products for arthroscopy and sports medicine. Responsible for overseeing inventory control, quality inspections, manufacturing, quality assurance, training, and environmental, safety and health programs. Led development, and obtained regulatory approval for, an electromechanical articular cartilage health assessment device (indentation probe). Assisted in development of core scaffold technology.

- Established Quality System for FDA QSR, ISO 9001, EN 46001. Later transitioned system to ISO 13485.
- Served as primary Audit Coordinator for FDA and ISO audits. No major findings from FDA audit. Obtained ISO 13485 certification for Annex III/V.
- Successfully validated and launched 12 new products / product line extensions over the last 3 years.
- Obtained CE Mark for use of core scaffold technology to repair bone and cartilage.
- Developed and managed development of resorbable medical devices and diagnostic instrumentation, resulting in the issuance of five patents.
- Designed, installed and validated all process and utility equipment, cleanroom facilities, and the corresponding production, packaging and sterilization procedures, including steam, ethylene oxide (custom cycle) and gamma.

- Boyan, B.D., K. Kieswetter, N.C. Leatherbury, D.L. Korvick, G.G. Niederauer, M.Q. Niederauer, M. Wirth, J.L. Diaz, G.D. Ross, L. Xiong, T. Aufdemorte, Z. Schwartz, M. A. Walter. Bioabsorbable Scaffolds Impregnated with Marrow are Effective Bone Graft Substitutes. International Society for Technology Arthroplasty (ISTA), 1996.
- Niederauer, M.Q., and C.E. Glatz. Model of the Polyelectrolyte Precipitation of Genetically Engineered Enzymes Possessing Charged Polypeptide Tails. *Journal of Macromolecular Science - Pure Applied Chemistry*, Vol. A31, pp. 127-153, 1994.
- Niederauer, M.Q., I. Suominen, M.A. Rougvié, C.F. Ford and C.E. Glatz. Characterization and Polyelectrolyte Precipitation of β -galactosidase Containing Genetic Fusions of Charged Polypeptides. *Biotechnology Progress*, Vol. 10, Number 3, pp. 237-45, 1994.
- Niederauer, M.Q., and C.E. Glatz. Enhancement of Polyelectrolyte Precipitation Through the Genetic Fusion of Charged Peptide Tails to Proteins. Paper presented at the AIChE Annual Meeting, Miami Beach, November 1992.
- Suominen, I., C.F. Ford, D. Stachon, H. Nurmela, M.Q. Niederauer, H. Heimo and C.E. Glatz. Enhanced Recovery and Purification of *Aspergillus* Glucoamylase in *Saccharomyces cerevisiae* by the Addition of Poly(Aspartic Acid) Tails. *Enzyme and Microbial Technology*, 1992.
- Heng, M. H., M.Q. Niederauer, C.E. Glatz, D.S. Stachon, and C.F. Ford. Recovery of Charged Fusion Proteins from Crude Extracts. Paper presented at the ACS 203rd Annual Meeting, San Francisco, CA, April 5-10, 1992.
- Niederauer, M.Q., and C.E. Glatz. Selective Precipitation. Chapter 1 in *Advances in Biotechnology/Biochemical Engineering*, Vol. 47 (A. Feichter (ed.)), Springer, Berlin, 1992.
- Niederauer, M.Q., C.E. Glatz, C.F. Ford, and D. Stachon. The Use of Charged Peptide Fusions for Enhancement of Polyelectrolyte Precipitation Selectivity. Paper presented at the AIChE Annual Meeting, Los Angeles, November 1991.
- Glatz, C.E., M.Q. Niederauer, J.R. Luther, and C.E. Forney. Selectivity in Non-Chromatographic Protein Separations. Paper presented at the ACS 202nd Annual Meeting, 1991.
- Niederauer, M.Q., C.E. Glatz, I.A. Suominen, C.F. Ford, and M.A. Rougvié. Characterization of Poly-Asp Tailed β -galactosidase. Poster presented at the Twentieth Annual Biochemical Engineering Symposium, Kansas State University, Manhattan, Kansas, 1990.
- Niederauer, M.Q. Untersuchungen zur Tropfenabscheidung in einem Axialzyklon (Research on droplet separation in an axial cyclone). Diplomarbeit completed (as Fulbright Scholar) at the Lehrstuhl und Institut für Mechanische Verfahrenstechnik, Universität Stuttgart, Stuttgart, West Germany, 1988.

PATENTS AND PUBLISHED PATENT APPLICATIONS

- Niederauer, M.Q., J. Daley, A.S. Neil, "Dressing for Wound Treatment", U.S. Patent Application # 61/763,872, filed February 12, 2014
- Wells, M.C., M. Parker, D.J. Clarius, A. Parker, F. Pundol, T. Woods, M.Q. Niederauer, "Apparatus and Methods for Controlling Tissue Oxygenation for Wound Healing and Promoting Tissue Viability", U.S. Patent Application # 20110054388, filed April 23, 2009
- Walter, M.A., N.C. Leatherbury, M.Q. Niederauer, "Method of resurfacing a femoral condyle", U.S. Patent # 6,203,573, issued March 20, 2001
- Walter, M.A., N.C. Leatherbury, M.Q. Niederauer, "Method of resurfacing a femoral condyle", U.S. Patent # 6,156,068, issued December 5, 2000
- Niederauer, M.Q., R.P. Wilkes, G.M. Niederauer, S. Cristante, S.F. Cline, R.A. Tynmann, "Hand-Held Materials Tester", U.S. Patent # 5,904,658, issued May 18, 1999.
- Walter, M.A., N.C. Leatherbury, M.Q. Niederauer, "Moldable, hand-shapable biodegradable implant material", U.S. Patent # 5,716,413, issued Feb. 10, 1998.
- Walter, M.A., N.C. Leatherbury, M.Q. Niederauer, "Moldable, hand-shapable biodegradable implant material", U.S. Patent # 5,863,297, issued Jan. 26, 1999.

REFERENCES AVAILABLE UPON REQUEST

H-200: Nomination Slate

Local Workforce Development Board Nomination Slate

PLEASE TYPE OR PRINT

1. Workforce Area: Higher Education
2. Name of Nominee: Dr. Cynthia Teniente-Matson
3. Organization Representing Texas A&M University-San Antonio
4. Position/Title: President
5. Address: One University Way, Suite 500 City/Zip Code: San Antonio, TX 78224
6. Telephone Number 210-784-1600 Fax 210-784-1620 Cell 210-237-9877
7. E-mail: cynthia.matson@tamusa.edu
8. Gender: ☐ Male ☒ Female
9. Race: What is the nominee's race? Mark one or more races to indicate what the nominee considers himself/herself to be.
- | | | | |
|---|--|-----------------------------------|-----------------------------------|
| ☒ White | ☐ Black/African American/Negro | ☐ Chinese | ☐ Korean |
| ☐ Asian Indian | ☐ American Indian/Alaska Native | ☐ Samoan | ☐ Japanese |
| ☐ Vietnamese | ☐ Guamanian or Chamorro | ☐ Filipino | |
| ☐ Native Hawaiian | ☐ Some Other Race _____ | | |
10. Hispanic Origin: Is the nominee Spanish/Hispanic/Latino?
- | | |
|---|--|
| ☐ No, not Spanish/Hispanic/Latino | |
| ☒ Yes, Mexican, Mexican American, Chicano | ☐ Yes, Puerto Rican |
| ☐ Yes, other Spanish/Hispanic/Latino, specify: _____ | ☐ Yes, Cuban |
11. Reference Item 3. Please list any applicable Employer TWC Tax Account Number(s):
- 1.) 99-998564-5 2.) 99-998567-0 3.) _____
12. Total Number of Employees associated with Employer TWC Tax Account Numbers listed in Item 11: _____
13. Please indicate the Workforce Board category the nominee represents (Check Only One):
- | | |
|---|-------------------------------------|
| Private Sector Large/For-Profit Business (large 500 employees or more)..... | ☒ |
| Private Sector Small/For-Profit Business (fewer than 500 employees) | ☐ |
| Other Private Sector..... | ☐ |
| Education | ☒ |
| Literacy Council | ☐ |
| Economic Development | ☐ |
| Vocational Rehabilitation..... | ☐ |
| Public Employment Service (TWC) | ☐ |
| Adult Basic and Continuing Education..... | ☐ |
| Organized Labor [20 C.F.R. §628.410(a)(3)]..... | ☐ |
| Community-Based Organization (CBO) | ☐ |
| Public Assistance..... | ☐ |
- Special Board Requirements** - Indicate, if applicable:
14. Nominee has expertise in child care or early childhood education ☐
15. Nominee is a veteran AND is actively engaged in the field of veterans affairs or services ☐

Chief Elected Official's Membership Guide for Local Workforce Development Boards

16. **Texas A&M University System**

16. Name of Nominating Organization

17. **1122 TAMU** **College Station** **TX** **77840-7896**

17. Street Address or P.O. Box of Nominating Organization City State Zip

18. **(979) 458-6004**

18. Telephone Number

Fax

19. **Billy Hamilton** **10/3/2016**

19. Signature, Nominating Organization - President, Director or Other Official Date of Signature

20. **Billy Hamilton**

20. Print or Type Name

Print or Type Title

Individuals may receive, review and correct information that TWC collects about the individual by emailing to open.records@twc.state.tx.us or writing to TWC Open Records, Rm 266, 101 East 15th St., Austin, TX 78778-0001.



TEXAS A&M UNIVERSITY
SAN ANTONIO

About The President

Dr. Cynthia Teniente-Matson is the second president of Texas A&M University-San Antonio. Established as a stand-alone university in 2009, A&M-San Antonio is the first of the Texas A&M System universities located in a major metropolitan city. Since her tenure at A&M-San Antonio, she has formed a vital leadership direction for the University to become a National Model for Student and Academic Success. She is thoughtfully and strategically positioning A&M-San Antonio as a Pathway to Prosperity - an academic journey for audacious students, ranging from the inaugural first-year class in 2016 to individuals in a graduate program, to pursue their aspirations through intellectual curiosity and practical real-world experiences. As president, she's leading expert faculty, bright student leaders and caring staff to provide a contemporary and flexible, personalized education that empowers students, particularly those being the first in their family to attend college, to enter a highly diverse and competitive workforce.

Dr. Teniente-Matson, who was born in San Antonio, has more than 25 years experience in higher education with a track record of accomplishments that support campus growth, including: faculty and student success, economic development, financial stewardship and broad-based entrepreneurial leadership. Dr. Teniente-Matson is deeply involved in the San Antonio community across various organizations including serving as the Tricentennial Commission-District 4 Appointee for the City of San Antonio and the P16Plus Council of Greater Bexar County. She also has extensive community service and leadership experience on numerous national higher education associations and boards, including former board chair of the National Association for College and University Business Officers and Governor for City University of Seattle.

1. The first part of the report is a general introduction to the subject of the study.

Resumes for WSA Board Appointment for Future Vacancy

- **Carolyn King, Business, Methodist Healthcare
System of San Antonio**

H-200: Nomination Slate

Local Workforce Development Board Nomination Slate

PLEASE TYPE OR PRINT

1. Workforce Area: Healthcare
2. Name of Nominee: Carolyn King
3. Organization Representing Methodist Healthcare System of San Antonio
4. Position/Title: Director of Grants and Clinical Education Operations
5. Address: 109 Fredericksburg Road City/Zip Code: San Antonio, TX 78222
6. Telephone Number: 210-510-8888 Fax: 210-510-8100 Cell: 210-510-7793
7. E-mail: carolynking@methodist.com
8. Gender: ☐ Male ☒ Female
9. Race: What is the nominee's race? Mark one or more races to indicate what the nominee considers himself/herself to be.
- | | | | |
|---|--|-----------------------------------|-----------------------------------|
| ☒ White | ☐ Black/African American/Negro | ☐ Chinese | ☐ Korean |
| ☐ Asian Indian | ☐ American Indian/Alaska Native | ☐ Samoan | ☐ Japanese |
| ☐ Vietnamese | ☐ Guamanian or Chamorro | ☐ Filipino | |
| ☐ Native Hawaiian | ☐ Some Other Race _____ | | |
10. Hispanic Origin: Is the nominee Spanish/Hispanic/Latino?
- ☒ No, not Spanish/Hispanic/Latino
- ☐ Yes, Mexican, Mexican American, Chicano ☐ Yes, Puerto Rican
- ☐ Yes, other Spanish/Hispanic/Latino, specify: _____ ☐ Yes, Cuban
11. Reference Item 3. Please list any applicable **Employer TWC Tax Account Number(s)**:
- 1.) 02-15942-0 2.) _____ 3.) _____
12. **Total Number of Employees** associated with Employer TWC Tax Account Numbers listed in Item 11: 10,000
13. Please indicate the Workforce Board category the nominee represents (**Check Only One**):
- | | |
|---|-------------------------------------|
| Private Sector Large/For-Profit Business (large 500 employees or more)..... | ☒ |
| Private Sector Small/For-Profit Business (fewer than 500 employees) | ☐ |
| Other Private Sector..... | ☐ |
| Education | ☐ |
| Literacy Council | ☐ |
| Economic Development | ☐ |
| Vocational Rehabilitation..... | ☐ |
| Public Employment Service (TWC) | ☐ |
| Adult Basic and Continuing Education..... | ☐ |
| Organized Labor [20 C.F.R. §628.410(a)(3)]..... | ☐ |
| Community-Based Organization (CBO) | ☐ |
| Public Assistance..... | ☐ |
- Special Board Requirements** - Indicate, if applicable:
14. Nominee has **expertise in child care or early childhood education** ☐
15. Nominee is a **veteran AND is actively engaged** in the field of veterans affairs or services ☐

Chief Elected Official's Membership Guide for Local Workforce Development Boards

16. _____
Name of Nominating Organization
17. _____
Street Address or P.O. Box of Nominating Organization City State Zip
18. _____
Telephone Number Fax
19. _____
Signature - Nominating Organization - President, Director, or other official Date of Signature
20. _____
Print or Type Name Print or Type Title

Individuals may receive, review and correct information that TWC collects about the individual by emailing to open.records@twc.state.tx.us or writing to TWC Open Records, Rm 266, 101 East 15th St., Austin, TX 78778-0001.

EMPLOYMENT

Clinical Social Worker	Private Practice	1992 - Present
- Individual and family psychotherapy to adults (ages 18-92) with mild to serious mental illness. - Coordinate treatment with psychiatrists, neurologists, and primary care doctors to identify factors impacting functioning, e.g., dementia, trauma, mental illness history, and comorbid medical issues. - Work with patients and family members to enhance understanding of diagnosis, set treatment goals, and improve coping skills.		
Director Grants & Clinical Education Operations	Methodist Healthcare	Jan 2016 - present
- Write Grant applications and oversee grant implementation for our eight hospitals. - Charge Nurse Course Instructor. - Crisis Intervention Instructor for new employees. - Direct all clinical placement operations. - Represent Methodist Healthcare on San Antonio Clinical Liaison Group and on community grant projects.		
Director Policy Operations & Special Programs	Methodist Healthcare	2009 - Present
- Oversee the Social Work Supervision Program for LMSWs working towards LCSW licensure. - Policy & Procedures Committee Chair. Oversee the development, review, and approval of evidence based policies and procedures.		
Curriculum Designer	Methodist Healthcare	Oct 2006 – 2009
Designed curriculum for clinical, leadership, and technical training for Methodist Healthcare using knowledge of evidence based practice, and principles of adult learning.		
Program Clinical Coordinator & Therapist	Methodist Healthcare	Jan 1999 – Oct 2006
- Provided Individual, family, and group psychotherapy, and patient referrals to community agencies. - Partnered in development of a Master Treatment Plan for use in all Methodist Healthcare psychiatric units. - Chaired weekly unit multidisciplinary treatment team meetings which included patients and families. - Supervised clinical social workers' psychotherapy, clinical documentation, and treatment planning.		
Home Health Medical Social Worker	San Antonio Area Agencies	1993-1999
- Provided assessment, treatment planning, and psychotherapy services to homebound elderly and disabled. - Identified psychosocial needs which impacted the ability to accept interventions and maximize functioning. - Referred patients to community agencies to address physical, financial, mental health and concrete service needs.		

EDUCATION

Richmond, VA	Virginia Commonwealth University	1980-1984
Master of Social Work, 1984		
Bachelor of Social Work, 1982, Meals on Wheels Internship, 1981, Assessed needs of homebound clients, provided emotional support, and referred to community agencies.		

SOCIAL WORK APPOINTMENTS

- Clinical Social Work Federation Board Member, 2001-2003; Membership Committee, 2002
- Sunset Advisory Commission, Texas Department of Health Licensing, 2004.
TSCSW Representative revising the State Board of Social Work Examiners Licensing Rules and Regulations.
- Texas Society for Clinical Social Work, President, Sept 2009 – 2013, and Sept 2001-2003; Treasurer 2013- present, various positions 1994-1997.
- University of Central Texas, Social Work Affiliate Professor Killeen, TX 1992-1993; Social Work Advisory Board, 1994-1997.

ADDITIONAL APPOINTMENTS AND AWARDS

- Methodist Healthcare System Social Work Council, Lisa Nisbet, LCSW Leadership Award 2006.
- Alamo Academies Board of Directors, Healthcare Industry Representative, 2010-present.
- NAVEX Global Advisory Council, Healthcare Representative, March 2013 to Jan 2015.

LICENSURE

- Licensed Clinical Social Worker, State of Texas, 1990 - present (no.11699)
- Licensed Marriage and Family Therapist, State of Texas, 1992 - present (no.002124)
- Board Certified Diplomate in Clinical Social Work, 2004 –present (no. 50667)

PART H: FORMS

PART H-100: CONFLICT OF INTEREST STATEMENT FOR LOCAL WORKFORCE DEVELOPMENT BOARD MEMBERS

Board Nominee: CAROLYN KING

Category Representing: PRIVATE SECTOR

1. Does board nominee, any entity or business he/she is involved with, or the organization for which he/she is being nominated to represent have a contract with the Board?
Yes ☐ No ☒ If yes, please explain.

If yes, nominee will need to make appropriate disclosures to the Board.


Executive Director

10/18/16
Date