

WSA BOARD OF DIRECTORS

APPOINTMENTS

Business and Commerce Category

T.J. Haygood, CEO, Confidential Search Solutions, LLC, in San Antonio, Texas for Place 3
(Re-appointment)

Alex Nava, Attorney, Allan, Nava & Glander, PLLC, in San Antonio, Texas for Place 4
(Re-appointment)

John T. Blaylock, HR Manager, Halliburton, in San Antonio, Texas for Place 8
(Re-appointment)

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

H-200: Nomination Slate

Local Workforce Development Board Nomination Slate

PLEASE TYPE OR PRINT

1. Workforce Area: Bexar County

2. Name of Nominee: Tharrell J. Haygood (aka TJ Haygood)

3. Organization Representing: Confidential Search Solutions LLC

4. Position/Title: CEO/President/Founder

5. Address: 8000 IH-10 W., Suite 1521 City/Zip Code: San Antonio, TX 78230

6. Telephone Number: (210) 524-7112 Fax: 800-709-1127 Home: (210) 481-7047

7. E-mail: TJHaygood@ConfidentialSS.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.) 18-007811-9 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)..... | <input type="checkbox"/> |
| Private Sector Small/For-Profit Business (fewer than 500 employees)..... | <input checked="" type="checkbox"/> |
| Other Private Sector..... | <input type="checkbox"/> |
| Education..... | <input type="checkbox"/> |
| Literacy Council..... | <input type="checkbox"/> |
| Economic Development..... | <input type="checkbox"/> |
| Vocational Rehabilitation..... | <input type="checkbox"/> |
| Public Employment Service (TWC)..... | <input type="checkbox"/> |
| Adult Basic and Continuing Education..... | <input type="checkbox"/> |
| Organized Labor [20 C.F.R. §628.410(a)(3)]..... | <input type="checkbox"/> |
| Community-Based Organization (CBO)..... | <input type="checkbox"/> |
| Public Assistance..... | <input type="checkbox"/> |

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 256, 101 East 15th St., Austin, TX 78778-0001.

Boards and Commissions Information Form

Note: The information you provide on this form is public

Board: Workforce Solutions Alamo Board

PERSONAL DATA

Name:

| | | |
|---------------|----------------|---------------|
| Haygood | Therrall | J. |
| <i>(Last)</i> | <i>(First)</i> | <i>(M.I.)</i> |

Home Address:

| | |
|----------------------------------|--------------------------------|
| 23134 Summers Dream | San Antonio, TX 78258 |
| <i>(Physical Street Address)</i> | <i>(City, State, Zip Code)</i> |

Home Phone: (210) 481-7047

What city do you live in? San Antonio

Years of Residence? 8

What county do you live in? Bexar

Years of Residence? 8

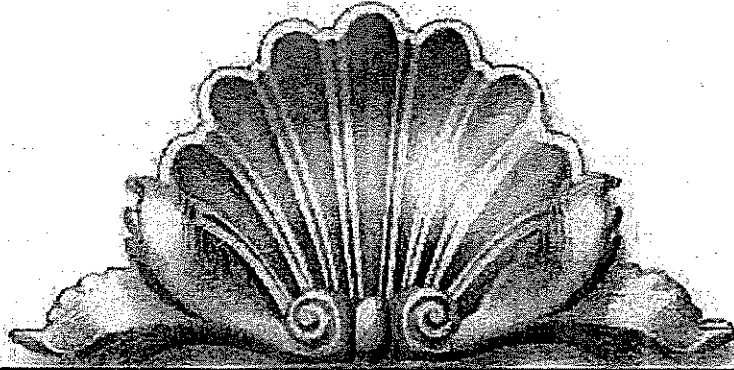
Employer: Confidential Search Solutions

Employer Address:

| | |
|----------------------------------|--------------------------------|
| 8000 IH-10 W., Suite 1521 | San Antonio, TX 78230 |
| <i>(Physical Street Address)</i> | <i>(City, State, Zip Code)</i> |

Work Phone: (210) 524-7712

Length of Employment: 4.5 Years Position: CEO/Founder



TJ Haygood's Bio

"My professional desire is to live an honorable life in such a way that it inspires others around me to achieve greater success in their professional and personal lives."

Founder & CEO of

Confidential Search Solutions LLC

8000 IH-10 W., Suite 1521, San Antonio, TX 78230

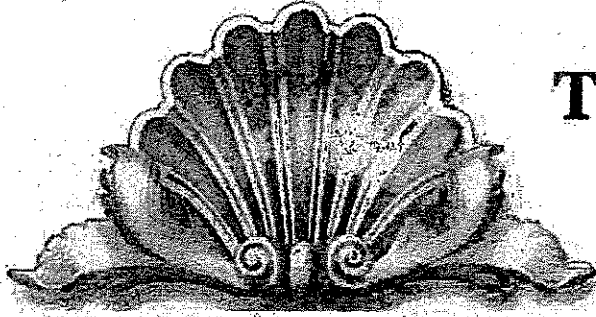
www.ConfidentialSS.com

TJHaygood@ConfidentialSS.com

www.LinkedIn.com/TJHaygood

www.Twitter.com/TJHaygood

Office: (210) 524-7712 Cell: (210) 573-8627



TJ HAYGOOD'S MINI BIO

Professional Experience

*Business Owner, Community Leader, Public Speaker,
Recruiter, Trainer, & Career Coach*

TJ is an award winning CEO and Founder of Confidential Search Solutions (CSS), an employment consulting firm based in San Antonio, Texas. Founded in 2009 in the middle of the recession, CSS provides executive and professional recruiting, career development training and career coaching services for high performing organizations, in addition to talented professionals in Central and South Texas. Prior to starting her own firm, TJ was an award winning Managing Director in San Antonio for one of the largest staffing firms in the country and a Staff Vice President for a regional one in St. Louis, MO.

Family & Friends

Wife, Mother, Mother-in-law, Daughter, Sister, & Friend

TJ is a military wife for over 30 years to Lt. Col. Angelo T. Haygood (USAF, Retired) and the proud mother of two college graduates. Their oldest son is a Senior Systems Engineer with Raytheon in Tucson, AZ. He is a graduate of Iowa State University. Their youngest son is a performing artist and medical professional at Sloan Kettering Memorial Hospital in New York, NY. He is a graduate of Pepperdine University.

TJ is very active in her local church community as an elder's wife at the Dellcrest Church of Christ where she serves as the Co-Chair of the DCC Widow's Ministry and Sisters-to-Sisters Support Group. She has spoken at the National Lectureship, Pepperdine Lectures, Southwestern Christian College and numerous ladies' day programs around the country. Her favorite books in the Bible are Proverbs and James. Her favorite bible verse is John 10:10 and her favorite daughter-in-law is Monieka Haygood.

Education, Certifications, Awards, Recognition, Memberships & Hobbies

- Recipient of the 2012 North San Antonio Chamber of Commerce's *Small Business Leaders Award*
- Graduate of North Carolina A&T 1983 & Southwestern Christian College 1980
- Certified Personnel Consultant, Temporary Staffing Specialists, and Worktraits Trainer
- Author: *"My Daddy is Bigger Than Your Daddy"*, 2011 about life as a Preacher's daughter
- Featured Writer/Columnist in NSIDE Magazine since 2011 for various **published issues**
- Board Member - Alamo City Chamber of Commerce, North Chamber Leadership Lab Alumni Board, UTSA Small Business Development Council, and SAWS' Citizens Advisory Panel (CAP)
- Former Tax Accountant & Enrolled Agent licensed through the Treasury Department/IRS
- Sorority Affiliation: Alpha Kappa Alpha Incorporated
- Hobbies: Decorating, crocheting, baton twirling, building websites, playing Angry Birds, Spiderette, Pyramid, Attending musicals, and giving back to her local community





December 4, 2013

To Whom It May Concern

NAWBO 2014 Entrepreneurial Spirit Award Recommendation Letter
P.O. Box 460724
San Antonio, TX 78246

To Whom It May Concern:

This letter is my recommendation for Therall J. Haygood for the prestigious **2014 Entrepreneurial Spirit Awards (ESA)**. Ms. Haygood, as the President and CEO of Confidential Search Solutions, LLC, has been a client of mine for the last four and a half years. I believe that she would be an excellent recipient for your esteemed award.

During this time, I have worked with Ms. Haygood in her business from the initial days of its start to where it is today, almost five years later. The company has grown steadily and continues to grow. Ms. Haygood has demonstrated a tremendous work ethic, a commitment to excellence, and an unceasing drive for success. Her efforts produced top results on a consistent basis. Ms. Haygood has developed and successfully implemented both business and strategic plans to utilize as roadmaps for growing her company, to target critical markets, to develop key services for meeting customer needs, to streamline production processes, and to increase business development opportunities. The plans have assisted her in guiding the company towards the next level.

In addition to being a very successful business woman, Ms. Haygood is very involved in activities and efforts to serve her community. She frequently looks for ways to give back to her community on a regular basis. Ms. Haygood is always available to assist and is very approachable. She is a key participant in the North San Antonio Chamber of Commerce Leadership Program and won the 2012 North San Antonio Chamber of Commerce Small Business Leader of the Year Award. Additionally, Ms. Haygood serves on several boards to include: Alamo City Black Chamber Board Member, North Chamber Leadership Lab Board Member, San Antonio Water Systems Citizens Advisory Panel (CAP), as well as our UTSA-Small Business Development Center Board.

For the reasons stated above, I highly recommend Therall J. Haygood as a recipient for your **2014 Entrepreneurial Spirit Awards (ESA)**. If you have any questions regarding Ms. Haygood, this recommendation, or I can provide further assistance, please do not hesitate to contact me. I can be reached at 210-458-2744 or at Richard.Sifuentes@utsa.edu.

Sincerely,

Richard Sifuentes
Assistant Director

UTSA- Institute for Economic Development
San Antonio Small Business Development Center



To Whom It May Concern:

As the Director of Human Resources for one of the best places to work in San Antonio and one of the most respected healthcare organizations in the city, my plate is often full and over-extended. However, it was important for me to stop for a brief moment to write a letter of recommendation for one of our favorite recruiting and staffing vendors out of several we work with when our internal recruiting team needs a little extra bandwidth for those most challenging positions. As a non-profit entity, cost is always a concern. Therefore, when we spend our money, we strive to work with vendors who provide both great value and quality service.

Confidential Search Solutions (CSS) is a four year old woman owned small business based in San Antonio that provides both great value and quality service. Although they are small and relatively new, their service is huge and their professionalism is exceptional giving them the ability to successfully compete with more established local and national firms for our business.

They have been successful working on some of our most complex recruiting needs to include a psychiatrist position we were struggling to fill last year. Because of their professionalism, integrity, and overall service we have used them on multiple occasions for direct hire and temporary staffing needs with the intentions to continue to do so when the need arises.

Thank you for giving me the opportunity to share with you. We wish CSS much success and continued blessings in their endeavor to serve their clients' needs.

Sincerely,

Fabiola M. Gil de Rubio
Director of Human Resources

December 4, 2013

To Whom It May Concern
NAWBO 2014 Entrepreneurial Spirit Award Recommendation Letter
P.O. Box 460724, San Antonio, TX 78246

Re: Letter of Recommendation for Mrs. T. J. Haygood

I have known Mrs. T. J. Haygood for over six years. She is a very smart and confident individual with strong verbal communication skills. She stays up to date on current events affecting both the local and global scene. She is a well educated individual that can hold her own in many different circles of business, civic and world affairs.

In addition to her educational credentials, Mrs. Haygood is also a caring individual when it involves anyone that comes into her life. Mrs. Haygood took the time to coach my son even though she did not know him that well or for a great deal of time. Her advice helped my son refocus his efforts, but more importantly, help him to appreciate the bigger things in life and not just view the obstacles he was facing. She definitely left a positive impression on him.

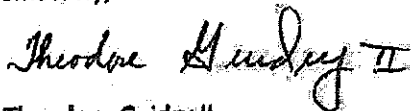
Mrs. Haygood' work on the Board of the Alamo City Black Chamber of Commerce has been invaluable. Her insight and the confident professional manner she uses to express herself, has helped the Chamber to stay on the right course. She has provided insight on how to deal with each other in a caring and professional manner, without backing down on critical issues.

Her work in the community to expand the potential for bright individuals undoubtedly adds value to the San Antonio community. Her training skills allow trainees to quickly grasp important concepts and relate them to real life situations that most of us will encounter. Though not important to some, her personal values and commitment to marriage and family are but another great quality that are obvious to those who come in contact with her and have the privilege to spend some time talking to her. Both she and her husband, Angelo are true mentors to any young couple on how to love each other, and some older couples for that matter.

Without question I offer this letter of recommendation. You would be making a wise decision to select Mrs. Haygood for one of your 2014 NAWBO Entrepreneurial Spirit Awards. I would fully expect that she would be a great example and leader to others around her.

Should you have any questions please do not hesitate to give me a call at 210-601-1037.

Sincerely,



Theodore Guidry II
Sr. Vice President Business Risk Management
Valero Energy Corporation

Elected Officers

K. "Andy" Tiwari, Esq.
Chairman
Tiwari + Bell, PLLC

Theodore Guildry, II,
Immediate Past Chair
Valero Energy Corporation

SaWanna Cannon
1st Vice Chair
Training Solutions & Associates

Jacqueline M. Jackson
2nd Vice Chair
Minority Business Enterprise Center

Teri Britts
Treasurer
Britts & Associates

Jackie Gorman
Parliamentarian
SAGE

Felicia Madison, CMP
Secretary
SA Convention & Visitors Bureau

Board of Directors

Adena Williams Loston, PhD -
St Philip's College
Alan Warrick, II -
World Technical Services, Inc.
Anthony Hargrove -
Elle Austin Community Center
Clarissa Perez -
Hispanic Contractors Association SA
Ed White, Jr. -
BB&T Bank
Herry Stallings -
USAA
Jarrett C. Aiken -
Frost Bank
Captain James F. A. Turner -
M&T Paradigm Group Institute
James Wilcox, PhD -
Strayer University
Linda Polk -
World Car Mazda
Lisa Reid -
NuStar Energy, LP
Marques Mitchell -
KAI Texas
Mary Jane Villalobos -
SAWS
Ron Edinger -
Liquid Capital of TX
Roshella Motley -
Motley's Financial Services
Sheri Barros -
San Antonio Spurs
Steve Braimer -
World Travelers Concierge
Stephen Carter, M.D. -
Take Care Health Systems
T.J. Haygood -
Confidential Search Solutions, LLC
Taj Matthews -
Claude & Zerona Black Foundation
Travis Wiltshire -
CNG Engineering, PLLC
Wayne Terry -
H-E-B



Alamo City Chamber of Commerce, a 501(c)(6) org
600 Hemisfair Plaza Way, #204-09 San Antonio, TX 78205
Ph: 210-226-9055 Fax: 210-226-9055 Email: info@alamocitychamber.org

December 2, 2013

National Association of Women Business Owners
PO Box 460724
San Antonio, Texas 78246

Dear Selection Committee,

I would like to enthusiastically recommend Mrs. TJ Haygood for the NAWBO 2014 Entrepreneurial Spirits Awards. Mrs. Haygood has served on the Board of Directors of the Alamo City Chamber of Commerce with great distinction since 2011. Her leadership is greatly felt as an ambassador for the chamber. She is always present at chamber events; sacrificing her time, talents, and treasures to make our members the very best. I observe her welcoming in new members at ribbon cutting ceremonies – always adding the right touch or saying the right words to the individuals and families making the journey into business. She is an inspiring woman – we were proud to see her speak at the Christian Chamber of Commerce event as their guest speaker.

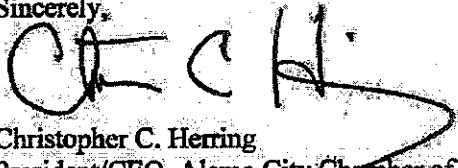
As a business woman, Mrs. Haygood is a role model to an at-risk community, and we were additionally proud to see her validated with her personal story of success published in the San Antonio Express-News. As a small business owner, she represents the entrepreneurial spirit that attracts new growth to our City of San Antonio. As a chamber, we are fortunate Mrs. Haygood's success enabled her to be selected through the US Black Chamber of Commerce to attend and be a part of an ongoing White House business forum to strengthen America's economy.

Over the last three years, Mrs. Haygood has served on the chamber's EPIC (Entrepreneurial and Professional Institute Leadership Connection) Steering Committee as faculty member, helping graduate over 45 successful business leaders and company employees who desired to achieve their professional goals. TJ Haygood's stellar reputation enables our program sponsors (CPS Energy, Valero, and HEB) to know they have a great investment in the programming of the Alamo City Chamber of Commerce.

I am hopeful Mrs. Haygood will become the Chairperson for our Board of Directors in the near future. Her business acumen, her appreciation of Military City USA as an Air Force family member, her Christian spirit, her diversity of experiences and great character will make TJ Haygood an excellent selection for your board.

After serving as an officer for 20 years in the US Air Force, I can attest that people like TJ Haygood are very rare as her leadership, drive and ambition are the very best, and I admire how well she balances it with her faith, family and her community. As an advocate for small, women, and minority businesses in San Antonio, I haven't seen anyone who does it as well as Mrs. Haygood. Our chamber is proud to cheer her on every step of the way. Thank-you for the opportunity to share with you about our chamber member who we greatly love and value.

Sincerely,

A handwritten signature in black ink, appearing to read 'CCH', with a long horizontal flourish extending to the right.

Christopher C. Herring
President/CEO, Alamo City Chamber of Commerce

Mayor Castro's Appointee to the City of San Antonio's Small Business Advocacy Committee

PART H: FORMS

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

Board Nominee: Therrail J. Haygood (aka TJ Haygood)

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.

Shante W. Jones
Executive Director

1/9/14
Date

ITEMS IV + V
BUSINESS PL. 4.

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

H-200: Nomination Slate

Local Workforce Development Board Nomination Slate
PLEASE TYPE OR PRINT

1. Workforce Area: Alamo

2. Name of Nominee: M. Alarcon

3. Organization Representing: Alan, Alon & Gander, PLLC

4. Position/Title: Partner

5. Address: 828 W. Emma Road, Suite 102 City/Zip Code: San Antonio, Texas 78218

6. Telephone Number: 210-305-4220 Fax: 210-305-4219 Home: 210-301-8272

7. E-mail: marco@alargander.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

Asia 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.) 13-469740-7 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) | <input type="checkbox"/> |
| Private Sector Small/For-Profit Business (fewer than 500 employees) | <input checked="" type="checkbox"/> |
| Other Private Sector | <input type="checkbox"/> |
| Education | <input type="checkbox"/> |
| Literacy Council | <input type="checkbox"/> |
| Economic Development | <input type="checkbox"/> |
| Vocational Rehabilitation | <input type="checkbox"/> |
| Public Employment Service (TWC) | <input type="checkbox"/> |
| Adult Basic and Continuing Education | <input type="checkbox"/> |
| Organized Labor (20 C.F.R. §628.410(a)(3)) | <input type="checkbox"/> |
| Community-Based Organization (CBO) | <input type="checkbox"/> |
| Public Assistance | <input type="checkbox"/> |

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. THE GREATER 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. 210 229-2130 210 229-2140
Telephone Number Fax
19. Bill Mock MARCH 18, 2013
Signature, Nominating Organization - President, Director or other official Date of Signature
20. BILL MOCK EXECUTIVE VICE PRESIDENT
Print or Type Name Print or Type Title

Individuals may assume, review and correct information that TWC collects about the individual by emailing to 116546121@twp.org or a finding in TWC Open Records, Item 266, 101 East 15th St., Austin, TX 78776-0001

Boards and Commissions Information Form

Note: The information you provide on this form is public

Board: Workforce Solutions Alamo Board

PERSONAL DATA

Name:

Nava Michael A.
(Last) (First) (M.I.)

Home Address:

13823 Ridge Chase San Antonio, Texas 78230
(Physical Street Address) (City, State, Zip Code)

Home Phone: (210) 391-8272

What city do you live in? San Antonio

Years of Residence? 30

What county do you live in? Bexar

Years of Residence? 30

Employer: Allan, Nava & Glander, PLLC

Employer Address:

825 W. Bitters Road, Suite 102 San Antonio, Texas 78216
(Physical Street Address) (City, State, Zip Code)

Work Phone: (210) 305-4220

Length of Employment: 17 3 mos Years Position: Partner

Biographical Information

M. Alex Nava

Alex Nava was born and raised in San Antonio, Texas. Mr. Nava graduated from Central Catholic High School in 1995 and then attended West Texas A&M University where he played baseball and received a B.A. in English and History in 1999. In 2004, Mr. Nava received a J.D. from St. Mary's University School of Law. He is admitted to practice law in the State of Texas and the United States District Court, Western District of Texas and has significant trial and courtroom experience. He was elected a Fellow of the Texas Bar Foundation in 2007 and has been recognized as a *Texas Super Lawyers* "Rising Star" (2011, 2012 and 2013). In 2008 and 2011, Mr. Nava was also recognized as a "Rising Star" in San Antonio by *Scene In S.A.* magazine.

After graduating from law school, Mr. Nava joined the law firm of Davis, Cedillo & Mendoza, Inc. where he practiced for seven years. In January of 2012, Mr. Nava left that firm to start his own firm, Allan, Nava & Glander, P.L.L.C. During his eight-year career as a trial attorney, Mr. Nava has handled cases in a wide variety of areas such as shareholder disputes, business torts, trade secret and patent disputes, simple and complex contract disputes, employment law, personal injury, construction law, and deceptive trade practices.

Mr. Nava has been active in the San Antonio business and non-profit community. He is currently the vice-chairman of the board at Port San Antonio where he has served as a board member since 2006. In addition, Mr. Nava is a board member at United Communities of San Antonio. He served on the Historic Design Review Commission from 2006 through 2009. In 2011, Mayor Julian Castro appointed Mr. Nava to serve as a co-chair of the Parks Committee for the City of San Antonio 2012 – 2017 Bond Program.

Mr. Nava is fluent in Spanish and is a member of the following organizations: William S. Sessions American Inn of Court; State Bar of Texas; San Antonio Bar Association; Federal Bar Association; and American Bar Association. Mr. Nava is married to Brenna Nava, an attorney at Rackpace, and together they have two beautiful daughters, Isabella Emma (age six) and Cydney Christine (age three).

PART H: FORMS

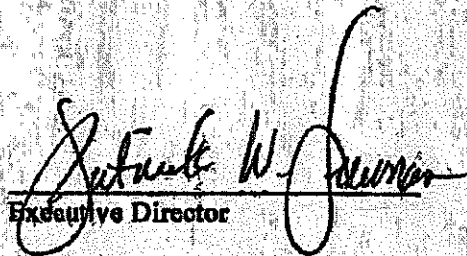
PART H-100: CONFLICT OF INTEREST STATEMENT FOR LOCAL WORKFORCE DEVELOPMENT BOARD MEMBERS

Board Nominee: Alex Nava

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

3/15/13
Date

ITEMS IV. & V.
BUSINESS PL. 8.

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

H-200: Nomination Slate

Local Workforce Development Board Nomination Slate

PLEASE TYPE OR PRINT

1. Workforce Area: ALAMO

2. Name of Nominee: John T. Blaylock

3. Organization Representing: Halburton

4. Position/Title: Manager, Human Resources

5. Address: 4376 South Loop 1604 E PO Box 789 City/Zip Code: Elmendorf, TX 78112

6. Telephone Number _____ Fax: _____ Home: 903-522-1140

7. E-mail: John.Blaylock@Halburton.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)..... | <input checked="" type="checkbox"/> |
| Private Sector Small/For-Profit Business (fewer than 500 employees)..... | <input type="checkbox"/> |
| Other Private Sector..... | <input type="checkbox"/> |
| Education..... | <input type="checkbox"/> |
| Literacy Council..... | <input type="checkbox"/> |
| Economic Development..... | <input type="checkbox"/> |
| Vocational Rehabilitation..... | <input type="checkbox"/> |
| Public Employment Service (TWC)..... | <input type="checkbox"/> |
| Adult Basic and Continuing Education..... | <input type="checkbox"/> |
| Organized Labor [20 C.F.R. §628.410(a)(3)]..... | <input type="checkbox"/> |
| Community-Based Organization (CBO) | <input type="checkbox"/> |
| Public Assistance..... | <input type="checkbox"/> |

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. North Chamber
Name of Nominating Organization
17. 12930 Country Parkway San Antonio TX 78216
Street Address or P.O. Box of Nominating Organization City State Zip
18. 210-344-4848 20-525-8207
Telephone Number Fax
19. E. Duane Wilson 9-26-2012
Signature, Nominating Organization - President, Director, or other official Date of Signature
20. President CEO E. Duane Wilson
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.

Boards and Commissions Information Form

Note: The information you provide on this form is public

Board: Workforce Solutions Alamo Board

PERSONAL DATA

Name:

| | | |
|----------|---------|--------|
| Blaylock | John | T. |
| (Last) | (First) | (M.I.) |

Home Address:

| | |
|---------------------------|-------------------------|
| 21303 Encinco Lookout | San Antonio, TX 78259 |
| (Physical Street Address) | (City, State, Zip Code) |

Home Phone:

What city do you live in?

Years of Residence?

What county do you live in?

Years of Residence?

Employer:

Employer Address:

| | |
|---------------------------|-------------------------|
| 4375 South Loop 1604 E | Elmendorf, TX 78112 |
| (Physical Street Address) | (City, State, Zip Code) |

Work Phone:

Length of Employment: Years Position:

JOHN T. BLAYLOCK

21303 Encino Lookout, San Antonio, TX 78258
(903) 622-1140

John.Blavlock@Halliburton.com

PROFESSIONAL SUMMARY

Human Resources Professional with experiences in Human Resources Administration, Benefits Administration and Project Management. Background includes benefit administration; employee relations and compliance; recruiting; performance management; and maintenance of employee data.

PROFESSIONAL EXPERIENCE

Halliburton Energy Services, San Antonio, TX 2005 – Present
Human Resources Manager: Halliburton Energy Services
Human Resources Supervisor: Halliburton Energy Services

- Effectively manage the Human Resources function for Halliburton's Southeast Area (5,000 employees); responsibilities included staffing, compensation and benefit administration, training, employee relations, compliance and other administrative functions, succession management.
- Partner with management at all levels regarding the interpretation and application of Human Resources policies and procedures. Coach managers on providing effective, ongoing feedback; assist managers in developing measurable performance standards and to develop programs that drive performance and accountability; work with employees in career development efforts.
- Prepare and implement affirmative action/equal employment programs and Sarbanes-Oxley reports; conduct ethics and compliance investigation, successfully utilize strategic counseling and problem solving techniques to resolve employee issues.
- Supervise and mentor Human Resources team members. Utilize company's competency program to assess and develop team to reach company and interpersonal goals.

Halliburton Corporation, Houston, TX 2002 – 2005
Sr. Benefits Consultant: Halliburton Energy Services (2005 – 2005)

- Functioned in a team lead role for Halliburton's Employee Advocacy Group, responsibilities included overseeing appeals process administration, employee advocacy, service award, Web sites, on-site daycare and workout facilities and employee communications.
- Other responsibilities included plan and design for Health and Welfare Benefits (Medical, Dental, Vision, Long Term Disability (LTD), Flexible Spending Accounts and Accidental Death and Dismemberment (AD&D)).
- Worked closely with Benefit Consultants, Service Awards Administrator and Halliburton's Legal, Payroll, Employee Relations (ER), and Employee Assistance Program (EAP) departments.
- Counsel terminated employees (voluntary and involuntary) regarding benefit options to ensure understanding of their responsibility after employment, (COBRA, Retirement and Savings, etc).
- Created and coordinated Benefit's annual enrollment material for U.S. based Energy Services Group (ESG) employees and Professional Resources Limited (PRL) employees.

Enron Corporation, Houston Texas

1999 - 2002

Human Resources Generalist: Enron Wholesale Services (2000 - 2002)

Human Resources Generalist: Enron Asia Pacific/Africa/China (1999 - 2000)

- Functioned in a Generalist role supporting clients within Enron Wholesales Services, administering corporate policies, procedures and practices for assigned client groups.
- Areas of responsibilities included data integrity, report generation, benefit administration, performance management, employee relations, and compliance.
- Coordinated benefit enrollment for new hires within client group to ensure proper comprehension of Corporate Benefits.
- Participated in divestiture team on the \$500 MM sale of Houston Pipeline Company to American Electric & Power, resulting in smooth employee transition to new ownership.
- Provided support for Mid-Year and Year-End Performance Management Meetings, resulting in completed reviews and ratings for 400 employees.
- Expatriate administration included payment of Foreign Service Premiums, Commodities and Services and Services Subsidy and monthly housing and utilities allowance in addition to administering policies and procedures.
- Worked closely with internal immigration staff as well as immigration attorneys concerning required documentation for Expatriates.
- Communicated domestic policies and procedures, employee data maintenance, employee coaching/development, maintained headcount reports and business unit organization charts, and non-exempt recruiting.
- Functioned as business unit lead on company wide implementation of SAP.
- Created and developed organization structure for assigned business unit, working with compensation personnel to ensure correct job attributes and relationship were established for current employee positions.

Coastal Corporation, Houston Texas

1993 - 1999

Administrative Office Manager/Human Resources, Coastal States Oil Trading (1997 - 1999)

- Coordinated with corporate human resources to assure compliance with hiring directives for filling open positions within department.
- Hired, evaluated and supervised administrative staff.
- Complied and developed job descriptions, maintained tracking records for governmental and corporate requirements, scheduled drug screens, and gathered relocation information, which expedited filling open positions.
- Evaluated employee's skills to meet corporate needs, resulting in the elimination of unnecessary hiring.
- Analyzed salary history for local and international employees, resulting in timely evaluations and merit increases.
- Created and implemented merit budgets of over \$2.5 MM for local and offshore employees.

EDUCATION

Bachelor of Business Administration, Stephen F. Austin State University

PART H: FORMS

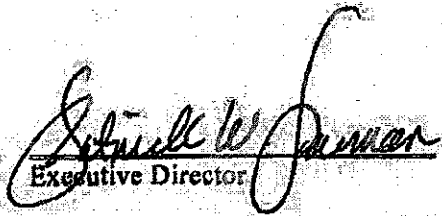
PART H-100: CONFLICT OF INTEREST STATEMENT FOR LOCAL WORKFORCE DEVELOPMENT BOARD MEMBERS

Board Nominee: JOHN T. BLAYLOCK

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

9/26/12
Date

WSA BOARD OF DIRECTORS

APPOINTMENTS

Education Category

Dr. Guillermo Mancha, Jr., Superintendent,
Natalia Independent School District, in Natalia,
Texas for Place 17
(Re-appointment)

Melissa A. Sadler-Nitu, Program Director, Adult
Education Cooperative - Guadalupe, Comal,
Kendall Counties, in Seguin, Texas for Place 19
(Re-appointment)

PART G-300: FORMS

G-300.1: NOMINATION SLATE

LOCAL WORKFORCE DEVELOPMENT BOARD NOMINATION SLATE

PLEASE TYPE OR PRINT

1. Workforce Area: Education

2. Name of Nominee: Guillermo Mancha, Jr.

3. Organization Representing: Natalla Independent School District

4. Position/Title: Superintendent of Schools

5. Address: 8th & Pearson, P.O. Box 548 City/Zip Code: Natalla/78059

6. Telephone Number 830.663.4416 Fax: 830.663.4186 Home: 830.846.0983

7. E-mail: gmancha@natallaisd.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.

- | | | | |
|--|--|-----------------------------------|-----------------------------------|
| <input type="checkbox"/> White | <input type="checkbox"/> Black/African American/Negro | <input type="checkbox"/> Chinese | <input type="checkbox"/> Korean |
| <input type="checkbox"/> Asian Indian | <input type="checkbox"/> American Indian/Alaska Native | <input type="checkbox"/> Samoan | <input type="checkbox"/> Japanese |
| <input type="checkbox"/> Vietnamese | <input type="checkbox"/> Guamanian or Chamorro | <input type="checkbox"/> Filipino | |
| <input type="checkbox"/> Native Hawaiian | <input checked="" type="checkbox"/> Other (please specify) <u>Latino/Hispanic - Mexican Ag</u> | | |

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.) 74-6001761 2.) 999908888 3.) _____

12. Total Number of Employees associated with Employer TWC Tax Account Numbers listed in Item 11: 199

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. §62B.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

16. Natalia Independent School District

Name of Nominating Organization

17. 8th & Pearson, P.O. Box 548 Natalia Texas 78059
 Street Address or P.O. Box of Nominating Organization City State Zip

18. 830.663.4416 830.663.4186
 Telephone Number Fax

19. *Gloria Vasquez* 8-18-11
 Signature, Nominating Organization - President, Director, or other official Date of Signature

20. Gloria Vasquez Natalia ISD Board President
 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 78778-0901.

Part G-200: Application for Local Workforce Development Board Members

Board Nominee: *Guillermo Mancha, Jr.*

Category Representing: *Education*

1. Please describe your role within the organization you have been nominated to represent. (Private sector nominees must also list the substantial management or policy responsibilities they have that qualify them for the category.)

I am the Superintendent of Schools. My responsibility is maintain the educational integrity of our school system with day to day operations. Additionally, I remain accountable to the students, employees, tax payers, law makers, and governing bodies of Natalia. I work toward providing a service of educating our community for prosperity of our families and society.

2. Why are you interested in serving on the Board?

I would like to continue my service to my school district and its families. Natalia is a rural community. I would like to bring to light the attributes of communities like Natalia as their citizens need a voice. I would like to explore the opportunities that are open to communities and attempt to mesh with citizens of Natalia. It is through the formation of bridges we work together to bring that prosperity to our regional area. We may utilize education, training, and job skills to provide communities a better tomorrow.

3. What do you believe should be the Board's goal when developing its local policies?

I believe policies should govern our system and applied in a fair and equitable manner. Policies should be developed in a manner that provides clear direction and equal life opportunity. Policies should provide assistance to individuals to help them help themselves. Policies should provide a foundation to build upon and prosper.

4. What contribution do you believe you can make toward helping the Board achieve that goal?

A perspective and educated opinion. I feel that I may be able to bring the perspective of the educational field in small rural communities. I feel that I am able to view the opportunities through the eyes of our young people whom will be entering the workforce in the near future. I feel that I am able to relay the frustrations that citizens deal with on a day to day basis. I am also able to bring back to my school district the demands of the workforce.

5. Do you, any entity or business you are involved with, or the organization for which you are being

nominated to represent have a contract with the Board? Yes No

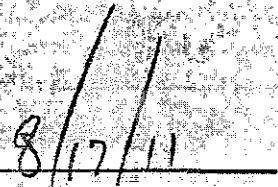
If yes, please explain. If yes, have you or will you make appropriate disclosures to the Board? Yes No

6. Other volunteer commitments:



Signature

Date



Boards and Commissions Information Form

Note: The information you provide on this form is public

Board: Workforce Solutions Alamo Board

PERSONAL DATA

Name:

| | | |
|---------------|----------------|-------------|
| Mancha | Guillermo | |
| <i>(Last)</i> | <i>(First)</i> | <i>(MI)</i> |

Home Address:

| | |
|----------------------------------|--------------------------------|
| 454 Willow Grove Drive | San Antonio, TX 78245 |
| <i>(Physical Street Address)</i> | <i>(City, State, Zip Code)</i> |

Home Phone: (830) 846-0983

What city do you live in? San Antonio
Years of Residence? 0

What county do you live in? Bexar
Years of Residence? 0

Employer: Natalia Independent School District

Employer Address:

| | |
|----------------------------------|--------------------------------|
| 8th & Pearson | Natalia, TX 78059 |
| <i>(Physical Street Address)</i> | <i>(City, State, Zip Code)</i> |

Work Phone: (830) 663-4416

Length of Employment: 0 Years Position: Superintendent of Schools

Guillermo Mancha, Jr., Ed. D.
454 Willow Grove Drive
San Antonio, TX 78245
(830) 846-0983 (C)
gmancha@nataliaisd.net

VISION

To concentrate all stakeholders' resources and efforts in order to create a rich, learner-centered educational institution that will equip all students with the tools to be successful at any major university of their choice or career path and provide them with an equal life chance.

MISSION

To establish and nurture an optimal educational environment in order to best prepare all students for life and learning beyond high school while fully incorporating their unique talents and experiences to their advantage.

EDUCATION

- 2004 – 2007** University Of Texas, Austin, TX: Ed. D. Cooperative Superintendency Program/Executive Leadership Program.
- 1998 – 2000** New Mexico State University, Las Cruces, NM: MA Educational Management & Development with a specialization in Educational Learning Technologies
- 1994 – 1997** Texas State University, San Marcos, TX: BS Physical Education; Special Education
- 1990 – 1994** Southwest Texas Junior College, Uvalde, TX: AA Education

EXPERIENCE

- 2011 – Present** Natalia Independent School District, Natalia, Texas: Superintendent of Schools. Supervised, facilitated, and directed all aspects of the school district at the central office level. As the superintendent and sole administrator at the central office level, I supervise, facilitate, coordinate, and implement systemic processes in all areas: such as Human Resources, Finance and Budget (NISD does employ a business manager), Curriculum and Instruction, Policy Review and Recommendations, Student Management/Discipline Systems, Facilities and Maintenance, Transportation, Community/Public Relations, School Improvement, Extra Curricular Activities, District Operations, Program Evaluation, School Board Operations/Relations, and any other duties needed by school district.
- 2008 – 2011** Culberson County – Allamoore ISD, Van Horn, Texas: Superintendent of Schools; Nominated by CCAISD Board of Trustees to the 2010 TASB Superintendent of the Year Award. Supervised, facilitated, and directed all aspects of the school district at the central office level. As the superintendent and sole administrator at the central office level, I supervise, facilitate, coordinate, and implement systemic processes in all areas: such as Human Resources, Finance and Budget (CCAISD does employ a business manager, however, the business manager is new to the position and profession), Curriculum and Instruction, Policy Review and Recommendations, Student Management/Discipline Systems, Facilities and Maintenance, Transportation,

Community/Public Relations, School Improvement to include moving two secondary schools to Academically Acceptable from Academically Unacceptable and missing District Recognized status by 1% in 2010 according to state accountability measures, Extra Curricular Activities, District Operations, Program Evaluation, School Board Operations/Relations, and any other duties needed by school district. I have successfully navigated through a Reduction in Force and issues following the Reduction in Force; successfully managed a declining enrollment and financial/personnel after effects; successfully brought financial, academic, and personnel stability to the district; successful oversight of overall program for academics and extracurricular activities to excel; implemented process and programs to vertically and horizontally align curriculum including developing and implementing a Comprehensive School Support (CSS) Plan for our secondary schools in conjunction with ESC Region 18 (ESC Region 18 then incorporated the model utilized in CCAISD to aid other school districts and restructured Region 18's service delivery to be aligned with the CSS); successful oversight of the overall financial management of CCAISD – managed a 300K deficit budget in 2008-09 and the 2008-09 audit confirmed CCAISD contributed over \$300K to the fund balance additionally managed a \$560K deficit budget in 2009-10 and 2009-10 audit confirmed CCAISD contributed over \$47K to fund balance despite increasing costs and declining revenue; managed smooth transition to Chapter 41 status working with Dr. Doug Karr (Doug Karr is a State of Texas financial school district guru that works and presents workshops with Omar Garcia); serve on the 588 Special Education Co-op Board of Directors to represent and command proper special education services to CCAISD students/parents; partnered with CCAISD Board to implement TASB Policy Online; successfully implemented a Teacher Recruitment and Retention Program - recruiting and retaining highly qualified staff to include; nurturing positive relations with employees and executed a salary audit with TASB establish new structure in order to remain competitive with geographical area and maintain budget constraints; successfully supervise and manage personnel to meet students needs and district financial concerns; successfully transitioned to TRS Active Care from self funded medical plan; negotiated with companies to find Athletic Insurance plan to best meet CCAISD needs; active in community events and visible; successfully implemented and coordinated researched based instructional staff development for district; successfully sought after grants – for example: High School Redesign and Restructure Grant: 2008 – 10 recipient; successfully networked with other superintendents, school districts, state agencies, regional agencies, and other entities to bring new ideas to CCAISD; implemented a School Health Advisory Committee (SHAC), Teen Health Conference, Back to School Health Fair; successfully addressed the Texas Education Agency concerning lacking reports and documentation needed by the state (I inherited this situation) – furthermore, addressing and complying with new legislative mandates; successfully partnered with other local entities and businesses through Interlocal Agreements to provide excellent services and resources to students and community – Additionally formulated and provided a venue for a Van Horn H1N1 Advisory Committee composed of State Officials, County Officials, Hospital Officials, City Officials, and School District Officials to facilitate the information sharing and preparation resources/plan in case of a severe impact of H1N1 in Van Horn, Texas; productively worked with a divided school board to bring stability and academic/extracurricular success to the students, community and school district;

successfully navigated with positive results through the political network of a small rural town to provide cohesiveness and focused efforts for the betterment of students/community; worked through complications dealing with construction – quality of work, community perception, conflicts of interests, environmental issues, and follow through. As superintendent of schools, I am the primary contact of the school district and the representative of CCIASD in local, regional, state, and national venues/forums.

- 2007 – 2008** Hodges Bend Middle School, Fort Bend ISD, Texas: Principal. Approximately 1,350 - 1,400 students (Approx. 40% Hispanic, 35% African American, Title One Campus located in inner city Houston). As the instructional leader of HBMS, my responsibilities include: Implementation of Vision and Mission of Campus, Alignment to District and State Curriculum Standards, Curriculum and Instruction, Student Discipline Management Plan, Attendance, Community Relations, Implementation of various Instructional Strategies to mesh educational theory/research and practice, Instructional Leader of Doug Reeves Initiative, SMART Goals, Title One Campus Budget, Strategic Planning to improve student achievement, Data Analysis, HBMS Overall Budget (Approximately \$350,000), Personnel Management and Evaluator, Re-establish HBMS PTA, and the development of systems to effectively and efficiently attain our goals.
- 2006 – 2007** Ouail Valley Middle School, Fort Bend ISD, Texas (arrived after school year started): Principal. Approximately 1150 students (African American 68%, Economically Disadvantaged 37%). As the instructional leader of QVMS, my responsibilities include: Implementation of Vision and Mission of Campus, Alignment to District and State Curriculum Standards, Curriculum and Instruction, Student Discipline Management Plan, Community Relations, Implementation of various Instructional Strategies to mesh educational theory/research and practice, Implementation of GT Academy, Strategic Planning to improve student achievement, Data Analysis, QVMS Overall Budget (Approximately \$140,000), Personnel Management and PDAS Evaluator, and the development of systems and process to effectively and efficiently attain our goals.
- 2004 – 2006** Seguin High School, Seguin ISD, Texas: Assistant Principal. Duties- Discipline and Attendance, Facilities and Maintenance Oversight, "School within a School" Freshmen Center Coordinator, Supervision of Extra Curricular Activities, Supervision and Evaluator of Faculty and Staff, Promote and Maintain positive work environment for students and teachers, and everyday operations of school.
- 2004 – 2005** Texas Association of School Boards (TASB), Austin, Texas: Contracted Consultant Work. Interpreted, organized, and analyzed raw data of community input and expectations in order to formulate an evaluation of candidates in superintendent search (worked on the Houston I.S.D. and Temple I.S.D. superintendent searches).
- 2003 – 2004** San Marcos High School, San Marcos CISD, Texas: Promoted to: Ninth Grade Center, "School within a School," Assistant Principal. Duties- Discipline and Attendance, Supervision/Coordination of Ninth Grade Center (NGC) Curriculum, Develop & Coordinate programs to reduce number of academic failures, Campus Improvement Team Co-Administrator, Attendance Systems Management, TAKS Strategies Committee, Personal Graduation Plan Implementation Committee, Ninth Grade Success Initiatives Oversight, Drop-out Recovery Specialist, AVID Oversight, PDAS Teacher Appraisals, Master Schedule Team Member, Faculty Handbook Coordinator, and everyday operations of school.

- 2000 – 2003** San Marcos High School, San Marcos CISD, Texas: Assistant Principal. Duties- Discipline & Attendance, Special Education Principal, 504 Coordinator, PDAS Teacher Appraisals, Maintenance & Facilities Supervisor, Security Supervisor, Drop-Out Recovery Specialist, Direct Supervisor of ESL Program, Summer TAAS Administrator; Asbestos Abatement Project (Campus Administrator), Transportation Coordinator, Fund Raising Coordinator, and everyday school operations.
- 2000 Summer** Las Cruces High School, Las Cruces Public Schools, New Mexico: Summer School Principal. Devised, Coordinated, Implemented, Facilitated, and Supervised summer school. Duties consisted of Budgeting, Scheduling, Staffing, Supervision Procedures, Parental & Student Concerns, Registration, Discipline, Maintenance, Grade Reporting Coordination, and everyday school operations.
- 1999 – 2000** Las Cruces High School, Las Cruces Public Schools, New Mexico: Interim Ninth Grade Assistant Principal. Assumed all duties of former Assistant Principal. Duties- Discipline & Attendance, Care Group Meetings, Security of Campus & Athletic Events, Parental & Student Concerns, 504 Coordination, and everyday school operations.
- 1998 – 2000** Las Cruces High School, Las Cruces Public Schools, New Mexico: Special Education Teacher (Behavior Disorders) and co-MAAP Coordinator. MAAP (Mentoring Academic and Attendance Program) provided special education students with support for them to experience success in the general education classroom.
- 1998 Summer** New Braunfels High School, New Braunfels ISD, Texas: At-Risk Summer Program. Program designed for incoming, at-risk freshmen students to reinforce academic, coping, and basic support to minimize negative transition.
- 1997 – 1998** New Braunfels High School, New Braunfels ISD, Texas: Special Education Teacher (Resource Room). Structured setting that provided students with individualized instruction to ensure academic success. Job coach for special education students as well. Furthermore, assistant 8th Grade Football Coach at New Braunfels Middle School.

HONORS—CERTIFICATIONS—PROFESSIONAL DEVELOPMENT

- 2011** Texas Association of Latino Administrators and Superintendents (TALAS) – Board Member – Since 2009
- 2011** Texas Association of School Administrators (TASA) – Member since 2008
- 2010** Keynote Speaker – Perfecto Mancha Elementary Opening Ceremony 9-22-10
- 2010** Nominated to the TASB Superintendent of the Year Award by CCAISD
- 2009** Keynote Speaker: Legislation – Beta Iota Chapter of Delta Kappa Gamma Society International (4/4/09)
- 2008** 17th Annual First Time Superintendent's Academy
- 2008** Texas Standard Superintendent Certificate – Valid through 2012
- 2007** Texas Association of Secondary School Principals (TASSP); Member 2000 - 2007
- 2007** Fort Bend ISD District Level Discipline Management Committee Member
- 2006** Kappa Delta Pi – International Honor Society in Education/Delta Chapter - University of Texas at Austin
- 2006** Capturing Kids Hearts Training – Flippen Group
- 2006** TASA/UT 58th Annual Summer Conference: Aspiring Superintendents Pre-Conference Session - Coordinator

- 2005 **TASA/UT 57th Annual Summer Conference: Aspiring Superintendents Pre-Conference Session - Coordinator**
- 2002 **San Marcos Citizens Police Academy Graduate**
- 2001 **Professional Development Appraisal System Certification (PDAS)**
- 2001 **Texas Standard Principal Certification**
- 2000 **Smithsonian Folk Life Festival Presenter, Washington, D.C.**
- 1999 **Las Cruces Public Schools Long-Term Suspension Committee (District Level)**
- 1999 **New Mexico State University: Phi Kappa Phi Academic Honor Society (4.0 GPA)**
- 1996 **Southwest Texas State University: Dean's List**

REFERENCES
Guillermo Mancha, Jr.

Dr. Nolan Estes (Professor Emeritus)
Cooperative Superintendency Program
University of Texas-Austin
Department of Educational Administration
1 University Station, D5400
Austin, TX 78712-0374
(512) 517-1986 (C)

John Thomas, Executive Director
Education Service Center Region 18
P. O. Box 60580
Midland, TX 79711-0580
(432) 567-3210 (O)
(432) 561-4311 (F)
jthomas@esc18.net
jthomas@esc18.net

Jesus Sanchez, Superintendent
Eagle Pass ISD
1420 Edison Road
Eagle Pass, TX 78852
(830) 773-5181 (O)
(830) 000-0000 (F)
jsanchez@eaglepassisd.net

Dr. Reece Blincoe, Superintendent
Brownwood ISD
P. O. Box 730
Brownwood, TX 76804
(325) 643-5644 (O)
(325) 643-5640 (F)
receb@peoplepc.com

Dr. Bret Champion, Superintendent
Leander ISD
P.O. Box 218
Leander, TX 78646-0218
(512) 434-5000 (O)
(512) 434-5398 (F)
bret.champion@leanderisd.org

Dr. Jesus Gandara, Superintendent
Sweetwater Union High School District
1130 Fifth Avenue
Chula Vista, CA 91911
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(619) 498-1997 (F)
jmgs43@aol.com

Dr. Douglas L. Karr
CCAISD Financial Consultant
P.O. Box 53391
Lubbock, TX 79453-3391
(806) 785-6676 (O)
(806) 778-6440 (C)
dkarr@suddenlink.net

Dr. Jose Cervantes, Superintendent
Edgewood ISD
5358 W. Commerce Street
San Antonio, TX 78237
(210) 444-4520 (O)
(210) 444-4602 (F)

Dr. Kip Sullivan, Professor
Sul Ross State University
P.O. Box C-115
Alpine, TX 79832
(432) 837-8394 (O)
sullivan@sulross.edu

Charles Carter
School Improvement Specialist
501 Bob White Lane
Monahans, TX 79756
(432) 940-2546
ccarter@prodigy.net

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

H-200: Nomination Slate

Local Workforce Development Board Nomination Slate
PLEASE TYPE OR PRINT

1. Workforce Area: Alamo

2. Name of Nominee: Melissa A. Sadler-Nitu

3. Organization Representing: Adult Education Cooperative Guadalupe, Comal & Kendall Counties

4. Position/Title: Program Director

5. Address: 1221 E. Kingsbury St. City/Zip Code: Seguin, 78155

6. Telephone Number: _____ Fax: _____ Home: 830 609-8581

7. E-mail: mmitu@seguin.k12.tx.us

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.) 74-6002287 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)..... | <input type="checkbox"/> |
| Private Sector Small/For-Profit Business (fewer than 500 employees) | <input type="checkbox"/> |
| Other Private Sector..... | <input type="checkbox"/> |
| Education..... | <input type="checkbox"/> |
| Adult Basic and Continuing Education..... | <input checked="" type="checkbox"/> |
| Literacy Council..... | <input type="checkbox"/> |
| Organized Labor [20 C.F.R. §628.410(a)(3)]..... | <input type="checkbox"/> |
| Economic Development..... | <input type="checkbox"/> |
| Community-Based Organization (CBO)..... | <input type="checkbox"/> |
| Vocational Rehabilitation..... | <input type="checkbox"/> |
| Public Assistance..... | <input type="checkbox"/> |
| Public Employment Service (TWC)..... | <input type="checkbox"/> |

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. Sequin ISO
Name of Nominating Organization
- 17. 1221 E. Kingsbury St. Sequin TX 78155
Street Address or P.O. Box of Nominating Organization City State Zip
- 18. 820-401-8210 820-379-1139
Telephone Number Fax
- 19. *John W. Burks* 8/13/2013
Signature of Nominating Organization • President, Director, or other official Date of Signature
- 20. JOHN W. BURKS Assistant Superintendent C&I
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, Room 264, 101 East 15th St., Austin, TX 78778-0001.

Melissa Sadler-Nitu
Seguin ISD Central Offices
1221 E. Kingsbury St.
Seguin, TX 78155

August 12, 2013

Workforce Solutions Alamo Board
Committee of Six
San Antonio, TX

Dear Committee of Six:

Thank you for the phone call that I received on August 1, 2013, inviting me to complete the recruitment packet to serve on the Workforce Solutions Alamo Board. I am thankful for this opportunity to introduce myself as a director of a rural (Guadalupe, Comal & Kendall Counties) adult education program, and apply for the Adult Education position on your board.

As a provider and a resident, I am eager to improve our local workforce and ultimately our communities. Enthusiastically, I look forward to sharing ideas as we approach both new and existing projects.

Leadership in our community is important and affects the lives of every citizen; therefore, I look forward to working with a group of leaders that have a proven record of integrity. In return, I hope to bring a diverse, yet focused set of professional expertise to the table.

Thank you for considering my packet, and I look forward to meeting you.

Sincerely,



Melissa Sadler-Nitu
Program Director
Adult Education Cooperative, Guadalupe, Comal & Kendall Counties

Boards and Commissions Information Form

Note: The information you provide on this form is public.

Board: Workforce Solutions Alamo Board

PERSONAL DATA

Name:

| | | |
|-----------------------|------------------------|-----------------------|
| Sadler-Nitu | Melissa | A. |
| <small>(Last)</small> | <small>(First)</small> | <small>(M.I.)</small> |

Home Address:

| | |
|--|--|
| 814 Country Club Dr. | Seguin, TX 78155 |
| <small>(Physical Street Address)</small> | <small>(City, State, Zip Code)</small> |

Home Phone: (830) 809-8581

What city do you live in? Seguin

Years of Residence? 10

What county do you live in? Guadalupe

Years of Residence? 18

Employer: Seguin ISD

Employer Address:

| | |
|--|--|
| 1221 E. Kingsbury St. | Seguin, TX 78155 |
| <small>(Physical Street Address)</small> | <small>(City, State, Zip Code)</small> |

Work Phone: (830) 379-1220

Length of Employment: 4.5 Years Position: Director of Adult Education

Melissa Sadler-Nitu, CMPI

Improving Performance • Enhancing Programs • Enhancing Systemic Change

814 Country Club Dr., Seguin TX 78155

(830) 609-8581

Mnitu_abe@yahoo.com

EXPERIENCED EDUCATOR & ADMINISTRATOR

...dedicated to guiding students to succeed while inspiring staff through research-based instruction

Visionary Leader, Bridge Builder and Texas Certified Educator and Administrator with a Master's of Education Degree coupled with 13 years' experience instructing secondary and adult basic education students, securing resources, and implementing effective programs.

SUMMARY OF QUALIFICATIONS

- An enthusiastic, creative, and passionate educator/administrator, mentor and advisor who believes that all students can learn and thrive in a learning environment that is stimulating, comforting and appropriate to their unique talents and abilities.
- Specializations include: English as a Second Language (ESL) /English Language Arts for K-12, Adult Basic Education Programs and Transitioning Adults to Work and/or College.
- Instructional Leadership - Use a balanced blend of motivational and targeted instruction methodologies to enhance curricula, focus on the three 'R's - rigor, relevancy and relationships.
- Leverage Resources / Strategic Collaborations - Work closely with district leaders and community partners to encourage student transitions into the workplace and/or post-secondary instruction through involvement and strong community alliances.
- Utilize a visionary approach with consistency to help students past the threshold of *not-knowing* to *knowing* and develop to their fullest extent.

HIGHLIGHTED PROFESSIONAL TEACHING EXPERIENCE

SEGUIN ISD ADULT EDUCATION COOPERATIVE, Seguin, TX

July 2008 - Present

Program Director

- Adminstrate a program of 1200 adult basic education (GED preparation and ESL) students and 35 staff members.
- Budget over 5 grants simultaneously while continually securing new grant opportunities to enhance student experiences.
- Implement collaborative continued program improvement pilot plans using the Proliteracy Leadership Excellence method.
- Present program success and insights at a local, State and National level.

Highlighted Achievements

- Increased student enrollment while maintaining perfect performance measures.
- Implemented Distance Learning program-wide over the past two years and doubling the number of GED completions as a result.
- Featured speaker at COABE National adult education program in San Francisco for transitioning adults to community college using portfolio based curriculum.
- Successfully completed the Proliteracy Leadership Excellence Academy.
- Speak to a variety of community organizations (i.e. Rotary International) to advocate and promote adult basic education and literacy.
- Implemented Texas Industry Specific English as a Second Language, a Texas State Initiative program wide.
- Increased community collaboration through a variety of new partners to include non-profit organizations, community colleges, educational service centers and business.

PHOENIX MIDDLE COLLEGE-SAISD, San Antonio, TX

August 1999 - May 2008

Lead Teacher/Administrative Intern

- Served as the only on-site administrator for this inner city high school satellite campus.
- Facilitated team staff meetings twice a week, reporting campus issues for students, teachers and parents to the central office.
- Ensured compliances with laws, regulations, rules and policies prescribed by the San Antonio Independent School District.
- Taught English to 11th and 12th graders with a 95% consistent passing rate of State Exams.
- Recruited new students each year from the eight high schools in the school district.
- Developed daily lesson plans and testing materials; leveraged the use of technology to enhance instruction, infusing the use the latest technology to conduct research and prepare reports, including: the Internet, department websites, PowerPoint presentation software, and on-line library research.
- Implemented Graduation by Exhibition along with the Student Reverse Job Fair.

- Served as an instructional leader by modeling high expectations for students and implementing results focused programs.
- Ensured compliances with laws, regulations, rules and policies prescribed by the Ft. Bend Independent School District.
- Taught students basic application software usage, such as Microsoft Windows, Word, PowerPoint, Internet access using various search engines through browser programs.
- Prepared assignments for student reports; assisted students in organizing and writing research findings, bibliographies and final reports.
- Implemented various classroom management techniques for maintaining student attention, involvement and discipline.
- Partnered with parents in students' success; provided feedback on students' progress and to discuss areas needing improvement and additional work.
- Prepared students for the ACCUPLACER exam and focused on helping students attain Texas State Initiative compliancy for dual-credit courses
- Used portfolio based culminating projects that helped students prepare for college and the workplace.
- Worked with students and parents to ensure financial security through a variety of scholarships each year.
- Developed daily lesson plans and testing materials; leveraged the use of technology to enhance instruction, infusing the use of the latest technology to conduct research and prepare reports, including: the Internet, department websites, PowerPoint presentation software, and on-line library research.
- Prepared assignments for student reports; assisted students in organizing and writing research findings, bibliographies and final reports.
- Created and implemented the Teacher Handbook.

BURBANK HIGH SCHOOL, San Antonio, TX

July 1998 – May 1999

IB French Teacher/English Teacher

- Developed daily French and English lesson plans and testing materials; leveraged the use of technology to enhance instruction, infusing the use of the latest technology to conduct research and prepare reports including: the Internet, websites, and on-line library research.
- Served as an instructional leader by modeling high expectations for students and implementing result focused programs (i.e. International Baccalaureate).
- Partnered with parents in students' success; provided feedback on student's progress and discussed areas on needed improvement.

CONTRACT PROFESSIONAL DEVELOPMENT EXPERIENCE

| | | |
|---|---------------------------|--------------------|
| Central GREAT Center, San Marcos, TX | Trainer, Prof. Dev. | Sept 2010– Present |
| Region 20 Central GREAT Center, San Antonio, TX | Trainer, Prof. Dev. | Aug 2010 – Present |
| Far West GREAT Center, El Paso, TX | Trainer/Speaker | Oct. 2010- Present |
| Cambridge Publishing | Trainer/Prof. Dev./Writer | Nov. 2011-Present |

COMMUNITY SERVICE

| | | |
|---|---------------------|--------------------|
| Seguin Noon Rotary, Seguin, TX | Club Secretary | Mar 2008 – Present |
| Seguin Area Chamber of Commerce, Seguin, TX | Education Committee | Jan 2011 – Present |
| Cross Church, Seguin, TX | Education Committee | Aug 2011 – Present |

EDUCATION

M.Ed., Educational Administration, Texas State University, San Marcos, TX - 2007

B.A., English and French, Texas State University, San Marcos, TX – 1998

ASSOCIATIONS & CERTIFICATIONS

- Texas Principal Certification K-12
- Association of Adult Literacy Professional Developers-Board Member at Large (AALPD)
- Texas Teacher Certification Secondary English
- Texas Teachers of English as a Second Language or Other Language (TxTESOL)
- Rotary International- Seguin Noon Rotary
- Partnership Council of Seguin- Texas Lutheran University
- Commission on Adult Basic Education (COABE)
- Texas Council for Adult Basic Education-Board Member (TCABE)

WSA BOARD OF DIRECTORS

APPOINTMENTS

Public Assistance Category

Rachel A. Cavazos, Director of Government Programs & Community Initiatives, Housing Authority of Bexar County, in San Antonio, Texas for Place 23
(Re-appointment)

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

H-200: Nomination Slate

Local Workforce Development Board Nomination Slate
PLEASE TYPE OR PRINT

1. Workforce Area: ALAMO

2. Name of Nominee: Rachel A. Cavazos

3. Organization Representing: Housing Authority of Bexar County

4. Position/Title: Director of Government Programs & Community Initiatives

5. Address: 1017 N. Main Ave, Ste. 201 City/Zip Code: San Antonio, TX 78212

6. Telephone Number 210.231.2013 Fax: 210.231.2061 Home: 210.725.3098

7. E-mail: rachel.cavazos@habctx.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.) 99-880787-5 2.) _____ 3.) _____

12. Total Number of Employees associated with Employer TWC Tax Account Numbers listed in Item 11: 30

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

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

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. **Housing Authority of Bexar County**
Name of Nominating Organization

17. **1017 N. Main Avenue, Ste. 201** **San Antonio, TX 78212**
Street Address or P.O. Box of Nominating Organization City State Zip

18. **210.225.0071** **210.225.6976**
Telephone Number Fax

19.  **11.25.2013**
Signature, Nominating Organization President, Director, or other official Date of Signature

20. **Albert T. Aleman, Jr.** **Executive Director**
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.

PART H: FORMS

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

Board Nominee: Rachel A. Cavazos

Category Representing: Public Assistance

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

11.25.2013
Date

Boards and Commissions Information Form

Note: The information you provide on this form is public.

Board: Alamo Workforce Development Board

PERSONAL DATA

Name:

| | | |
|---|---|---|
| CAVAZOS <small>(Last)</small> | RACHEL <small>(First)</small> | A^L <small>(M.I.)</small> |
|---|---|---|

Home Address:

| | |
|--|--|
| 131 ADDAX DRIVE <small>(Physical Street Address)</small> | SAN ANTONIO, TX 78213 <small>(City, State, Zip Code)</small> |
|--|--|

Home Phone: **210.725.3098**

What city do you live in? **SAN ANTONIO**
Years of Residence? **52**

What county do you live in? **BEXAR**
Years of Residence? **52**

Employer: **HOUSING AUTHORITY OF BEXAR COUNTY**

Employer Address:

| | |
|--|--|
| 1017 N. MAIN AVENUE, STE. 201 <small>(Physical Street Address)</small> | SAN ANTONIO, TX 78212 <small>(City, State, Zip Code)</small> |
|--|--|

Work Phone: **210.231.2013**

Length of Employment: **3** Years Position: **DIRECTOR OF GVT. PGRMS.**

Rachel A. Cavazos

131 Addax Drive

San Antonio, TX 78213

210.725.3098

rachelcavazos8@yahoo.com

Professional Achievements

Community Service

- 2010 – present Board Member, The P.E.A.C.E. (Putting An End to Abuse through Community Efforts) Initiative
- 1995 – 2009 Board Member United Way Board of Directors
- 2004 – 2006 F.A.C.T. (Family Assistance Crisis Team) Volunteer/San Antonio Police Department
- 2007 – 2009 President/San Antonio AFL-CIO
- Advocate for issues related to senior citizens, homeless, family violence victims, worker's issues, Veterans and Veteran families.

Recognition

- 2004 Recipient – Phoenix Award/The P.E.A.C.E. Initiative
- 2005 Recipient – Volunteer of the Year Award/United Way of San Antonio
- 2005 Recipient – Community Service Award/Texas AFL-CIO

Skills

- Speak/Read/Write Spanish
- Experience in Labor Relations
- Experience in Human Resources
- Certified Housing Spec.
- United Way Referral Counselor
- Family Crisis Assistance Advocate
- Microsoft Office Suite Knowledgeable
- Certified Service Coordinator
- Project Management/Coordination

Work History

| | | |
|---|---|----------------------------|
| Director of Governmental Pgrms. & Community Initiatives | Housing Authority of Bexar County, San Antonio, Texas | April 2013 - Present |
| Family Self Sufficiency Coordinator | Housing Authority of Bexar County, San Antonio, Texas | November 2010 – April 2013 |
| Service Coordinator | Granada Homes, San Antonio, Texas | May 2007 – October 2010 |
| Account Manager | United Parcel Service, San Antonio, Texas | July 2006 – November 2006 |
| Reservation Sales Agent | Southwest Airlines, San Antonio, Texas | February 1981 – July 2004 |

