

ARTS & CULTURAL COMMISSION

Three (3) vacancies with terms ending 9-1-29, representing the following preferred but not required categories: 1 - Business Development Group/Corporate Representative, 1 - Marketing, 1- Youth/Education. (Mayoral appointment subject to confirmation by Council).

Duties

The Arts & Cultural Commission recommends the use, location, lease or purchase of works of art to be considered a part of the beautification or cultural development of the City; to advise owners of private property in relation to beautification of their properties; to prepare specifications for the maintenance of works of art and to inspect such work for the guidance of the City departments concerned; to advise with respect to the design of buildings, bridges or other structures on city property if submitted to the Commission; to study and evaluate the activities in and the uses made of the Bayfront Arts & Science Park, and to plan the Park's development for future activities and uses.

Composition

Nine (9) members appointed by the Mayor subject to confirmation by the Council for three-year terms to provide advice on beautification and cultural development of the City. Membership in one or more of the following categories is preferred but not required: Marketing representative, Economic Development/Tourism representative, Public Space/Public Art representative, Youth/Education representative, Performing Arts representative, Visual Arts representative, Architecture representative, Higher Education representative, and Business Development Groups/Corporate representative. The Commission may organize and elect a Chairman annually and adopt such administrative procedures as are necessary to accomplish its purposes.

Creation / Authority

Sec. 2-100, Code of Ordinances. Ord. No. 8288 - 12-21-66; 8894 - 6-5-68; 9758 - 5-20-70; 19663 - 3-10-87; M89-0239 - 8-29-89; 20294 - 5-3-88; 20674 - 5-16-89. 023432- 9-8-98; 028819 - 10/26/10; Ordinance 032058 - 3-17-2020

Meets

4th Tuesday of every month 4:00 p.m.,

Member size

9

Term Length/Limit

3 years / 6 years

Liaison

Eleanor Miceli

Name	District	Term	Appt. date	End date	Appointing Authority	Position	Status	Category	Attendance
Ernest De La Garza	District 5	1	8/8/2023	9/1/2026	Mayor with Council Confirmation		Seeking reappointment	Business Dev. Groups/Corp. Rep.	6/8 meetings - 75% (1 excused absence)
Melina M. Gosa	District 4	1	8/8/2023	9/1/2026	Mayor with Council Confirmation		Seeking reappointment	Marketing	8/8 meetings - 100%
Simone Sanders	District 4	2	8/18/2020	9/1/2026	Mayor with Council Confirmation		Resigned	Youth/Education	
Oliver Cruz-Milan	District 4	1	8/13/2024	9/1/2027	Mayor with Council Confirmation		Active	Higher Education	
Sara Sells Morgan	District 2	2	8/10/2021	9/1/2027	Mayor with Council Confirmation	Chair	Active	Visual Arts	

Name	District	Term	Appt. date	End date	Appointing Authority	Position	Status	Category	Attendance
Elena Rodriguez	District 2	1	8/13/2024	9/1/2027	Mayor with Council Confirmation	Vice-Chair	Active	Economic Dev./ Tourism	
Emily M. Barrera	District 2	2	8/9/2022	9/1/2028	Mayor with Council Confirmation		Active	Marketing	
Amy K. Cooley	District 1	1	3/18/2025	9/1/2028	Mayor with Council Confirmation		Active	At-Large	
Adriana Parker	District 1	1	3/18/2025	9/1/2028	Mayor with Council Confirmation		Active	Performing Arts	

ARTS & CULTURAL COMMISSION

Applicants

Name	District	Status	Category
Rebekah L. Brooks	District 2	Applied	Business Development Groups / Corporate Representative
			Visual Arts
Jerry Colmenero	District 2	Applied	Architecture Performing Arts
			Economic Development / Tourism
Ernest De La Garza	District 5	Seeking reappointment	Marketing Business Development Groups / Corporate Representative
			Youth / Education
Maria O. Estes	District 5	Applied	Higher Education Marketing Business Development Groups / Corporate Representative
			Marketing
Melina M. Gosa	District 4	Seeking reappointment	Business Development Groups / Corporate Representative
			Youth / Education
Alissa Mejia	District 2	Applied	Higher Education
Therrion K. Mitchell	District 5	Applied	Youth / Education
			Visual Arts
Feleisha North	District 3	Applied	Marketing
Veronica P. Ramon	District 1	Applied	Youth / Education
			Visual Arts
Adam Rios*	District 5	Applied	Public Art / Public Space Economic Development / Tourism
			Youth / Education
Kris K. Tovar	District 5	Applied	Marketing
Robert E Toy Jr.	District 5	Applied	Higher Education
			Visual Arts
			Public Art / Public Space
			Higher Education
			Economic Development / Tourism
			Marketing
			Business Development Groups / Corporate Representative
Kiya R. Vance	District 4	Applied	Performing Arts
Matthew Wesson	District 5	Applied	Higher Education
Jalmar D. Woodson	District 5	Applied	Youth / Education

*Serves in the Parks & Recreation Advisory Committee. Will resign if appointed.

Application for a City Board, Commission, Committee or Corporation

Profile

MsRebekahLBrooks

PrefixFirst NameMiddle InitialLast Name

Email Address

Street Address

Corpus ChristiTX78418

CityStatePostal Code

Primary PhoneAlternate Phone

What district do you live in? *

☒ District 2

Current resident of the City of Corpus Christi?

☒ Yes ☐ No

If yes, how many years?

16

UniqueHRBusiness Development SpecialistPEO

EmployerJob TitleOccupation

Work Address - Street Address and Suite Number

4646 Corona Drive Suite 100

Work Address - City

Corpus Christi

Work Address - State

Texas

Work Address - Zip Code

78411

Work Phone

3618526392

Ms Rebekah L Brooks

Work E-mail address

RebekahB@UniqueHR

Preferred Mailing Address

☒ Home/Primary Address

Which Boards would you like to apply for?

ARTS & CULTURAL COMMISSION: Submitted

Interests & Experiences**Are you a Nueces County registered voter?**

☒ Yes ☐ No

Do you currently serve on any other City board, commission or committee at this time? If so, please list:

N/A

Education, Professional and/or Community Activity (Present)

I have worked for the USS Lexington as Director of Sales and Events, Corpus Christi Museum of Science and History as Director of Sales and Events and Visit Corpus Christi as Director of Accounts. I have volunteered at multiple non-profit fundraisers and am an active participant and supporter of all of our local business and attractions. I currently work for UniqueHR as a Business Development Specialist and continue to work within Corpus to connect businesses and non-profits.

If you applied for multiple boards, which boards are you most interested in serving on, in order of preference? (Limit to top three)

N/A

Why are you interested in serving on a City board, commission or committee?

I would like to make a difference in my community and serve on this board. I am committed to the continued growth and development of our city.

Are you an ex-Officio member of a City Board, commission or committee?

☐ Yes ☒ No

No person shall be appointed by the Mayor or Council Members to serve on more than one board, commission, committee or corporation at the same time. If you currently serve as a voting member for a board, commission, committee or corporation are you willing to resign your current seat to serve on another board, commission, committee or corporation?

☐ Yes ☒ No

Are you a current candidate in an election for a non-city public office?

☐ Yes ☒ No

Do you currently serve as an elected official for a non-city public office?

☐ Yes ☒ No

Will you seek re-election to the non-city public office? If not in a non-city public office, please enter N/A

N/A

Demographics

Gender

☒ Female

Code of Ethics - Rules of Conduct/Conflicts of Interest

Do you represent any person or organization in any claim or lawsuit or proceeding involving the City?

☐ Yes ☒ No

Do you, your spouse, your business or your spouse's business have a City contract?

☐ Yes ☒ No

Does your employer or your spouse's employer have a City contract?

☐ Yes ☒ No

Are you involved with any activities or employment that would conflict with the official duties on the City boards for which you are applying?

☐ Yes ☒ No

Are you, your spouse, your business or your spouse's business involved in any pending bid, proposal or negotiation in connection with a contract with the City?

☐ Yes ☒ No

Do you or your spouse have a pending claim, lawsuit or proceeding against the City?

☐ Yes ☒ No

If you answer "Yes" to any of the questions above, please explain or ask to speak with the City's Legal Department. If you answer "NO" to all questions above, please enter N/A.

N/A

Board-specific questions (if applicable)

Question applies to ARTS & CULTURAL COMMISSION

The Arts & Cultural Commission preferred representatives from certain categories. Do you qualify for any of the following categories? *

☒ Business Development Groups / Corporate Representative

Verification

City Code Requirement - Residency

As a board, commission, or committee member, you will be asked to adhere to City Code of Ordinances, Section 2-65, which states that all members of City boards and commissions, including ad hoc committees, appointed by the City, must be residents of the city. A move outside the city limits of the city by any member shall constitute automatic resignation from the particular board or commission on which such member served.

☒ I Agree

City Code Requirement - Attendance

As a board, commission, or committee member, you will be asked to adhere to City Code of Ordinances, Section 2-61, which provides that absences from more than 25% of regularly scheduled meetings during a term year on the part of any board, commission, or committee member shall result in an automatic termination. An absence shall be deemed unexcused unless excused by the board, commission or committee for good cause no later than its next meeting after the absence.

☒ I Agree

Consent for Release of Information

I understand that if any member of the public makes a request for information included in this application or in any attachment (e.g. resume or supporting documentation) for appointment it is subject to and must be disclosed under the Texas Public Information Act. I understand that under the Texas Public Information Act, my home address and home telephone number is subject to public disclosure unless I am elected or appointed to the position which I seek. I hereby consent to the release of my home address and home telephone number should it be requested under the Texas Public Information Act prior to my possible appointment or election. I hereby release the City of Corpus Christi, and its agents, employees and officers, from any and all liability whatsoever if the information must be released pursuant to the Texas Public Information Act.

☒ I Agree

Oath

I swear that all of the statements included in my application and attached documents, if any, are true and correct.

☒ I Agree

Application for a City Board, Commission, Committee or Corporation

Profile

JERRY

First Name

COLMENERO

Last Name

Email Address

Street Address

CORPUS CHRISTI

City

TX

State

78404

Postal Code

Primary Phone

Alternate Phone

What district do you live in? *☒ District 2**Current resident of the City of Corpus Christi?**☒ Yes ☐ No**If yes, how many years?**

67

SELF / ENLIGHTENING IDEAS
/ OSO COLMENERO

Employer

OWNER

Job Title

EVENT DESIGN /
PRODUCTION

Occupation

Work Address - Street Address and Suite Number

1822 HOLLY # 112

Work Address - City

CORPUS CHRISTI

Work Address - State

TX

Work Address - Zip Code

78404

Work E-mail address

jerryc@enlighteningideas.com

JERRY COLMENERO

Preferred Mailing Address

☒ Home/Primary Address

Which Boards would you like to apply for?

ARTS & CULTURAL COMMISSION: Submitted

Interests & Experiences

Are you a Nueces County registered voter?

☒ Yes ☐ No

Do you currently serve on any other City board, commission or committee at this time? If so, please list:

NO

Why are you interested in serving on a City board, commission or committee?

To be more effective in the community, my profession requires a lot of travel and having insight of projects in other cities / countries.

Are you an ex-Officio member of a City Board, commission or committee?

☐ Yes ☒ No

No person shall be appointed by the Mayor or Council Members to serve on more than one board, commission, committee or corporation at the same time. If you currently serve as a voting member for a board, commission, committee or corporation are you willing to resign your current seat to serve on another board, commission, committee or corporation?

☐ Yes ☒ No

Are you a current candidate in an election for a non-city public office?

☐ Yes ☒ No

Do you currently serve as an elected official for a non-city public office?

☐ Yes ☒ No

Will you seek re-election to the non-city public office? If not in a non- city public office, please enter N/A

n/a

Demographics

JERRY COLMENERO

Gender

☒ Male

Code of Ethics - Rules of Conduct/Conflicts of Interest

Do you represent any person or organization in any claim or lawsuit or proceeding involving the City?

☐ Yes ☒ No

Do you, your spouse, your business or your spouse's business have a City contract?

☐ Yes ☒ No

Does your employer or your spouse's employer have a City contract?

☐ Yes ☒ No

Are you involved with any activities or employment that would conflict with the official duties on the City boards for which you are applying?

☐ Yes ☒ No

Are you, your spouse, your business or your spouse's business involved in any pending bid, proposal or negotiation in connection with a contract with the City?

☐ Yes ☒ No

Do you or your spouse have a pending claim, lawsuit or proceeding against the City?

☐ Yes ☒ No

If you answer "Yes" to any of the questions above, please explain or ask to speak with the City's Legal Department. If you answer "NO" to all questions above, please enter N/A.

n/a

Board-specific questions (if applicable)

Question applies to ARTS & CULTURAL COMMISSION

The Arts & Cultural Commission preferred representatives from certain categories. Do you qualify for any of the following categories? *

- ☒ Visual Arts (painting, sculpture, arts media)
- ☒ Architecture
- ☒ Performing Arts (music, dance, drama, film)

Question applies to LANDMARK COMMISSION

The Landmark Commission preferred representatives from certain categories. Do you qualify for any of the following categories? *

☒ At-Large

Question applies to PORT OF CORPUS CHRISTI AUTHORITY OF NUECES COUNTY, TX

(For Port of CC) Are you a resident of the Port Authority district and an elector* of Nueces County?

☐ Yes ☒ No

Question applies to PORT OF CORPUS CHRISTI AUTHORITY OF NUECES COUNTY, TX

(For Port of CC) Have you been a resident of Nueces County for at least 6 months?

☒ Yes ☐ No

Question applies to multiple boards

Are you willing to provide an Annual Report of Financial Information as required by the Code of Ethics?

☒ Yes ☐ No

Question applies to CORPUS CHRISTI DOWNTOWN MANAGEMENT DISTRICT

The Corpus Christi Downtown Management District must include representatives from certain categories. Do you qualify for any of the following categories? *

☒ Resident of the District

Question applies to CONSTRUCTION TRADE ADVISORY & APPEALS BOARD

The Construction Trade Advisory & Appeals Board must include representatives from certain categories. Do you qualify for any of the following categories? *

☒ General Contractor

Verification**City Code Requirement - Residency**

As a board, commission, or committee member, you will be asked to adhere to City Code of Ordinances, Section 2-65, which states that all members of City boards and commissions, including ad hoc committees, appointed by the City, must be residents of the city. A move outside the city limits of the city by any member shall constitute automatic resignation from the particular board or commission on which such member served.

☒ I Agree

City Code Requirement - Attendance

As a board, commission, or committee member, you will be asked to adhere to City Code of Ordinances, Section 2-61, which provides that absences from more than 25% of regularly scheduled meetings during a term year on the part of any board, commission, or committee member shall result in an automatic termination. An absence shall be deemed unexcused unless excused by the board, commission or committee for good cause no later than its next meeting after the absence.

☒ I Agree

Consent for Release of Information

I understand that if any member of the public makes a request for information included in this application or in any attachment (e.g. resume or supporting documentation) for appointment it is subject to and must be disclosed under the Texas Public Information Act. I understand that under the Texas Public Information Act, my home address and home telephone number is subject to public disclosure unless I am elected or appointed to the position which I seek. I hereby consent to the release of my home address and home telephone number should it be requested under the Texas Public Information Act prior to my possible appointment or election. I hereby release the City of Corpus Christi, and its agents, employees and officers, from any and all liability whatsoever if the information must be released pursuant to the Texas Public Information Act.

☒ I Agree

Oath

I swear that all of the statements included in my application and attached documents, if any, are true and correct.

☒ I Agree

JERRY COLMENERO

Profile

Ernest

First Name

De La Garza

Last Name

Email Address

Street Address

Corpus Christi

City

TX

State

78414

Postal Code

Primary Phone

Alternate Phone

What district do you live in? *

☒ District 5

Current resident of the City of Corpus Christi?

☒ Yes ☐ No

If yes, how many years?

34

Cimarron Place Health & Rehabilitation

Employer

Administrator (Executive Director)

Job Title

LNFA - Licensed Nursing Facility Administrator

Occupation

Work Address - Street Address and Suite Number

3801 Cimmarron BLVD

Work Address - City

Corpus Christi

Work Address - State

TX

Work Address - Zip Code

78414

Work Phone

3619938500

Work E-mail address

cp-administrator@healthmarkgroup.com

Preferred Mailing Address

☒ Home/Primary Address

Which Boards would you like to apply for?

ARTS & CULTURAL COMMISSION: Submitted

Interests & Experiences**Are you a Nueces County registered voter?**

☒ Yes ☐ No

Do you currently serve on any other City board, commission or committee at this time? If so, please list:

No. Been as the Arts & Cultural Commissioner for the past 4 years

Education, Professional and/or Community Activity (Present)

Post Graduate Degree (Del Mar College) - Licensed Nursing Facility Administrator LNFA - Have to be licensed to run a nursing home.

If you applied for multiple boards, which boards are you most interested in serving on, in order of preference? (Limit to top three)

Arts Senior

Why are you interested in serving on a City board, commission or committee?

I love to make a difference and make our city top notch, i am on several different boards (Del Mar College, CBHPC, THCA). And I am proud to make Corpus a better way of living for us all. I know for a fact i do that here at Caraday as we have the largest Veterans population in all of the Coastal Bend and are a 5 star facility.

Upload a Resume

Are you an ex-Officio member of a City Board, commission or committee?

☐ Yes ☒ No

No person shall be appointed by the Mayor or Council Members to serve on more than one board, commission, committee or corporation at the same time. If you currently serve as a voting member for a board, commission, committee or corporation are you willing to resign your current seat to serve on another board, commission, committee or corporation?

☒ Yes ☐ No

Are you a current candidate in an election for a non-city public office?

☐ Yes ☒ No

Do you currently serve as an elected official for a non-city public office?

☐ Yes ☒ No

Will you seek re-election to the non-city public office? If not in a non-city public office, please enter N/A

Yes

Demographics

Gender

☒ Male

Code of Ethics - Rules of Conduct/Conflicts of Interest

Do you represent any person or organization in any claim or lawsuit or proceeding involving the City?

☐ Yes ☒ No

Do you, your spouse, your business or your spouse's business have a City contract?

☐ Yes ☒ No

Does your employer or your spouse's employer have a City contract?

☐ Yes ☒ No

Are you involved with any activities or employment that would conflict with the official duties on the City boards for which you are applying?

☐ Yes ☒ No

Are you, your spouse, your business or your spouse's business involved in any pending bid, proposal or negotiation in connection with a contract with the City?

☐ Yes ☒ No

Do you or your spouse have a pending claim, lawsuit or proceeding against the City?

☐ Yes ☒ No

If you answer "Yes" to any of the questions above, please explain or ask to speak with the City's Legal Department. If you answer "NO" to all questions above, please enter N/A.

N/A

Board-specific questions (if applicable)

Question applies to ARTS & CULTURAL COMMISSION

The Arts & Cultural Commission preferred representatives from certain categories. Do you qualify for any of the following categories? *

- ☒ Economic Development / Tourism
- ☒ Marketing
- ☒ Business Development Groups / Corporate Representative

Question applies to SENIOR CORPS ADVISORY COMMITTEE

The Senior Corps Advisory Committee must include members representing certain categories. Do you qualify for any of the following categories? *

- ☒ At Large

Verification

Ernest De La Garza

City Code Requirement - Residency

As a board, commission, or committee member, you will be asked to adhere to City Code of Ordinances, Section 2-65, which states that all members of City boards and commissions, including ad hoc committees, appointed by the City, must be residents of the city. A move outside the city limits of the city by any member shall constitute automatic resignation from the particular board or commission on which such member served.

☒ I Agree

City Code Requirement - Attendance

As a board, commission, or committee member, you will be asked to adhere to City Code of Ordinances, Section 2-61, which provides that absences from more than 25% of regularly scheduled meetings during a term year on the part of any board, commission, or committee member shall result in an automatic termination. An absence shall be deemed unexcused unless excused by the board, commission or committee for good cause no later than its next meeting after the absence.

☒ I Agree

Consent for Release of Information

I understand that if any member of the public makes a request for information included in this application or in any attachment (e.g. resume or supporting documentation) for appointment it is subject to and must be disclosed under the Texas Public Information Act. I understand that under the Texas Public Information Act, my home address and home telephone number is subject to public disclosure unless I am elected or appointed to the position which I seek. I hereby consent to the release of my home address and home telephone number should it be requested under the Texas Public Information Act prior to my possible appointment or election. I hereby release the City of Corpus Christi, and its agents, employees and officers, from any and all liability whatsoever if the information must be released pursuant to the Texas Public Information Act.

☒ I Agree

Oath

I swear that all of the statements included in my application and attached documents, if any, are true and correct.

☒ I Agree

Ernest M. De La Garza
3701 South Lake Dr, Corpus Christi, TX 78414
(361) 215-5574

Education

BACHELOR OF HEALTHCARE ADMINISTRATION

Texas State University, San Marcos, TX

December 2006

LONG TERM CARE ADMINISTRATION

Del Mar College, Corpus Christi, TX

May 2010

Professional Organizations

- Six Points Kiwanis (**Vice President**) – 11/2013 - 10/2015
- Corpus Christi Hispanic Chamber and Corpus Christi Chamber – 11/2013 – 10/2015

Professional Experience

DIRECTOR (ADMINISTRATOR)

July 2020- Present

Caraday of Corpus Christi – Corpus Christi, Texas

- Managing and operating a facility with a bed size of over 200 and over 200 employees.
- Development of staff, providing high quality daily care to meet/exceed all internal/external standards within budget parameters, including but not limited to nursing services, physical plant and environment
- Directed to not receive any Immediate Jeopardy issues from HHSC, did not and have not received a tag higher than a G.
- Drive quality assurance program in the center to ensure the implementation of follow-up and corrective action
- Improved facilities census budgets through increased Medicare and Medicaid patients via Marketing techniques
- Managed over Marketing, Human Resources, Billing, Maintenance, Dietary, Housekeeping and Nursing

DIRECTOR (ADMINISTRATOR)

July 2019- July 2020

The Palms Nursing and Rehabilitation – Corpus Christi, Texas

- Managing and operating a facility with a bed size of over 200 and over 200 employees.
- Development of staff, providing high quality daily care to meet/exceed all internal/external standards within budget parameters, including but not limited to nursing services, physical plant and environment
- Directed to not receive any Immediate Jeopardy issues from HHSC, did not and have not received a tag higher than a G.
- Drive quality assurance program in the center to ensure the implementation of follow-up and corrective action
- Improved facilities census budgets through increased Medicare and Medicaid patients via Marketing techniques
- Managed over Marketing, Human Resources, Billing, Maintenance, Dietary, Housekeeping and Nursing

DIRECTOR (ADMINISTRATOR)

May 2019 – July 2019, January 2017 – May 2018

Senior Care Centers – Corporate/Interim Administrator, Administrator - Westwood Manor Nursing and Rehabilitation Center – Corpus Christi, Texas

- As only 1 of 6 nursing homes in Texas as a Special Focus Facility, cleared the first annual survey visit in September 2017 with a Deficiency Free Survey
- Development of staff, providing high quality daily care to meet/exceed all internal/external standards within budget parameters, including but not limited to nursing services, physical plant and environment
- Directed to clear one of the worst annual surveys in Corpus Christi and did so under first follow-up visit
- Drive quality assurance program in the center to ensure the implementation of follow-up and corrective action
- Organize functions of the nursing home through appropriate departmentalization and delegation of duties, establishing accountability for all employees
- Assisting with the corporate office, facilities to help overcome follow up tags, compliance with state, and regulatory standards for the facility to follow

MANAGER OF REVENUE CYCLE SUPPORT SERVICES

May 2018 – May 2019

Driscoll Children's Hospital – Corpus Christi, Texas

- Managed and supervised the activities of the Revenue Cycle Applications Teams, to include organizing, planning, and collaborating on changes or upgrades to Epic, Lawson, Kronos, etc.
- Directed the internal audit system of Commercial, Medicaid, HHSC/OIG audits for retaining over 8 million dollars
- Managed the quality measures for the state program of Delivery System Reform Incentive Payment (DSRIP) to ensure standards are met and the program will in turn allow \$14 million provided to the organization

Ernest M. De La Garza
3701 South Lake Dr, Corpus Christi, TX 78414
(361) 215-5574

- Assist the Director with preparation and submission of system government reports to the Texas Health and Human Services Commission

HOSPICE CARE CONSULTANT

August 2016 – January 2017

New Century Hospice – Corpus Christi, Texas

- Development of business sales within the healthcare industry with a focus on hospice
- Executing strategic marketing plans that educate the community, referral sources, patients, and families
- Strategically build relationships with physicians, discharge planners, facilities and health care decision makers

DIRECTOR (ADMINISTRATOR)

April 2015 – October 2015

Regency - Corpus Christi Nursing and Rehabilitation Center – Corpus Christi, Texas

- Responsible for over 115 patients, families, staff, while maintaining compliance with the regulatory boards
- Discovered and corrected a payroll issue that impacted over 150 employees
- Facilitated company initiatives focusing on financials, resident care and staff development
- Managed over Marketing, Human Resources, Billing, Maintenance, Dietary, Housekeeping and Nursing

DIRECTOR (ADMINISTRATOR)

October 2013 – April 2015

Preferred Care Partners - San Rafael Nursing and Rehabilitation Center – Corpus Christi, Texas

- Responsible for daily operations of Medicare and Insurance Billing, Customer Service, and over all departments
- Increased Profit Margin by 28% from previous year
- Reduced Turnover Ratio from 64% to 29%
- Decreased controllable expenses (labor overtime, supplies, contracts)
- Established Nurse Aide Training Program with Del Mar College

DIRECTOR (ADMINISTRATOR)

June 2009 – October 2013

Sava Senior Care - Retama Manor Nursing Center – Robstown, Texas and Administrator in Training at Corpus Christi Retama Manor

- Developed initiatives for the skilled nursing facilities departments to be successful and maintain compliance
- Facilitated successful Annual Surveys, State Complaints, U.S. Dept. of Labor, Medicare Audits, and Internal Reviews
- Consecutively met and exceeded financial expectations
- Scored in the upper 90th percentile in family and resident satisfaction surveys
- Responsible for transforming and improving the nursing home's appearance and compliance with state policies
- Improved facilities census budgets through increased Medicare and Medicaid patients via Marketing techniques
- Participated in a deficiency free annual survey that implemented all state standards are being met

Experience – Licensed Nursing Facility Administrator (10044). Over ten plus years as directing multiple departments while managing multimillion dollar facilities. Saved numerous amounts of money for companies, and have a great relationship with all partners and colleagues.

Profile

Maria

First Name

O

Middle Initial

Estes

Last Name

Email Address

Street Address

CORPUS CHRISTI

City

TX

State

78414

Postal Code

Primary Phone

Alternate Phone

What district do you live in? *

☒ District 5

Current resident of the City of Corpus Christi?

☒ Yes ☐ No

If yes, how many years?

40

Omega Law Group

Employer

Trial & Evidence Support; Sr. Ops. Paralegal

Job Title

Full Time; Remote (Federal Law Firm in CA and TX)

Occupation

Work Address - Street Address and Suite Number

8800 West Sunset Blvd.

Work Address - City

West Hollywood

Work Address - State

California

Work Address - Zip Code

90069

Work Phone

(310) 878-4365

Maria O Estes

Work E-mail address

mes@omegalaw.com

Preferred Mailing Address

☒ Home/Primary Address

Which Boards would you like to apply for?

ARTS & CULTURAL COMMISSION: Submitted

Interests & Experiences**Are you a Nueces County registered voter?**

☒ Yes ☐ No

Do you currently serve on any other City board, commission or committee at this time? If so, please list:

Not currently; I am pursuing my Master's in Public Administration at TAMUCC and potentially Law School part-time in August of 2027.

Education, Professional and/or Community Activity (Present)

BAAS in Legal Studies; TAMUCC Alumni; currently in pursuit of earning a Master's in Public Administration. I have 25 years working in law firms as a trial and evidence specialist; devoted over 15 years to volunteer service work throughout our city as a director in a local church where I developed leaders and over-sought scheduling, event planning, and policy enforcing for 250-300 volunteers on a weekly bases.

If you applied for multiple boards, which boards are you most interested in serving on, in order of preference? (Limit to top three)

Capital Improvements, Arts & Cultural, Ethics, Civil Service; Planning; and Disability boards.

Why are you interested in serving on a City board, commission or committee?

I am pursuing public administration to ground myself in an area(s) where I may continue my calling to service our beautiful city and the people who are less fortunate and cannot afford to hire lawyers forced to give up and remain silent and justice seems impossible to reach. I hope to be a voice for the people of our communities and pave the way so that justice and the pursuit of it no longer appears unattainable--to demand it and change policies that have been unbalanced in the scales of law for far too long.

Upload a Resume

Are you an ex-Officio member of a City Board, commission or committee?

☐ Yes ☒ No

No person shall be appointed by the Mayor or Council Members to serve on more than one board, commission, committee or corporation at the same time. If you currently serve as a voting member for a board, commission, committee or corporation are you willing to resign your current seat to serve on another board, commission, committee or corporation?

☒ Yes ☐ No

Are you a current candidate in an election for a non-city public office?

☐ Yes ☒ No

Do you currently serve as an elected official for a non-city public office?

☐ Yes ☒ No

Will you seek re-election to the non-city public office? If not in a non- city public office, please enter N/A

Yes.

Demographics

Gender

☒ Female

Code of Ethics - Rules of Conduct/Conflicts of Interest

Do you represent any person or organization in any claim or lawsuit or proceeding involving the City?

☐ Yes ☒ No

Do you, your spouse, your business or your spouse's business have a City contract?

☐ Yes ☒ No

Does your employer or your spouse's employer have a City contract?

☐ Yes ☒ No

Are you involved with any activities or employment that would conflict with the official duties on the City boards for which you are applying?

☐ Yes ☒ No

Are you, your spouse, your business or your spouse's business involved in any pending bid, proposal or negotiation in connection with a contract with the City?

☐ Yes ☒ No

Maria O Estes

Do you or your spouse have a pending claim, lawsuit or proceeding against the City?

☐ Yes ☒ No

If you answer "Yes" to any of the questions above, please explain or ask to speak with the City's Legal Department. If you answer "NO" to all questions above, please enter N/A.

N/A

Board-specific questions (if applicable)

Question applies to ARTS & CULTURAL COMMISSION

The Arts & Cultural Commission preferred representatives from certain categories. Do you qualify for any of the following categories? *

- ☒ Youth / Education
- ☒ Higher Education
- ☒ Marketing
- ☒ Business Development Groups / Corporate Representative

Question applies to CIVIL SERVICE BOARD,CIVIL SERVICE COMMISSION

Have you resided in the City for at least 3 years?

☒ Yes ☐ No

Question applies to CIVIL SERVICE BOARD,CIVIL SERVICE COMMISSION

Have you held public office during the past 3 years?

☐ Yes ☒ No

Question applies to CIVIL SERVICE BOARD,CIVIL SERVICE COMMISSION

Are you over 25 years of age?

☒ Yes ☐ No

Question applies to CIVIL SERVICE BOARD,CIVIL SERVICE COMMISSION

Are you a U.S. Citizen

☒ Yes ☐ No

Question applies to multiple boards

Are you willing to provide an Annual Report of Financial Information as required by the Code of Ethics?

☒ Yes ☐ No

Question applies to CORPUS CHRISTI BUSINESS AND JOB DEVELOPMENT CORPORATION, PLANNING COMMISSION, CORPUS CHRISTI B CORPORATION

Are you a Nueces County registered voter?

☒ Yes ☐ No

Question applies to CAPITAL IMPROVEMENTS ADVISORY COMMITTEE

The Capital Improvement Advisory Committee must include representatives from certain industries. Do you qualify for any of the following industries? *

☒ None of the Above

Question applies to CAPITAL IMPROVEMENTS ADVISORY COMMITTEE

One member shall be a representative of the City's extraterritorial jurisdiction if impact fees are proposed. Do you qualify?

☒ Yes ☐ No

Verification

City Code Requirement - Residency

As a board, commission, or committee member, you will be asked to adhere to City Code of Ordinances, Section 2-65, which states that all members of City boards and commissions, including ad hoc committees, appointed by the City, must be residents of the city. A move outside the city limits of the city by any member shall constitute automatic resignation from the particular board or commission on which such member served.

☒ I Agree

City Code Requirement - Attendance

As a board, commission, or committee member, you will be asked to adhere to City Code of Ordinances, Section 2-61, which provides that absences from more than 25% of regularly scheduled meetings during a term year on the part of any board, commission, or committee member shall result in an automatic termination. An absence shall be deemed unexcused unless excused by the board, commission or committee for good cause no later than its next meeting after the absence.

☒ I Agree

Consent for Release of Information

I understand that if any member of the public makes a request for information included in this application or in any attachment (e.g. resume or supporting documentation) for appointment it is subject to and must be disclosed under the Texas Public Information Act. I understand that under the Texas Public Information Act, my home address and home telephone number is subject to public disclosure unless I am elected or appointed to the position which I seek. I hereby consent to the release of my home address and home telephone number should it be requested under the Texas Public Information Act prior to my possible appointment or election. I hereby release the City of Corpus Christi, and its agents, employees and officers, from any and all liability whatsoever if the information must be released pursuant to the Texas Public Information Act.

☒ I Agree

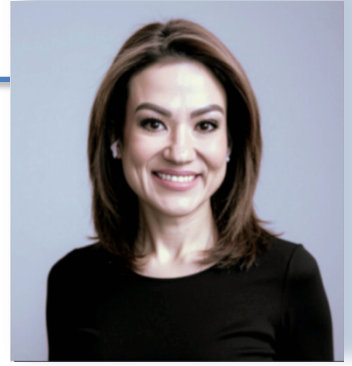
Oath

I swear that all of the statements included in my application and attached documents, if any, are true and correct.

☒ I Agree

Maria Estes

LEGAL SUPPORT STAFF OPERATIONS SPECIALIST
SENIOR CIVIL LITIGATION PARALEGAL
Tel: (361) 259-0631 | Email: [REDACTED]



Re: Legal Operations Manager

Dear Hiring Team,

I am writing to express my interest in the opportunity to join your esteemed team. With over 25 years of experience in civil litigation, I have developed a strong focus on case development and trial readiness, specializing in the Discovery process from inception to completion for each litigation team within the firm across multiple cities in Texas. Additionally, I have played a key role in rewriting the Discovery portion of the firm's standard operating procedure manual.

My extensive background encompasses managing large, complex cases and establishing workflows that promote efficiency and uniformity across litigation teams, effectively transforming time constraints into productive outcomes for each team.

My academic background at Texas A&M University, which included courses in operations, management, communications, and organizational management, including several courses in Human Resources, and has equipped me with a critical perspective on work products and how to implement them into measurable outcomes. This foundation has enabled me to foster meaningful collaboration with legal counsel and support staff. Ultimately, the Bachelor of Applied Arts and Sciences (BAAS) program in Legal Studies is particularly well-suited for roles in Legal Operations Management.

Highlights of my qualifications include:

- **Legal Expertise**: Leveraging my legal background to analyze claims through a legal lens, ensuring compliance and minimizing exposure.
- **Remote Work Proficiency**: A proven track record of excelling in remote roles, demonstrating self-motivation, time management, and effective communication with my team,
- **Collaborative Leadership**: Skilled at fostering collaboration among internal teams, external partners, and legal representatives to achieve results.
- **Strategic Problem-Solving**: Adept at analyzing complex claim scenarios, identifying potential risks, and implementing solutions to protect the organization's interests.

I would welcome the opportunity to discuss how I may contribute to the highest standards already set by your law firm in regard to the quality of work that continues to ensure client satisfaction, and how my skills align with your needs. I would love to share my enthusiasm for this position. I can be reached at **(361) 259-0631** and through email at **Mrs.Maria.Estes@gmail.com** at your convenience. Thank you for considering my application. I look forward to the opportunity of contributing to your team's success!

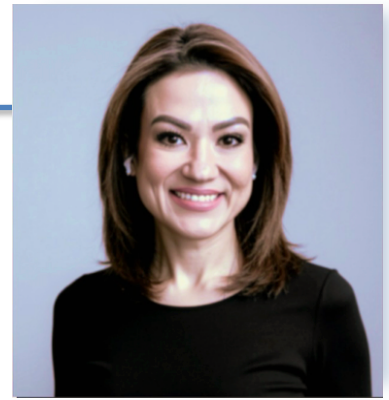
Sincerely,

Maria Estes

Sr. Legal Operations Specialist & Client Liaison
Litigation Development & Trial Readiness Expert
Email: [REDACTED]
Direct: (361) 259-0631

Maria Estes

LEGAL SUPPORT STAFF OPERATIONS SPECIALIST
SENIOR CIVIL LITIGATION PARALEGAL
Tel: (361) 259-0631 | Email: [REDACTED]



Re: Legal Support Position

Dear Hiring Team,

I am pleased to submit my application for your review and consideration to join your team. With over 20 years of experience in personal injury and auto claims within the insurance carrier industry, combined with a robust academic foundation that includes a Bachelor of Applied Arts and Sciences in Legal Studies and a minor in Pre-Law, I offer a distinctive blend of technical proficiency, analytical acumen, and comprehensive legal insight that distinguishes me as a highly qualified candidate for this role.

My bachelor's degree in legal studies from Texas A&M University (with an emphasis in legal operations and human resources). My unique background has allowed me to approach all work product with a critical eye, ensuring thorough investigations, accurate reserving, and effective collaboration with legal counsel. My extensive time in the legal field and academic training has also sharpened my negotiation and analytical skills, enabling me to resolve complex claims efficiently while mitigating risk for the organization.

In addition to my highly specialized career achievements, I bring over 20 years of experience managing diverse claim inventories, including high-loss potential cases those involving detailed reinsurance reporting. I have consistently showcased my ability to independently investigate, evaluate, and resolve claims while ensuring strict adherence to organizational and regulatory standards. In addition to my highly specialized career achievements, I bring over 20 years of experience managing diverse claim inventories, including high-loss potential cases those involving detailed reinsurance reporting. My professional background also includes overseeing and directing Independent Adjusters, Appraisers, and outsourced legal teams to secure optimal outcomes. Furthermore, I am highly skilled in presenting evidence in a courtroom setting and possess extensive knowledge of courtroom procedures, policies, and the rules governing both federal and state civil procedures.

Highlights of my qualifications include:

- **Legal Expertise:** Leveraging my legal background to analyze claims through a legal lens, ensuring compliance and minimizing exposure.
- **Remote Work Proficiency:** A proven track record of excelling in remote roles, demonstrating self-motivation, time management, and effective communication with my team,
- **Collaborative Leadership:** Skilled at fostering collaboration among internal teams, external partners, and legal representatives to achieve results.
- **Strategic Problem-Solving:** Adept at analyzing complex claim scenarios, identifying potential risks, and implementing solutions to protect the organization's interests.

I have pursued a focused and dedicated career path to ensure I operate at the highest level of excellence for our clients. My extensive background and specialization in this area of expertise enable me to bring a unique perspective to claims management and legal support staff teams, allowing me to handle complex cases with precision and confidence. I am certain that my legal knowledge, combined with my extensive claims experience positions me as an ideal candidate for this role.

I would welcome the opportunity to discuss how I may contribute to the highest standards already set by your law firm in regard to the quality of work that continues to ensure client satisfaction, and how my skills align with your needs. I would love to share my enthusiasm for this position. I can be reached at **(361) 259-0631** and through email at **Mrs.Maria.Estes@gmail.com** at your convenience. Thank you for considering my application. I look forward to the opportunity of contributing to your team's success!

Kindly,

Maria Estes

Sr. Legal Operations Specialist & Client Liaison

Litigation Development & Trial Readiness Expert

Email: [REDACTED]

Direct: (361) 259-0631



WALTERS GILBREATH PLLC
AUSTIN | DALLAS | HOUSTON | SAN ANTONIO

Prospective Law Firm
Attn: Hiring Manager

Re: Maria Estes
Litigation Operations Manager

Dear Hiring Manager:

I am writing to personally recommend Maria Estes for any position that requires experience and expertise in civil litigation and/or discovery procedures. During her tenure at Walters Gilbreath, PLLC, I have had the pleasure of working closely with Maria, and she consistently demonstrated exceptional skills and a holistic approach to litigation and case management.

Maria possesses significant experience in civil litigation, having supported and collaborated with numerous attorneys and their litigation support teams, to assist in achieving successful outcomes in complex cases. Her ability to manage and coordinate various aspects of litigation is unparalleled, ensuring that all involved parties are informed and aligned throughout the process. Maria is known for her methodical approach to litigation preparation and is an amazing first line of defense in ensuring that the work product that comes out of your offices is as close to perfect as possible.

With regard to discovery, Maria has been instrumental in implementing efficient procedures that streamline electronic data collection and management. Her expertise in this area has greatly enhanced our firm's litigation support staff the ability to manage other high priority deadlines while she took lead in discovery projects by preparing responses/requests, reviewing and auditing large volumes of electronic evidence, logging deficiencies, preparing deficiency correspondence to adverse counsel, preparing motions compelling responsive documents, and assisting in preparing for hearings while ensuring compliance with all legal and procedural requirements.

One of Maria's standout qualities is her exceptional communication skills with our clients. She has effectively collaborated with many of our clients fostering positive relationships and facilitating smooth interactions. Maria went above and beyond to ensure she was available to our clients when it was most convenient for them, even volunteering to work after hours and weekends to accommodate our client's busy schedules. Her ability to navigate these interactions with professionalism and tact has been invaluable to our firm.



WALTERS GILBREATH PLLC

AUSTIN | DALLAS | HOUSTON | SAN ANTONIO

Maria is a proactive and dedicated professional who consistently goes above and beyond to ensure the success of each case. Her attention to detail, strong organizational skills, and ability to work under pressure make her an asset to any legal team.

I am confident that Maria will bring the same level of excellence and dedication to any future endeavors. I highly recommend her for any position that requires a seasoned professional in civil litigation and discovery procedures.

Please feel free to contact me at if you require any further information.

Sincerely,

Sarah J. Gilbreath



HERRMAN & HERRMAN_{PLLC}
"Always Putting YOU First!"

The Herrman Building
1201 Third Street
Corpus Christi, Texas 78404
Phone (361) 882-4357
Fax (361) 883-7957

To Whom It May Concern:

Re: Maria Estes
Litigation Operations Manager

Dear Legal Team,

I am delighted to recommend Maria Estes for the position of a Litigation Operations Manager at your firm. As the Law Office Administrator at Herrman & Herrman, PLLC, I have had the privilege of overseeing Maria's work and professional growth over the four years she was with us.

Maria has consistently showcased exceptional skills in managing complex litigation cases. Her expertise in case management, discovery procedures, and trial preparation has significantly impacted our firm's operations. She has a comprehensive understanding of litigation case management and the civil litigation rules of procedure, ensuring that the cases on her docket meet legal compliance.

I have observed her talent for establishing strong relationships with clients, attorneys, and court staff. Her professionalism and positive demeanor create a collaborative atmosphere that boosts team performance. Maria's ability to communicate clearly and effectively while explaining procedural laws, discovery processes, and trial preparation to clients in order to ensure to the client that they are well taken care of has been among one of her strongest qualities.

Furthermore, Maria is committed to continuous improvement and keeping up to date with legal procedures. Her proactive approach and strong work ethic reflected in her collaboration with others, the quality of her work, and her effective time management.

I wholeheartedly endorse Maria's application this position at your firm. I am confident that she will bring the dedication, expertise, and professionalism to your legal team. Should you have any questions or need further information, please feel free to contact me at (361) 882-4357 or debbygarcia@herrmanandherrman.com.

Sincerely,

Debby Garcia

Debby Garcia
Law Office Administrator
Herrman & Herrman, PLLC

LAW OFFICES OF THOMAS J. HENRY

521 STARR STREET, CORPUS CHRISTI, TEXAS 78401

Phone: (361) 985-0600 Fax (361) 985-0601

TOLL FREE: 1-800-580-0601

www.ThomasJHenryLaw.com

THOMAS JUDE HENRY
ROGER L. TURK
MICHAEL E. HENRY
RONALD MCLAIN
GEORGE A. DEVERA

KEVIN L. COCHRAN
MARCO CRAWFORD
RUBEN G. HERRERA
BENEDICT V. JAMES

JAMES R. WILSON
MASON J. LEE
RUSSELL W. ENDSLEY
ANNE-BENNETT COOK

DANIEL R. WILKINSON
KIMBERLY W. SCHOCK
RICH A. KUMAR
ERIC A. WOLFE
BRIAN D. RAYMOND
† LICENSED IN CALIFORNIA

Committed to our Clients

Committed to our Community

EMAIL ADDRESS: gadevera@thomasjhenrylaw.com
CASE MANAGER/PARALEGAL: LAURA MORALES
DIRECT LINE: (361) 561-3406

To Whom It May Concern:

I am writing this letter of recommendation for Maria D. Ochoa for the position of legal assistant/paralegal. I have known Maria since February 2007, when she began working under my supervision as a paralegal at The Law Offices of Thomas J. Henry in Corpus Christi, Texas until approximately November 2008, when she was transferred to work for another attorney.

When I first met Maria, most of the work experience she had was in the field of workman's compensation. While she had some training in basic law practice, she was, at least initially, unfamiliar with Plaintiff's personal injury law. However, she showed the ability to pick up the basic tasks quickly and efficiently and, throughout her stay, made several suggestions that improved the efficiency of my practice. As she quickly mastered the basic tasks, she would be given more complicated assignments, such as drafting motions, pleadings, and discovery, which she completed with efficiency and accuracy.

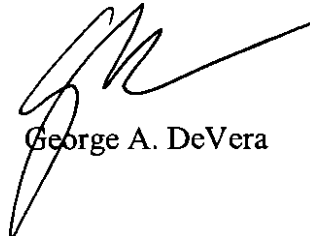
By the time she was transferred to a new attorney, Maria was more than capable of taking a file from intake through the initial pleading and written discovery stages and ultimately to trial if the case did not settle. If I was busy or in trial, Maria would answer basic written discovery with clients for my review. She would also draft basic pleadings and motions with little or no assistance. Most importantly, I had the utmost confidence that Maria could prepare a file for mediation or for trial with minimal guidance because she was familiar of the facts of the case, its strengths and weaknesses, and my own personal preferences in preparing for trial or mediation.

In her time at the office, I also found occasion to get to know Maria on a more personal level. I found her to be enthusiastic about her job with a desire to constantly learn and improve on her knowledge and expertise. She is dedicated, hardworking, thorough, and will give extra time and effort to ensure that a deadline is met or a project is completed in a quality manner.

At work, she is pleasant and gets along well with he co-workers and does not allow her personal life to detract from the quality of her work. In conclusion, I would wholeheartedly recommend Maria Ochoa for a position as a legal assistant/paralegal at any type of law firm and specializing in any type of work. I believe that she has the versatility to be able to adapt to new and unfamiliar areas of law and bring the same qualities to the office as she brought to our offices.

Thank you for your courtesies in this regard. Should you have any additional questions or concerns, please feel free to contact me.

Very Truly Yours,
The Law Offices of Thomas J. Henry

A handwritten signature in black ink, appearing to read "George A. DeVera". The signature is stylized with a large, sweeping initial "G" and a long, horizontal stroke extending to the right.

George A. DeVera

The Morgan Law Offices

Main Office
4210 Weber Street
Suite 2
Corpus Christi, TX 78411
Phone: (361) 887-4700
Facsimile: (361) 887-4761
Email: gmorgan@morgan-law.net

July 8, 2006

To Whom It May Concern

Re: Maria Ochoa

Dear Sir/Madam:

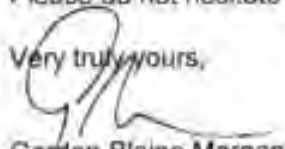
Please allow this letter to serve as my letter of recommendation of Maria for a position with your firm. Maria was always very personable and worked for my law office for over three years. To my knowledge, she had never worked in an office environment before and began to show her willingness to learn immediately. Initially she was the receptionist with duties of filing, faxing, answering the phone, courthouse and commission runs and file preparation. She soon began to prepare me for and accompany me to Benefit Review Conferences and Contested Case Hearings.

Maria genuinely cared for and was very helpful with the clients. She could interview them, determine if there was anything that could be done to help them and give me a briefing as to the facts and issues.

Although changes in Texas Workers' Compensation law have drastically affected my firm causing downsizing, her presence is missed and I wish her the best of luck.

Please do not hesitate to contact me if you have any questions.

Very truly yours,



Gordon Blaine Morgan
Attorney

Westlaco
161 S. Texas Blvd.
Westlaco, TX 78586
Tel: (956) 968-8400
Fax: (956) 968-0700

Pasadena
3033 Bayshore Blvd.
Pasadena, TX
Tel: (713) 777-3794
Fax: (713) 777-3795

MARIA ESTES

Corpus Christi, Texas 78414 | (361) 259-0631 | [REDACTED]
LinkedIn: www.linkedin.com/in/maria-estes-legal

CAREER SUMMARY

With over 20 years of extensive experience in the legal field, I have honed my skills in conducting professional claims evaluations. I am a seasoned claims professional with expertise in third party and first party claims along with all other personal injury claims related to auto claims, medical malpractice claims, and premises liability claims that are all within the insurance carrier industry. Dedicated to delivering exceptional results for clients through a focused and specialized career path in claims management. Highly skilled in investigating, evaluating, and resolving complex, high-loss potential cases with precision and confidence. Possesses a strong academic foundation with a BAAS in Legal Studies and a minor in Pre-Law, providing a unique legal perspective that enhances decision-making and risk mitigation. Experienced in directing Independent Adjusters, Appraisers, and defense attorneys to achieve optimal outcomes while ensuring compliance with federal, state, and organizational standards. Adept at courtroom procedures, evidence presentation, and the rules of civil procedure, bringing a comprehensive and strategic approach to claims management.

COMPETENCIES

- Litigation Process Management: ability to handle matters throughout the litigation process in state and federal courts.
- Trial Preparation: ability to present a trial ready file consisting of trial and exhibit notebooks; ensuring all discovery is supplemented before trial; and ensure all local rules are met in accordance with the county and TRCP.
- Evidence and Supporting Documents: ability to locate key documents; locate privilege information and confidential information; ability to clearly explain discovery requests to clients; explain the intent behind each request; and list documents responsive and supportive to case matters for client to retrieve.
- Legal Document Preparation: ability to draft pleadings, motions, orders, discovery responses with assertion of privilege and objections; prepare trial documents; and legal correspondence to parties and non-parties.
- Analytical Skills: ability to gather and analyze certain types of data for factual investigation, trial preparation, and legal research and writing.
- Communication Skills: ability to read and understand legal terminology and concepts and ability to interact effectively with diverse clients.
- Computer Software Literacy: experienced with word processing programs, such as, Word Perfect, Microsoft Word, Excel, and case management systems (ex: Texas Efile, Pacer, Prevail, Westlaw, Lexis Nexis, Slack, Clio, and Google Drive).
- Commissioned as a Notary Public of Texas; fourth four-year term expires on December 12, 2025.

EMPLOYMENT HISTORY

LITIGATION OPERATIONS MANAGER
WALTERS GILBREATH, PLLC

YEARS EMPLOYED/2022-2024
REMOTE (TEXAS)

[Civil Litigation: Family Law - Divorce, Division of Property, Child Support, & SAPCR]

Summary of Responsibilities: Performed discovery projects from inception to completion. In my role, I strategically managed discovery processes, serving as the central point of contact for assigned discovery matters and collaborating with various staff attorneys, located throughout Texas, to develop tailored case strategies for gathering supporting evidence. This involved adapting to different attorney techniques and styles to ensure successful project completion. I coordinated and managed discovery projects by setting timelines, tracking progress, and maintaining open communication with legal teams and clients. My responsibilities included organizing, reviewing, and producing electronically stored information, as well as assisting in the collection of documents from diverse sources to ensure data integrity and authenticity. I utilized specialized software to process and convert large volumes of documents into reviewable formats and conducted thorough reviews to assess relevance, privilege, and confidentiality, categorizing documents accordingly. Additionally, I prepared and produced documents for multiple attorneys, ensuring compliance with legal standards and deadlines. My role also involved conducting legal research to support discovery efforts across various counties in Texas and leveraging technical expertise to identify and utilize document management and analysis tools. I meticulously maintained detailed records and provided daily updates to attorneys, highlighting any documents that could potentially pose a risk to our clients if presented later. Furthermore, I orchestrated calendars with attorneys and their clients, meeting with clients daily via Zoom or phone calls. I stepped in when clients were unable to communicate with their attorneys, providing positive case updates. I managed projects across four cities with several attorneys, handling discovery from the moment it was served upon our clients to the final filing of our responses, including inputting assertions of privilege and objections. Unlike most legal staff who have a few deadlines a month, my role consisted solely of deadlines, often requiring longer workdays which I am accustomed to, and clients appreciate the kind gesture.

LITIGATION SUPPORT STAFF MANAGER
HERRMAN & HERRMAN, PLLC

YEARS EMPLOYED/2015-2022
Corpus Christi, Texas

[Civil Litigation: Personal Injury & Premises Liability & Employment Law]

Summary of Responsibilities: Responsible for working up all litigation approved cases from commencement through trial. In my role, I was responsible for preparing demands, requesting medical affidavits, and drafting motions, orders, petitions, discovery documents, and general correspondence such as letters and emails. I communicated effectively with various parties, including adjusters, opposing counsel, courthouse clerks, court reporters, and process servers, to ensure seamless case progression. I meticulously managed the attorney trial calendar, incorporating Docket Control Orders and any scheduling-ordered deadlines, court hearings, and deadlines for receiving and responding to discovery requests, as well as mediation and deposition dates, and all other attorney engagements. Additionally, I organized and maintained all client files to ensure efficient access and management of information. My role required proficiency in computer and technology tools, utilizing programs like Word Perfect, Word, Excel, and other necessary applications to perform these tasks effectively.

LITIGATION PARALEGAL
ALLSTATE c/o KERAMIDAS & SARABIA, P.C.

YEARS EMPLOYED/2010-2015
San Antonio, Texas

[Civil Litigation: Personal Injury / Insurance Defense]

Summary of Responsibilities: In my role, I was responsible for preparing all routine pleadings, including drafting original answers, counterclaims, and cross-claims against plaintiffs or third parties. I organized, accumulated, and summarized discovery responses, medical and billing records, and depositions. I retrieved claim files from insurance carriers and adhered to litigation guidelines provided by them, which specified requirements for various matters such as status reports. I communicated effectively with insurance adjusters, medical providers, courts, opposing counsel, witnesses, and other relevant agencies. My responsibilities included coordinating depositions with opposing counsel, court reporting agencies, and other necessary parties, as well as arranging mediation settings, court hearings, attorney-client meetings, attorney-witness meetings, attorney-expert meetings, and opposing counsel conferences. I prepared a wide variety of correspondence to support these activities. Additionally, I meticulously maintained the attorney trial calendar, incorporating Docket Control Orders and any scheduling-ordered deadlines, court hearings, and deadlines for receiving and responding to discovery requests, as well as mediation and deposition dates, and all other attorney engagements. I organized and maintained all client files to ensure efficient access and management of information. My role required proficiency in computer and technology tools, utilizing programs like Word Perfect, Word, Excel, and other necessary applications to perform these tasks effectively.

CIVIL LITIGATION PARALEGAL
THE LAW OFFICES OF THOMAS J. HENRY

YEARS EMPLOYED/2003-2010
Corpus Christi, Texas

[Civil Litigation: Personal Injury & General Practices]

Summary of Responsibilities: In my role, I conducted client interviews and maintained general contact with clients, handling initial intake of potential new clients and updating them on limited case status information without providing legal advice. I communicated effectively with insurance adjusters, medical providers, courts, contract process servers to ensure proper service or due diligence, opposing counsel, witnesses, and other relevant agencies. I coordinated depositions with opposing counsel, court reporting agencies, and other necessary parties, as well as arranging mediation settings, court hearings, attorney-client meetings, attorney-witness meetings, attorney-expert meetings, and opposing counsel conferences. I conducted legal investigations to obtain, organize, and evaluate information from various sources, including police reports, medical and billing records, photographs, court documents, expert reports, technical manuals, product specifications, and statistical data. Additionally, I conducted legal research to identify, analyze, and summarize applicable laws, court decisions, and regulations relevant to a client's case. I meticulously maintained the attorney trial calendar, incorporating Docket Control Orders and any scheduling-ordered deadlines, court hearings, deadlines for discovery responses, mediation and deposition dates, and all other attorney engagements. I organized and maintained all client files and a case status log of all active client cases. My drafting responsibilities included preparing correspondence, interoffice memoranda, citations, deposition notices, various pleadings such as petitions, non-suits, and expert designations, motions including Motion for Continuance, Motion for Substituted Service, and Motion to Compel, as well as requests and responses/objections to discovery, and client settlement breakdowns/disbursements. In trial preparation, I prepared and filed trial documents such as Motions, Trial Witness List, Exhibit List, and Jury Charge, confirmed all discovery was properly supplemented before trial, prepared subpoenas and ensured proper service, and assembled trial and exhibit notebooks. My role required proficiency in computer and technology tools, utilizing programs like Word Perfect, Word, Excel, and other necessary applications to perform these tasks effectively.

LITIGATION PARALEGAL
THE MORGAN LAW OFFICES

YEARS EMPLOYED/2000-2003
Corpus Christi, Texas

[Civil Litigation & Administrative Law: Personal Injury & Workers' Compensation]

Summary of Responsibilities: Conducted client interviews and maintained general contact with client(s); initial intake of potential new client(s) and updated client(s) on limited case status information without providing any legal advice. Communication: communicated with insurance adjusters, medical providers, the related Court, contract process servers (to obtain and verify proper service and/or due diligence had been reached), opposing counsel, witness(es), the Texas Department of Insurance ("TDI") formally known as the Texas Workers' Compensation Commission ("TWCC"), and other relevant agencies. Coordinated Benefit Review Conferences ("BRCs") and Contested Case Hearings ("CCHs"), mediation settings, attorney/client meetings, attorney/witness meetings, attorney/expert meetings, opposing counsel(s) conferences, and other requested and/or required settings. Conducted legal investigations: to obtain, organize, and evaluate information from a variety of sources, such as, police reports, medical and billing records, photographs, court documents, experts' reports, employment manuals, product specifications, and other statistical data. Conduct legal research: to identify, analyze, and summarize the appropriate laws, protocols, and/or regulations for Workers' Compensation and Personal Injury claims to apply to a client's case. Calendaring: maintained attorney calendar with dates for Benefit Review Conferences ("BRC's"), Contested Case Hearings ("CCH's"), Docket Control Orders or any scheduling ordered deadline, discovery deadlines, and all other attorney engagements for the Corpus Christi Office. Organized and maintained organization of client files. Drafted documents: prepared correspondence, demand packets, interoffice memoranda, first original pleadings, first set of discovery requests and responses. CCH and BRC preparation: prepared and filed TDI/TWCC documents, such as, Worker's Designation of Treating Physician, Worker's Request for BRC/CCH, Worker's Request for Temporary Income Benefits ("TIB's"), Supplemental Income Benefits ("SIB's"), Worker's Mileage Reimbursement, Worker's Notice of Impairment Rating, Notice of Counsel and Request for Attorney's Fees. Confirmed and ensured all discovery had been properly supplemented prior to BRC/CCH, and prepared BRC/CCH exhibit notebooks. Computer and technology: Word Perfect, Word, Excel, and other programs needed to perform many of the above tasks.

EDUCATION

BACHELORS IN LEGAL STUDIES & PRE-LAW, MINOR
TEXAS A&M UNIVERSITY - CORPUS CHRISTI

YEARS ATTENDED/2011-2016
Corpus Christi, Texas

Example of Courses taken within this degree plan: Business and Professional Communications; Document Design & Publishing, Law & Evidence, Criminal Procedure, Constitutional Law, USC & Congress; The Legislative Process; Communicating and Persuading; Critical Thinking and Logic; and The Fundamentals of Ethics, and Public Administration.

BACHELOR'S DEGREE -TRANSFER PROGRAM
DEL MAR COLLEGE

YEARS ATTENDED/2006-2009
Corpus Christi, Texas

Examples of Courses taken within this degree plan: Legal Environmental; Civil Litigation I; Civil Litigation II; Law Office Management; Introduction to Paralegal Studies; Introduction to Law; Cognitive Skills; Interviewing & Investigating; Legal Research & Writing; Advanced Legal Research & Writing; Advanced Trial Preparation; Law Office Technology (WordPerfect/Microsoft Word/Excel Studies); Practicum I; Practicum II; and other courses required for transfer. *Groups and Organizations:* Participant of the Legal Professions Club as an active member and as the elected Treasurer; member of the National Honors Society; and an awarded member of the Del Mar College Dean's List in 2006 and 2007.

HIGH SCHOOL DIPLOMA
CALLEN HIGH SCHOOL

YEARS ATTENDED/1998-2001
Corpus Christi, Texas

Club affiliations: member of the National Junior Honor Society; Debate Club; Leadership Club; Spanish Club; Junior Historians Club; Science Club; and the Varsity Basketball Team. Strong participant in annual UIL Choir Competitions and UIL Dance Competitions.

REFERENCES

- ▶ Sarah Gilbreath; Walters Gilbreath, PLLC
- ▶ Debby Garcia, Herrman & Herrman, PC
- ▶ George De Vera; Thomas J. Henry, PC
- ▶ Gordon Morgan; The Morgan Law Offices

Application for a City Board, Commission, Committee or Corporation

Profile

Melina

M

Gosa

First Name

Middle Initial

Last Name

Email Address

Street Address

Suite or Apt

Corpus Christi

City

TX

State

78414

Postal Code

Primary Phone

Alternate Phone

What district do you live in? *

☒ District 4

Current resident of the City of Corpus Christi?

☒ Yes ☐ No

If yes, how many years?

11.5

LEAD Industrial

Employer

Public Relations/Marketing

Job Title

Account Executive

Occupation

Work Address - Street Address and Suite Number

6533 Patti Dr

Work E-mail address

Mgosa@leadstaff.com

Preferred Mailing Address

☒ Home/Primary Address

Which Boards would you like to apply for?

ARTS & CULTURAL COMMISSION: Submitted

Interests & Experiences

Are you a Nueces County registered voter?

☒ Yes ☐ No

Do you currently serve on any other City board, commission or committee at this time? If so, please list:

No I do not currently serve on any other city board, commission or committee at this time.

Education, Professional and/or Community Activity (Present)

My present current community activity Padre Island Business Association Ambassador - 2022 to present Big Brothers Big Sisters Vice Chair/Board Member 2022 to present Family Counseling Service Board Member 2021 to present Westside Business Association Board Member 2021 to present Volunteer Services Council Board Member

If you applied for multiple boards, which boards are you most interested in serving on, in order of preference? (Limit to top three)

1. Arts & Cultural 2. CC Convention & Visitors 3. Landmark Commission

Why are you interested in serving on a City board, commission or committee?

I am interested in serving on a board and/or committee so that I can be apart of our community and assist in bringing ideas and/or solutions and being a positive part of the growth of Corpus Christi. I believe that active community involvement is a major key component for any city to have success.

[Upload a Resume](#)

Are you an ex-Officio member of a City Board, commission or committee?

☐ Yes ☒ No

No person shall be appointed by the Mayor or Council Members to serve on more than one board, commission, committee or corporation at the same time. If you currently serve as a voting member for a board, commission, committee or corporation are you willing to resign your current seat to serve on another board, commission, committee or corporation?

☒ Yes ☐ No

Are you a current candidate in an election for a non-city public office?

☐ Yes ☒ No

Do you currently serve as an elected official for a non-city public office?

☐ Yes ☒ No

Will you seek re-election to the non-city public office? If not in a non- city public office, please enter N/A

na

Demographics

Gender

☒ Female

Code of Ethics - Rules of Conduct/Conflicts of Interest

Do you represent any person or organization in any claim or lawsuit or proceeding involving the City?

☐ Yes ☒ No

Do you, your spouse, your business or your spouse's business have a City contract?

☐ Yes ☒ No

Does your employer or your spouse's employer have a City contract?

☐ Yes ☒ No

Are you involved with any activities or employment that would conflict with the official duties on the City boards for which you are applying?

☐ Yes ☒ No

Are you, your spouse, your business or your spouse's business involved in any pending bid, proposal or negotiation in connection with a contract with the City?

☐ Yes ☒ No

Do you or your spouse have a pending claim, lawsuit or proceeding against the City?

☐ Yes ☒ No

If you answer "Yes" to any of the questions above, please explain or ask to speak with the City's Legal Department. If you answer "NO" to all questions above, please enter N/A.

NA

Board-specific questions (if applicable)

Question applies to ARTS & CULTURAL COMMISSION

The Arts & Cultural Commission preferred representatives from certain categories. Do you qualify for any of the following categories? *

- ☒ Marketing
- ☒ Business Development Groups / Corporate Representative

Question applies to CORPUS CHRISTI CONVENTION & VISITORS BUREAU

The Convention & Visitors Bureau Board must include representatives from certain categories. Do you qualify for any of the following categories? *

- ☒ None of the above

Question applies to LANDMARK COMMISSION

The Landmark Commission preferred representatives from certain categories. Do you qualify for any of the following categories? *

- ☒ At-Large

Verification

City Code Requirement - Residency

As a board, commission, or committee member, you will be asked to adhere to City Code of Ordinances, Section 2-65, which states that all members of City boards and commissions, including ad hoc committees, appointed by the City, must be residents of the city. A move outside the city limits of the city by any member shall constitute automatic resignation from the particular board or commission on which such member served.

☒ I Agree

City Code Requirement - Attendance

As a board, commission, or committee member, you will be asked to adhere to City Code of Ordinances, Section 2-61, which provides that absences from more than 25% of regularly scheduled meetings during a term year on the part of any board, commission, or committee member shall result in an automatic termination. An absence shall be deemed unexcused unless excused by the board, commission or committee for good cause no later than its next meeting after the absence.

☒ I Agree

Consent for Release of Information

I understand that if any member of the public makes a request for information included in this application or in any attachment (e.g. resume or supporting documentation) for appointment it is subject to and must be disclosed under the Texas Public Information Act. I understand that under the Texas Public Information Act, my home address and home telephone number is subject to public disclosure unless I am elected or appointed to the position which I seek. I hereby consent to the release of my home address and home telephone number should it be requested under the Texas Public Information Act prior to my possible appointment or election. I hereby release the City of Corpus Christi, and its agents, employees and officers, from any and all liability whatsoever if the information must be released pursuant to the Texas Public Information Act.

☒ I Agree

Oath

I swear that all of the statements included in my application and attached documents, if any, are true and correct.

☒ I Agree

Melina M. Gosa

Corpus Christi, TX 78414

214-454-8491

Objective

I would like to use my proven leadership abilities, public speaking skills, along with vast computer skills, extensive customer service training, social media savviness & use of problem solving/decision-making skills to achieve the highest level of customer satisfaction for both internal and external customers to contribute to the growth of an organization. I would also like to use my various social & networking strengths to assist in keeping current sales maintained and focus on increasing sales through various social media platforms, and in person meetings, community events and volunteerism. I am self-disciplined, goal orientated and can work in a team environment or a work at home environment.

Qualifications include but not limited to:

Microsoft Word, Excel, Publisher, PowerPoint, PeopleSoft, Qualia, Microsoft Teams, AS400, Telegence, Meditech, Access, SAP, Outlook & various databases, ten-key by touch (9,000-11,000 kpm), professional phone manner, typing speed (60-70 wpm), project management, telephony experience, excellent communication both verbal and written, detail oriented, decisive, ability to work, under pressure with little or no supervision independently or in team setting,

2022 to present

Active Memberships: Westside Business Association (Board Member), Family Counseling Service (Board Member) Hispanic Women's Network-Corpus Christi Chapter (Member), Corpus Christi Chamber Champion, Big Brothers & Big Sister of the Coastal Bend (Vice Chair/Board Member) Corpus Christi Association of Realtors (Diversity, Public Relations & Walk with Pride committees), Padre Island Business Association (Ambassador), Rotary (N. Padre Island Satellite Chapter), BNI – Business Networking International (Calallen Chapter)

Experience

Nov 2022 to Present

Self - Business Development , Public Relations & Marketing

Responsibilities include:

Develop business-to-business relationships with local small & mid size businesses to assist in brand development & name recognition.

Maintain and grow customers relationships while serving as an industry expert at various community networking and community events

Keep up with industry and market trends, competitors, and emerging technology.

Updates and maintains digital content

Brainstorm and initiate campaign ideas, assist in development of promotional materials

Connect business with various local nonprofits around Coastal Bend, building relationships while supporting local development

March 2021 to Nov 2022

Concierge Title of Texas - Business Development

Responsibilities include:

Develop business-to-business relationships with brokers, realtors, lender, buyers and sellers to explain our services and benefits to clients

Maintain and grow customers relationships while serving as an industry expert at various community networking and community events

Monitoring Trends: Keep abreast of industry and market trends, competitors, and emerging technology.

Work closely with Escrow Officers and assistants' team in closing back end of files

Ensuring distribution(s) to all entities on CDA

Involved in various local nonprofits around Coastal Bend, building relationships while supporting local development of small business.

Aug 2021 to Jan 2022 (Part time)

Corpus Christi Real Producers Magazine – Brand Ambassador

Responsibilities Include:

Creating awareness of the Real Producers brand and mission in the Coastal Bend area

Building connections between Preferred Partners and Realtors

Attending networking events and local industry specific events to stay current with market trends & economic development throughout the Coastal Bend

September 2020 to March 2021

San Jacinto Title (Funder)

Responsibilities included but were not limited to:

Work closely with Escrow Officers and assistants in closing the back end of files Manage distribution(s) to all entities on CDA.

Manage outstanding check reports & responding to Escrow Accounting inquiries/reports. Manage canceled files, including scanning each file into File Scan.

Ensure warranty deeds, deeds of trust & other are submitted thru city/county officials for recording purposes

Manage refunding of any tax-related checks from files and communicating with specific taxing entities as required

Prepare and ensure file-related FedEx's are sent daily

Attend network and marketing related functions to share our services to real estate agents, lenders and others as needed thru community involvements

January 2019 to September 2020

Cornerstone Capital Property Management (Leasing Agent/Marketing Manager)

Responsibilities included but were not limited to:

Key liaison between corporate office and current and prospective renters of four communities in CC.

Meet with prospective renters and take them on tours of various units at various properties

Conduct background and credit checks to qualify prospective tenants

Prepare and execute leases in Blue Moon in accordance with TAA and our property standards and regulations

Collect application fees, security deposits and rent payments

Coordinate property maintenance on work orders submitted by tenants • Monitor use of community facilities, including laundry, mail and fitness centers • Attend networking and marketing events throughout the community to assist in increasing occupancy Increase sales thru placing ads on social media including Facebook, Instagram and other social platforms

Oct. 2016 to June 30, 2018

CA Fortune Pro (Retail Sales/Merchandising Rep)

Responsibilities included but were not limited to:

Foster the growth of Kings Hawaiian brands by maintaining, and increasing sales volume of current accounts

Submits orders by referring to price lists and product literature

Monitors competition by gathering current marketplace information on pricing, products, new products, delivery schedules, merchandising techniques, etc

Resolves customer complaints by investigating problems, developing solutions preparing reports; making recommendations to management

Aug. 2015 to Sept 2016

Zoe's Ribs (Self-employed)

Responsibilities included but were not limited to:

Exceptional organizational and public presentation abilities

Excellent communication and customer service skills

Strong familiarity with basic accounting and office procedures

Supervised storage and refrigeration areas to ensure cleanliness and sanitation. Ensured regular stocking of all supplies and food materials.

Received and filled all customer food orders in a timely and courteous fashion All Social Media updates for updates of time, locations, events, etc.

Nov 2014 to August 2015

Basin Healthcare - (Work at home position) - Insurance Verification Rep

Responsibilities included but were not limited to:

Call insurance companies and verify eligibility and benefits details for services being rendered

Answer questions and resolve issues with patient accounts

Data entry of benefits and eligibility into patient accounts via various systems Other administrative duties as assigned

May 2013 to Nov 2014

United Healthcare (Provider Contract Team)

Responsibilities included but were not limited to:

Answer questions on contract issues from our providers

Audits new or existing provider contracts and fee schedules in order to ensure accuracy

Identify discrepancies and ensure discrepancies are corrected for proper provider follow-up

Explain provider rights and responsibilities & access information thru a variety of systems and references

Update required data entry with updates into various systems

Foster a positive work climate by interpreting verbal and non-verbal behavior with providers by encouraging open dialogue

Update and submit required reports in a timely manner

Professional References Furnished upon Request

Application for a City Board, Commission, Committee or Corporation

Profile

Dr. Alissa Mejia
Prefix First Name Last Name

Email Address

Street Address

Corpus Christi TX 78412
City State Postal Code

Primary Phone Alternate Phone

What district do you live in? *

☒ District 2

Current resident of the City of Corpus Christi?

☒ Yes ☐ No

If yes, how many years?

23

TAMUCC Communications specialist Communications specialist
Employer Job Title Occupation

Work Address - Street Address and Suite Number

6300 Ocean Dr. Unit 5818

Work Address - City

Corpus Christi

Work Address - State

TX

Work Address - Zip Code

78412

Work E-mail address

alissain@gmail.com

Preferred Mailing Address

☒ Home/Primary Address

Which Boards would you like to apply for?

ARTS & CULTURAL COMMISSION: Submitted

Interests & Experiences

Are you a Nueces County registered voter?

☒ Yes ☐ No

Do you currently serve on any other City board, commission or committee at this time? If so, please list:

no

Education, Professional and/or Community Activity (Present)

Education: BA Journalism, MA English, Ed.D. Education Leadership Professional: Texas A&M-CC communications employee (full time). Community: Director, Corpus Christi Polar Bear Plunge.

If you applied for multiple boards, which boards are you most interested in serving on, in order of preference? (Limit to top three)

Arts & Cultural Commission

Why are you interested in serving on a City board, commission or committee?

I enjoy serving my community and can do so with a goal of the best possible stewardship of our resources for the benefit of all. I am applying for the youth/education position. I'm trained in visual design, and I later got a graduate degree in English literature and a doctorate in education. I've spent my career working in higher education as a graphic artist, writer, and researcher in support of educator preparation and youth programs, so I am accustomed to being in the field working with PK-12 schools and community partners, as well as higher education interests. I am part of the team planning arts & cultural programming with the Antonio E. Garcia (the community branch of Texas A&M University-Corpus Christi) and have previously served as member and chair of the Corpus Christi Park and Recreation Advisory Committee, and both roles have prepared me for city service on the Arts & Cultural Commission.

Upload a Resume

Are you an ex-Officio member of a City Board, commission or committee?

☐ Yes ☒ No

Are you a current candidate in an election for a non-city public office?

☐ Yes ☒ No

Dr. Alissa Mejia

Do you currently serve as an elected official for a non-city public office?

☐ Yes ☒ No

Will you seek re-election to the non-city public office? If not in a non-city public office, please enter N/A

n/a

Demographics

Gender

☒ Female

Code of Ethics - Rules of Conduct/Conflicts of Interest

Do you represent any person or organization in any claim or lawsuit or proceeding involving the City?

☐ Yes ☒ No

Do you, your spouse, your business or your spouse's business have a City contract?

☐ Yes ☒ No

Does your employer or your spouse's employer have a City contract?

☐ Yes ☒ No

Are you involved with any activities or employment that would conflict with the official duties on the City boards for which you are applying?

☐ Yes ☒ No

Are you, your spouse, your business or your spouse's business involved in any pending bid, proposal or negotiation in connection with a contract with the City?

☐ Yes ☒ No

Do you or your spouse have a pending claim, lawsuit or proceeding against the City?

☐ Yes ☒ No

If you answer "Yes" to any of the questions above, please explain or ask to speak with the City's Legal Department. If you answer "NO" to all questions above, please enter N/A.

N/a

Board-specific questions (if applicable)

Question applies to ARTS & CULTURAL COMMISSION

The Arts & Cultural Commission preferred representatives from certain categories. Do you qualify for any of the following categories? *

- ☒ Youth / Education
- ☒ Higher Education

Verification**City Code Requirement - Residency**

As a board, commission, or committee member, you will be asked to adhere to City Code of Ordinances, Section 2-65, which states that all members of City boards and commissions, including ad hoc committees, appointed by the City, must be residents of the city. A move outside the city limits of the city by any member shall constitute automatic resignation from the particular board or commission on which such member served.

☒ I Agree

Dr. Alissa Mejia

City Code Requirement - Attendance

As a board, commission, or committee member, you will be asked to adhere to City Code of Ordinances, Section 2-61, which provides that absences from more than 25% of regularly scheduled meetings during a term year on the part of any board, commission, or committee member shall result in an automatic termination. An absence shall be deemed unexcused unless excused by the board, commission or committee for good cause no later than its next meeting after the absence.

☒ I Agree

Consent for Release of Information

I understand that if any member of the public makes a request for information included in this application or in any attachment (e.g. resume or supporting documentation) for appointment it is subject to and must be disclosed under the Texas Public Information Act. I understand that under the Texas Public Information Act, my home address and home telephone number is subject to public disclosure unless I am elected or appointed to the position which I seek. I hereby consent to the release of my home address and home telephone number should it be requested under the Texas Public Information Act prior to my possible appointment or election. I hereby release the City of Corpus Christi, and its agents, employees and officers, from any and all liability whatsoever if the information must be released pursuant to the Texas Public Information Act.

☒ I Agree

Oath

I swear that all of the statements included in my application and attached documents, if any, are true and correct.

☒ I Agree

Curriculum Vitae

ALISSA M. MEJIA

4302 OCEAN DRIVE #68 • CORPUS CHRISTI, TX 78412 • USA
PHONE 361-549-3662 • E-MAIL [REDACTED]

EDUCATION

- Present** Student, Doctoral Program in Educational Leadership (Higher Education cognate): Texas A&M University-Corpus Christi
- 2007** M.A. English (rhetoric and composition focus): Texas A&M University-Corpus Christi
- 2003** B.A. Journalism: Northeastern University, Boston, MA
- 2002** Certificate, Curso de Estudios Hispánicos (Hispanic Studies Program): Universidad Carlos III de Madrid, Spain
- 1998** Graduate, Dennis-Yarmouth Regional High School: South Yarmouth, MA

WORK EXPERIENCE

- 2006-present** College Services Coordinator for the College of Education, Texas A&M University-Corpus Christi. Roles include managing editor of college publications, departmental web coordinator, designer/coordinator of recruitment materials, college photographer, & graphic artist.
- 2011-present** Weekly fitness columnist & freelance reporter: *Corpus Christi Caller-Times*
- 2005-2006** Technical writer, Department of Computer Services, Texas A&M University-Corpus Christi, TX.
- 2004-2006** Freelance writer and editor. Skills include editing of creative and academic writing, web design, writing for publication, graphic design, and mass marketing.
- 2004-2005** Special education paraprofessional, Flour Bluff Intermediate School, Corpus Christi, TX. Taught English as a Second Language, computer skills, and writing to fifth and sixth grade students.
- 2001-2003** Staff reporter, *The Boston Courant*, Boston, MA.
- 2000-2002** Editor of Special Sections and staff reporter, *The Northeastern News*, Boston, MA. Wrote articles, designed pages, and managed a staff of reporters.

- 2001-2002** Freelance reporter, *Jamaica Plain Gazette* and *Mission Hill Gazette* newspapers, Boston, MA.
- 2000** Media relations assistant, Boston Police Department, Boston, MA. Wrote press releases, monitored media coverage, and disseminated information to the media.
- 1999** Accounting assistant, Liberty Mutual Insurance Company, Boston, MA.

PROFESSIONAL DEVELOPMENT

- 3/2015** Adobe Summit, Salt Lake City Utah
- 5/2014** HOW Design Live conference, Boston, MA
- 1/2014** Responsible Conduct of Research Curriculum completed
- 10/2013** EDUCAUSE conference on higher education technology (via teleconference)
- 10/2012** HOW Interactive Design Conference, San Francisco, CA
- 8/2011** An Event Apart “The design conference for people who make websites,” Minneapolis, MN.
- Fall 2010** COMM 5311: Seminar in Persuasion Theory (post-master’s coursework), Texas A&M University-Corpus Christi.
- 6/2010** Webinar: “Building and Maintaining Effective Web Sites” (by active.com)
- 6/2010** HOW Design Conference for graphic professionals, Denver, CO
- 4/2010** Webinar: “Using Social Media to Market Webinars and Excite Audiences.” Online (by Adobe)
- Fall 2009** COSC 1435: Introduction to Problem Solving with Computers (post-baccalaureate coursework), Texas A&M University-Corpus Christi.
- 8/5/09** “Effective Communication” seminar by MHNet, UC Tejas Room, Texas A&M University-Corpus Christi.
- 4/12/09** Adobe Creative Suite seminar by SkillPath (print design track) Hilton Hotel, Houston, TX.

- Spring 2009** ARTS 4390: Topics in Art: Graphic Design III (post-baccalaureate coursework), Texas A&M University-Corpus Christi.
- 12/19/08** Adobe Creative Suite seminar by SkillPath (web design track) Omni Marina Hotel, Corpus Christi, TX.
- Spring 2008** “Introduction to PHP and MySQL” 8-week online professional development course.
- Fall 2007** “Writing for the Web” workshop by Stamats higher education marketing company, Texas A&M University-Corpus Christi, TX.
- Spring 2007** “Introduction to CSS and XHTML” 8-week online professional development course.
- Fall 2006** “Creating Web Pages” 8-week online professional development course.
- Fall 2005** “The Craft of Grant Writing” all-day seminar. University Center, Texas A&M University-Corpus Christi, TX

PUBLICATIONS (SCHOLARLY)

Served as assistant editor of the following:

- Garrett, S. D. (Ed.). (2015). *CEDER Research Journal 2015*. Corpus Christi, TX: CEDER.
- Zunker, N. (Ed.). (2013). *Preparing effective leaders for tomorrow's schools*. Corpus Christi, TX: CEDER.
- Ortlieb, E. & Bowden, R. (Eds.). (2012). *Educational research & innovations*. Corpus Christi, TX: CEDER.

PUBLICATIONS (NON-SCHOLARLY)

- Mejia, A. (2014). Berserkr Games. In D. Malan (Ed.), *The runner's bucket list: 200 races to run before you die*. Chicago: Triumph Books.
- Mejia, A. (2011-2015). Running buddy. In *Corpus Christi Caller-Times*. (Weekly series). Available at <http://www.caller.com/news/news/columnists/alissa-mejia/>.

PRESENTATIONS

Inman, A. M. (2012, May 15). Presentation: Communications and media relations for higher education. Workshop leader at the Texas Association of Colleges for Teacher Education Retreat, Port Aransas, TX.

Inman, A. M. (2012, October 14). Poster presentation: Improving outreach through technology: A case study of the GEAR UP/STAR Pre-College Outreach Program. Presented at the annual conference of the Society of Educators and Scholars, Corpus Christi, TX.

Inman, A. M. (2012, October 14). Poster presentation: Evolution in higher education marketing: 1790–1869. Presented at the annual conference of the Society of Educators and Scholars, Corpus Christi, TX.

SERVICE TO THE COMMUNITY & UNIVERSITY

2014-present Event Director, Corpus Christi Polar Bear Plunge, benefitting research for amyotrophic lateral sclerosis (ALS)

2014-present Advisor, Lacrosse Club, Texas A&M University-Corpus Christi

9/20/2012 Guest Speaker, Sanders Elementary School Career Day

9/22/2012 Volunteer, Conquer the Coast. Corpus Christi, TX

4/30/2012 Guest speaker, Technical and Professional Writing. Texas A&M University-Corpus Christi

2/23/2011 Guest speaker, Technical and Professional Writing. Texas A&M University-Corpus Christi

2/16/2011 Guest speaker, Technical and Professional Writing. Texas A&M University-Corpus Christi

8/14/2010 Guest, “Call Me Ivy” radio show on 1440 KEYS, promoting the Harbor Half Marathon fundraiser for Junior Achievement of the Coastal Bend

7/26/2010 Guest speaker, Rockport chapter of the Texas Outdoor Women’s Network

2006-2010 Event Director, Discover Windsurfing Day, Corpus Christi, TX (2009 & 2010); event volunteer 2006-2008

2010 Leader, weekly track practice open to the community

2005-2007 & 2009-2011 Board member, Corpus Christi Windsurfing Association

- 2007-present** Webmaster, board member, and event volunteer for the South Texas Area Runners, Riders, and Swimmers (STARRS)
- 2006-present** Running event volunteer, Corpus Christi Roadrunners
- 2009** Volunteer artist, Covenant Baptist Church, Corpus Christi, TX
- 2009-2010** Marketing coordinator for the Memory Ride for Jimmy Moruzzi, benefitting scholarships for Dennis-Yarmouth Regional High School graduates, Cape Cod, MA
- 2007-2009** Advisor, Islander Running Club, Texas A&M University-Corpus Christi, TX
- 2005-2008** Volunteer, beach cleanups and street sweep-ups, Corpus Christi, TX
- 2005-2007** Editor, *Currents* (monthly newsletter of the Corpus Christi Windsurfing Association)
- 2004-2007** Volunteer windsurfing instructor, Velocity Games/US Wind & Water Open, Corpus Christi, TX
- Fall 2005** Panelist, “How to Get into Grad School” workshop, Texas A&M University-Corpus Christi, TX
- Spring 2005** Leader, presentation series on “The Mathematics of Windsurfing” for special needs students of the Flour Bluff Independent School District
- Spring 2004** Oil spill cleanup volunteer (Prestige oil spill), Galicia, Spain
- 2003-2004** Volunteer, Sociedad San Vicente de Paulo soup kitchen, Madrid, Spain
- 1999-2002** Volunteer sailing instructor, university racing team, Northeastern University, Boston, MA

COMMITTEE SERVICE

- 2015** Planning committee, Elevating Culture Conference on Educational Leadership, Texas A&M University-Corpus Christi
- 2015** Advisory Board Member, Antonio E. Garcia Arts & Education Center
- 2007-present** University Web Council, Texas A&M University-Corpus Christi

- 2011** Planning committee, 34th Annual Conference of the Society of Educators and Scholars, Corpus Christi, TX.
- 2007-2010** CEDER (Center for Educational Development, Evaluation, and Research) Conference Planning Committee, Texas A&M University-Corpus Christi
- 2008 & 2009** International Literacy Summit Planning Committee, Texas A&M University-Corpus Christi
- 2006 & 2007** Reading Conference Planning Committee, Texas A&M University-Corpus Christi
- 2006 & 2007** Homecoming Planning Committee, Texas A&M University-Corpus Christi
- 2006** Ad Hoc Print Committee, Texas A&M University-Corpus Christi

AWARDS

- 2015** Outstanding support person, Texas A&M University-Corpus Christi Islander Battalion ROTC.
- 2015** Dorothy Yeater Memorial Scholarship for academic achievement, leadership, and service, and commitment to Texas A&M University-Corpus Christi
- Fall 2012** Selected for and successfully completed the Employee Wellness Program
- 2012** Dorothy Yeater Memorial Scholarship for academic achievement, leadership, and service, and commitment to Texas A&M University-Corpus Christi
- Fall 2011** Graduate studies scholarship, Texas A&M University-Corpus Christi
- Summer 2011** Graduate studies scholarship, Texas A&M University-Corpus Christi
- 2009** Dorothy Yeater Memorial Scholarship for academic achievement, history of leadership and service, and commitment to Texas A&M University-Corpus Christi

MEMBERSHIPS AND AFFILIATIONS

Corpus Christi Roadrunners
 Corpus Christi Triathlon Club
 Kappa Tau Delta Journalism honor society
 National Honor Society

National Society of Collegiate Scholars

Application for a City Board, Commission, Committee or Corporation

Profile

Therrion

First Name

K

Middle Initial

Mitchell

Last Name

Email Address

Street Address

Corpus Christi

City

TX

State

78413

Postal Code

Primary Phone

Alternate Phone

What district do you live in? *

☒ District 5

Current resident of the City of Corpus Christi?

☒ Yes ☐ No

If yes, how many years?

16 years

Prospera Housing
Community Services

Employer

Resident Services Manager

Job Title

Social Services

Occupation

Work Address - Street Address and Suite Number

2419 Nacogdoches

Work Address - City

San Antonio

Work Address - State

TX

Work Address - Zip Code

78217

Work Phone

2109475422

Work E-mail address

N/A

Preferred Mailing Address

☒ Home/Primary Address

Which Boards would you like to apply for?

ARTS & CULTURAL COMMISSION: Submitted

Interests & Experiences**Are you a Nueces County registered voter?**

☒ Yes ☐ No

Do you currently serve on any other City board, commission or committee at this time? If so, please list:

No

Education, Professional and/or Community Activity (Present)

Master of Public Administration (Dec. 2026) Bachelor of Criminal Justice 20+ years in public service Chair of Development Corpus Christi Community Center Community Impact Chair Delta Gamma Omega chapter of Alpha Kappa Alpha Sorority, Inc.

Why are you interested in serving on a City board, commission or committee?

I believe in leaving the world I better than we find it. It is important that all community members feel like there is space for them.

Are you an ex-Officio member of a City Board, commission or committee?

☐ Yes ☒ No

No person shall be appointed by the Mayor or Council Members to serve on more than one board, commission, committee or corporation at the same time. If you currently serve as a voting member for a board, commission, committee or corporation are you willing to resign your current seat to serve on another board, commission, committee or corporation?

☐ Yes ☒ No

Are you a current candidate in an election for a non-city public office?

☐ Yes ☒ No

Do you currently serve as an elected official for a non-city public office?

☐ Yes ☒ No

Therrion K Mitchell

Will you seek re-election to the non-city public office? If not in a non- city public office, please enter N/A

N/A

Demographics

Gender

☒ Female

Code of Ethics - Rules of Conduct/Conflicts of Interest

Do you represent any person or organization in any claim or lawsuit or proceeding involving the City?

☐ Yes ☒ No

Do you, your spouse, your business or your spouse's business have a City contract?

☐ Yes ☒ No

Does your employer or your spouse's employer have a City contract?

☐ Yes ☒ No

Are you involved with any activities or employment that would conflict with the official duties on the City boards for which you are applying?

☐ Yes ☒ No

Are you, your spouse, your business or your spouse's business involved in any pending bid, proposal or negotiation in connection with a contract with the City?

☐ Yes ☒ No

Do you or your spouse have a pending claim, lawsuit or proceeding against the City?

☐ Yes ☒ No

If you answer "Yes" to any of the questions above, please explain or ask to speak with the City's Legal Department. If you answer "NO" to all questions above, please enter N/A.

N/A

Board-specific questions (if applicable)

Question applies to ARTS & CULTURAL COMMISSION

The Arts & Cultural Commission preferred representatives from certain categories. Do you qualify for any of the following categories? *

☒ Youth / Education

Verification

City Code Requirement - Residency

As a board, commission, or committee member, you will be asked to adhere to City Code of Ordinances, Section 2-65, which states that all members of City boards and commissions, including ad hoc committees, appointed by the City, must be residents of the city. A move outside the city limits of the city by any member shall constitute automatic resignation from the particular board or commission on which such member served.

☒ I Agree

City Code Requirement - Attendance

As a board, commission, or committee member, you will be asked to adhere to City Code of Ordinances, Section 2-61, which provides that absences from more than 25% of regularly scheduled meetings during a term year on the part of any board, commission, or committee member shall result in an automatic termination. An absence shall be deemed unexcused unless excused by the board, commission or committee for good cause no later than its next meeting after the absence.

☒ I Agree

Consent for Release of Information

I understand that if any member of the public makes a request for information included in this application or in any attachment (e.g. resume or supporting documentation) for appointment it is subject to and must be disclosed under the Texas Public Information Act. I understand that under the Texas Public Information Act, my home address and home telephone number is subject to public disclosure unless I am elected or appointed to the position which I seek. I hereby consent to the release of my home address and home telephone number should it be requested under the Texas Public Information Act prior to my possible appointment or election. I hereby release the City of Corpus Christi, and its agents, employees and officers, from any and all liability whatsoever if the information must be released pursuant to the Texas Public Information Act.

☒ I Agree

Oath

I swear that all of the statements included in my application and attached documents, if any, are true and correct.

☒ I Agree

Application for a City Board, Commission, Committee or Corporation

Profile

Feleisha

First Name

North

Last Name

Email Address

Street Address

Corpus Christi

City

TX

State

78413

Postal Code

Primary Phone

Alternate Phone

What district do you live in? *

☒ District 3

Current resident of the City of Corpus Christi?

☒ Yes ☐ No

If yes, how many years?

5

SD Solutions

Employer

Facility Operations Specialist

Job Title

Project Management

Occupation

Work Address - Street Address and Suite Number

9149 Agnes St.

Work Address - City

Corpus Christi

Work Address - State

TX

Work Address - Zip Code

78406

Which Boards would you like to apply for?

ARTS & CULTURAL COMMISSION: Submitted

Interests & Experiences

Are you a Nueces County registered voter?

☒ Yes ☐ No

Do you currently serve on any other City board, commission or committee at this time? If so, please list:

No

Education, Professional and/or Community Activity (Present)

Bachelor of Science Degree (Aviation Management), Central Washington University (2014)
RCRA Universal Hazardous Waste Certification EPA Hazardous Waste Certification Spill Prevention, Control, and Countermeasure (SPCC) Certification Forklift Certified CPR Certified

If you applied for multiple boards, which boards are you most interested in serving on, in order of preference? (Limit to top three)

Construction Trade Advisory & Appeals Board Animal Care Advisory Committee Senior Corps Advisory Committee

Why are you interested in serving on a City board, commission or committee?

I am interested in joining the city council committee because I am committed to serving my community and contributing to its growth and improvement. I believe that participating in the committee will allow me to help address local issues, collaborate with fellow residents, and support initiatives that enhance the quality of life for everyone. I am eager to bring my perspective, skills, and dedication to the committee, and to work together toward creating positive change in our city.

Upload a Resume

Are you an ex-Officio member of a City Board, commission or committee?

☐ Yes ☒ No

No person shall be appointed by the Mayor or Council Members to serve on more than one board, commission, committee or corporation at the same time. If you currently serve as a voting member for a board, commission, committee or corporation are you willing to resign your current seat to serve on another board, commission, committee or corporation?

☒ Yes ☐ No

Are you a current candidate in an election for a non-city public office?

☐ Yes ☒ No

Do you currently serve as an elected official for a non-city public office?

☐ Yes ☒ No

Will you seek re-election to the non-city public office? If not in a non-city public office, please enter N/A

N/A

Demographics

Gender

☒ Female

Code of Ethics - Rules of Conduct/Conflicts of Interest

Do you represent any person or organization in any claim or lawsuit or proceeding involving the City?

☐ Yes ☒ No

Do you, your spouse, your business or your spouse's business have a City contract?

☐ Yes ☒ No

Does your employer or your spouse's employer have a City contract?

☐ Yes ☒ No

Are you involved with any activities or employment that would conflict with the official duties on the City boards for which you are applying?

☐ Yes ☒ No

Are you, your spouse, your business or your spouse's business involved in any pending bid, proposal or negotiation in connection with a contract with the City?

☐ Yes ☒ No

Do you or your spouse have a pending claim, lawsuit or proceeding against the City?

☐ Yes ☒ No

If you answer "Yes" to any of the questions above, please explain or ask to speak with the City's Legal Department. If you answer "NO" to all questions above, please enter N/A.

N/A

Board-specific questions (if applicable)

Question applies to ANIMAL CARE ADVISORY COMMITTEE

The Animal Care Advisory Committee preferred representatives from certain categories. Do you qualify for any of the following categories? *

☒ None of the above

Question applies to ARTS & CULTURAL COMMISSION

The Arts & Cultural Commission preferred representatives from certain categories. Do you qualify for any of the following categories? *

☒ Visual Arts (painting, sculpture, arts media)

☒ Marketing

Question applies to SENIOR CORPS ADVISORY COMMITTEE

The Senior Corps Advisory Committee must include members representing certain categories. Do you qualify for any of the following categories? *

☒ At Large

Question applies to CONSTRUCTION TRADE ADVISORY & APPEALS BOARD

The Construction Trade Advisory & Appeals Board must include representatives from certain categories. Do you qualify for any of the following categories? *

☒ General Contractor

Verification

City Code Requirement - Residency

As a board, commission, or committee member, you will be asked to adhere to City Code of Ordinances, Section 2-65, which states that all members of City boards and commissions, including ad hoc committees, appointed by the City, must be residents of the city. A move outside the city limits of the city by any member shall constitute automatic resignation from the particular board or commission on which such member served.

☒ I Agree

City Code Requirement - Attendance

As a board, commission, or committee member, you will be asked to adhere to City Code of Ordinances, Section 2-61, which provides that absences from more than 25% of regularly scheduled meetings during a term year on the part of any board, commission, or committee member shall result in an automatic termination. An absence shall be deemed unexcused unless excused by the board, commission or committee for good cause no later than its next meeting after the absence.

☒ I Agree

Consent for Release of Information

I understand that if any member of the public makes a request for information included in this application or in any attachment (e.g. resume or supporting documentation) for appointment it is subject to and must be disclosed under the Texas Public Information Act. I understand that under the Texas Public Information Act, my home address and home telephone number is subject to public disclosure unless I am elected or appointed to the position which I seek. I hereby consent to the release of my home address and home telephone number should it be requested under the Texas Public Information Act prior to my possible appointment or election. I hereby release the City of Corpus Christi, and its agents, employees and officers, from any and all liability whatsoever if the information must be released pursuant to the Texas Public Information Act.

☒ I Agree

Oath

I swear that all of the statements included in my application and attached documents, if any, are true and correct.

☒ I Agree

Feleisha North
Corpus Christi, TX 78413
[REDACTED]
Cell (509) 991-2196

Summary

Experienced leader with over ten years of proven success in managing operations, facilities, and teams within public and private sectors. Demonstrated ability to identify and resolve issues impacting community services, ensure regulatory compliance, and drive strategic improvements. Skilled in collaborating with stakeholders, developing solutions, and supporting initiatives that enhance quality of life. Committed to public service, effective communication, and fostering a positive environment for residents and colleagues.

Experience

Nov 2020 – Present	SD Solution LLC	Corpus Christi, TX
Facility Operations Specialist		

- Manage facility operations for the Rio Grande Valley Customs & Border Patrol, ensuring structural integrity, safety, and compliance with health codes.
- Oversee operational oversight, equipment management, lease and construction documentation, and contractor performance.
- Collaborate with Occupational Health and Safety Manager to maintain fire safety and emergency systems.
- Analyze maintenance reports to improve operations and reduce costs.
- Coordinate procurement and strategy for operational contracts (pest control, janitorial, grounds, snow removal, trash services).
- Develop and track facility maintenance work, repair solutions, and project documentation.
- Support acquisition planning and provide cost estimates for public sector projects.
- Serve as liaison among government agencies, contractors, and facility managers to address service needs and ensure project completion.
- Lead site surveys for renovations and manage Facility Condition Assessments.

March 2023 – October 2025	Brookdale	Corpus Christi, TX
Home Care Aid		

- Provided compassionate care and support to elderly residents, assisting with daily living activities and promoting independence.
- Monitored health and safety, administered medication as directed, and communicated regularly with families and healthcare professionals.
- Fostered a positive and respectful environment, ensuring residents' comfort and well-being.
- Assisted with meal preparation, housekeeping, and transportation needs.

Feb 2016 – Nov 2020	QinetiQ	Spokane, WA
Mission Support Specialist		

- Provided operational and administrative support for facilities management, including database maintenance and reporting for senior leadership.
- Assisted with contract management, work planning, and project prioritization.
- Supported meetings, training, and mentorship for new recruits.
- Managed operational contracts and verified invoices for accuracy.

Sep 2014 – May 2015	Transportation Security Administration	Billings, MT
Transportation Security Screener		

- Conducted security screenings of passengers, luggage, and cargo to ensure compliance with federal regulations.
- Maintained a visible presence to deter disruptive behavior and potential threats.
- Responded to security alerts and emergencies, adhering to established protocols.

Volunteer Experience

April 2019 - June 2020

Assistant Coach

Girls on the Run

Spokane, WA

- Supported youth development by mentoring and coaching elementary and middle school girls in running and life skills.
- Assisted with organizing practices, promoting teamwork, and encouraging healthy habits and positive self-esteem.
- Helped facilitate program activities and events, fostering a supportive and inclusive environment for participants

Education & Certificates

- Bachelor of Science Degree (Aviation Management), Central Washington University (2014)
- Systems, Applications and Products (SAP) Certification
- Invoice Processing Platform (IPP) Certification
- RS Means Database Certification
- RCRA Universal Hazardous Waste Certification
- EPA Hazardous Waste Certification
- Spill Prevention, Control, and Countermeasure (SPCC) Certification
- Forklift Certified
- CPR Certified

Community & Leadership Skills

- Strategic planning and execution
- Public safety and regulatory compliance
- Team building and mentorship
- Effective oral and written communication
- Problem-solving and process improvement
- Stakeholder engagement
- Project management

Profile

Veronica

First Name

P

Middle Initial

Ramon

Last Name

Email Address

Street Address

Corpus Christi

City

TX

State

78410

Postal Code

Primary Phone

Alternate Phone

What district do you live in? *

☒ District 1

Current resident of the City of Corpus Christi?

☒ Yes ☐ No

If yes, how many years?

5

Driscoll Children's Hospital

Employer

Director of Central Patient Access Services

Job Title

Director

Occupation

Work Address - Street Address and Suite Number

3533 South Alameda

Work Address - City

Corpus Christi

Work Address - State

Texas

Work Address - Zip Code

78411

Work Phone

3614313128

Work E-mail address

veronica.ramon@dchstx.org

Preferred Mailing Address

☒ Home/Primary Address

Which Boards would you like to apply for?

ARTS & CULTURAL COMMISSION: Submitted

Interests & Experiences**Are you a Nueces County registered voter?**

☒ Yes ☐ No

Do you currently serve on any other City board, commission or committee at this time? If so, please list:

I currently have no other volunteer commitments.

Education, Professional and/or Community Activity (Present)

I recently completed a Master's degree in Organizational Leadership and Development. I also have extensive civic leadership experience through Driscoll ISD, where I served as an elected school board member for 18 years, including the last 10 years as Board President. This long-term service strengthened my ability to lead collaboratively, govern responsibly, and stay focused on community outcomes.

If you applied for multiple boards, which boards are you most interested in serving on, in order of preference? (Limit to top three)

I have no preference.

Why are you interested in serving on a City board, commission or committee?

I would be honored to serve as a volunteer on the City Board. With my children now grown, I'm in a season of life where I can dedicate more time to community service. I'm motivated to contribute where I can be useful and help strengthen the community we all share.

Upload a Resume

Are you an ex-Officio member of a City Board, commission or committee?

☐ Yes ☒ No

No person shall be appointed by the Mayor or Council Members to serve on more than one board, commission, committee or corporation at the same time. If you currently serve as a voting member for a board, commission, committee or corporation are you willing to resign your current seat to serve on another board, commission, committee or corporation?

☒ Yes ☐ No

Are you a current candidate in an election for a non-city public office?

☐ Yes ☒ No

Do you currently serve as an elected official for a non-city public office?

☐ Yes ☒ No

Will you seek re-election to the non-city public office? If not in a non- city public office, please enter N/A

NA

Demographics

Gender

☒ Female

Code of Ethics - Rules of Conduct/Conflicts of Interest

Do you represent any person or organization in any claim or lawsuit or proceeding involving the City?

☐ Yes ☒ No

Do you, your spouse, your business or your spouse's business have a City contract?

☐ Yes ☒ No

Does your employer or your spouse's employer have a City contract?

☐ Yes ☒ No

Are you involved with any activities or employment that would conflict with the official duties on the City boards for which you are applying?

☐ Yes ☒ No

Are you, your spouse, your business or your spouse's business involved in any pending bid, proposal or negotiation in connection with a contract with the City?

☐ Yes ☒ No

Do you or your spouse have a pending claim, lawsuit or proceeding against the City?

☐ Yes ☒ No

If you answer "Yes" to any of the questions above, please explain or ask to speak with the City's Legal Department. If you answer "NO" to all questions above, please enter N/A.

n/a

Board-specific questions (if applicable)

Question applies to ARTS & CULTURAL COMMISSION

The Arts & Cultural Commission preferred representatives from certain categories. Do you qualify for any of the following categories? *

☒ Youth / Education

Verification

City Code Requirement - Residency

As a board, commission, or committee member, you will be asked to adhere to City Code of Ordinances, Section 2-65, which states that all members of City boards and commissions, including ad hoc committees, appointed by the City, must be residents of the city. A move outside the city limits of the city by any member shall constitute automatic resignation from the particular board or commission on which such member served.

☒ I Agree

City Code Requirement - Attendance

As a board, commission, or committee member, you will be asked to adhere to City Code of Ordinances, Section 2-61, which provides that absences from more than 25% of regularly scheduled meetings during a term year on the part of any board, commission, or committee member shall result in an automatic termination. An absence shall be deemed unexcused unless excused by the board, commission or committee for good cause no later than its next meeting after the absence.

☒ I Agree

Consent for Release of Information

I understand that if any member of the public makes a request for information included in this application or in any attachment (e.g. resume or supporting documentation) for appointment it is subject to and must be disclosed under the Texas Public Information Act. I understand that under the Texas Public Information Act, my home address and home telephone number is subject to public disclosure unless I am elected or appointed to the position which I seek. I hereby consent to the release of my home address and home telephone number should it be requested under the Texas Public Information Act prior to my possible appointment or election. I hereby release the City of Corpus Christi, and its agents, employees and officers, from any and all liability whatsoever if the information must be released pursuant to the Texas Public Information Act.

☒ I Agree

Oath

I swear that all of the statements included in my application and attached documents, if any, are true and correct.

☒ I Agree



VERONICA RAMON

Central Patient Access Manager

361.446.8781

9421 Spanish Oak Dr.

Corpus Christi, TX 78410

SKILLS

Attention to Detail

Budgeting

Team Leadership

Project Planning

Improving Efficiency

Management

EDUCATION

BACHELOR OF ARTS

Sociology

Texas A&M - Corpus Christi

2010 - 2013

ASSOCIATES IN ARTS

General Studies

Coastal Bend College

2009 - 2013

PROFESSIONAL PROFILE

I strive to achieve the best possible results while leading a strong and competent group of people. Mentorship and a positive attitude can achieve results within any type of organization. I am looking forward to being part of an organization that allows me to use my current skills and expand them to benefit staff and the organization for further success.

EXPERIENCE

CENTRAL PATIENT ACCESS DIRECTOR

Driscoll Children's Hospital - Corpus Christi 2022-Present

Responsible for the day to day operations of all functions within the Central Patient Access Department. This includes management of thirty fourty eight staff members and two Supervisors that including: referral creation, authorization procurement, pre-service patient interactions, and insurance review.

- Preparation for both short and long term range planning recommendations for all registration processes areas.
- Implement and promote excellent customer service and responds to all customer inquiries in a timely and professional manner to ensure customer satisfaction.
- Demonstrate knowledge of all aspects of patient accounting, financial counseling, registration/admissions, and benefit verification and authorization workflows.
- Complete in depth management reports including summarization of weekly and monthly performance of department metrics and staff productivity.

CENTRAL PATIENT ACCESS MANAGER

Driscoll Children's Hospital - Corpus Christi 2018-2022

Responsible for the day to day operations of all functions within the Central Patient Access Department. This includes management of thirty four staff members and two Supervisors that including: referral creation, authorization procurement, pre-service patient interactions, and insurance review.

- Conducts annual performance reviews and evaluations for staff, including goal setting and counseling where appropriate.
- Assists in preparation for both short and long term range planning recommendations for all registration processes areas.
- Implement and promote excellent customer service and responds to all customer inquiries in a timely and professional manner to ensure customer satisfaction.
- Interviewing and hiring of staff to fill department needs.
- Demonstrate knowledge of all aspects of patient accounting, financial counseling, registration/admissions, and benefit verification and authorization workflows.
- Maintain and update Army ROTC webpage and Facebook page.
- Complete in depth management reports including summarization of weekly and monthly performance of department metrics and staff productivity.
- Communicate appropriate information to staff and provides feedback to Director.
- Enforces departmental policies, procedures, practices, procedures and work rules in accordance with approved hospital policies and assists in the development of new policies according to hospital and corporate guidelines.
- Assisting in organizing the Battalion Staff Ride, Military Ball, Pinning Ceremonies, and Commissioning ceremonies.



VERONICA RAMON

TECHNICAL SKILLS

Microsoft Office Suite
EPIC
MediTech
Concur/CANOPY
Social Media Marketing
Banner/FAMIS
Adobe
Laserfiche
Kronos
FoxitPDF
Onbase
Multiple insurance websites

EXTRA

VOLUNTEER EXPERIENCE

Driscoll I.S.D.
School Board President
2012 - 2021

Driscoll I.S.D.
School Board Trustee
2003 - 2012

EXPERIENCE continued

ADMINISTRATIVE ASSOCIATE III

Texas A&M - Kingsville & Army ROTC/2014-2018

Spearheaded a reorganization and rebranding of the Army ROTC on the University campus which included new signage across the campus. This included meeting with several different key leaders across the campus to get approval and support for new marketing and recruiting opportunities to help the program grow and retain cadets.

- Maintain department budget for multiple accounts, such as operating funds and scholarship accounts.
- Reconcile monthly statements and submit reports for Procurement Card and Travel card.
- Prepare and submit scholarships for students to Financial Aid. Ensure that students meet scholarship guidelines using department Order of Merit List.
- Manager of work study employees, includes training, creating work schedules, approval and submittal of timesheets via TimeTraq.

PATIENT ACCESS SUPERVISOR

Corpus Christi Medical Center/1997-2008

Through hard work and a strong management team I was able to start my career here as a Registrar and end my career as the Patient Access Supervisor. The management team gave me the opportunity to use my customer service skills and willingness to learn to promote me to Financial Counselor. Then again, allowed me the chance to move up once again and lead the Bay Area Hospital Admissions department.

- Supervision of 20 direct employees, including the processing of payroll via Kronos, scheduling, annual evaluations, verbal/written

REFERENCES



DR. CYNTHIA GARCIA
Superintendent
Driscoll I. S. D.
361.387-7349
cgarcia@driscollisd.us



MARK CLARK
Recruiting Operations Office
Army ROTC
479.287.8714
mark.clark@tamuk.edu



Maria Gonzalez
Counselor
Santa Gertrudis I.S.D.
361.443.5568
lysmatrina@yahoo.com



Cynthia Lopez
Friend
361-236-0881
clopez@driscollisd.us

Application for a City Board, Commission, Committee or Corporation

Profile

Adam Rios
First Name Last Name

Email Address

Street Address

Corpus Christi TX 78413
City State Postal Code

Primary Phone Alternate Phone

What district do you live in? *

☒ District 5

Current resident of the City of Corpus Christi?

☒ Yes ☐ No

If yes, how many years?

52
C Votzmeyer Research & Owner/Operator
Consulting/Ponybioy Skate Development/Sales
Co. Job Title Occupation
Employer

Work Address - Street Address and Suite Number

901 N Upper Broadway

Which Boards would you like to apply for?

ARTS & CULTURAL COMMISSION: Submitted

Interests & Experiences

Are you a Nueces County registered voter?

☒ Yes ☐ No

Do you currently serve on any other City board, commission or committee at this time? If so, please list:

Parks and Recreation Advisory Committee

If you applied for multiple boards, which boards are you most interested in serving on, in order of preference? (Limit to top three)

Arts & Cultural Commission

Why are you interested in serving on a City board, commission or committee?

To ensure the current/future skate/bmx parks are operational and maintained

[Upload a Resume](#)

Are you an ex-Officio member of a City Board, commission or committee?

☐ Yes ☒ No

No person shall be appointed by the Mayor or Council Members to serve on more than one board, commission, committee or corporation at the same time. If you currently serve as a voting member for a board, commission, committee or corporation are you willing to resign your current seat to serve on another board, commission, committee or corporation?

☒ Yes ☐ No

Are you a current candidate in an election for a non-city public office?

☐ Yes ☒ No

Do you currently serve as an elected official for a non-city public office?

☐ Yes ☒ No

Will you seek re-election to the non-city public office? If not in a non-city public office, please enter N/A

N/A

Demographics

Gender

☒ Male

Code of Ethics - Rules of Conduct/Conflicts of Interest

Do you represent any person or organization in any claim or lawsuit or proceeding involving the City?

☐ Yes ☒ No

Do you, your spouse, your business or your spouse's business have a City contract?

☐ Yes ☒ No

Does your employer or your spouse's employer have a City contract?

☐ Yes ☒ No

Are you involved with any activities or employment that would conflict with the official duties on the City boards for which you are applying?

☐ Yes ☒ No

Are you, your spouse, your business or your spouse's business involved in any pending bid, proposal or negotiation in connection with a contract with the City?

☐ Yes ☒ No

Do you or your spouse have a pending claim, lawsuit or proceeding against the City?

☐ Yes ☒ No

If you answer "Yes" to any of the questions above, please explain or ask to speak with the City's Legal Department. If you answer "NO" to all questions above, please enter N/A.

N/A

Board-specific questions (if applicable)

Question applies to ARTS & CULTURAL COMMISSION

The Arts & Cultural Commission preferred representatives from certain categories. Do you qualify for any of the following categories? *

- ☒ Visual Arts (painting, sculpture, arts media)
- ☒ Public Art / Public Space
- ☒ Economic Development / Tourism

Verification

City Code Requirement - Residency

As a board, commission, or committee member, you will be asked to adhere to City Code of Ordinances, Section 2-65, which states that all members of City boards and commissions, including ad hoc committees, appointed by the City, must be residents of the city. A move outside the city limits of the city by any member shall constitute automatic resignation from the particular board or commission on which such member served.

☒ I Agree

City Code Requirement - Attendance

As a board, commission, or committee member, you will be asked to adhere to City Code of Ordinances, Section 2-61, which provides that absences from more than 25% of regularly scheduled meetings during a term year on the part of any board, commission, or committee member shall result in an automatic termination. An absence shall be deemed unexcused unless excused by the board, commission or committee for good cause no later than its next meeting after the absence.

☒ I Agree

Consent for Release of Information

I understand that if any member of the public makes a request for information included in this application or in any attachment (e.g. resume or supporting documentation) for appointment it is subject to and must be disclosed under the Texas Public Information Act. I understand that under the Texas Public Information Act, my home address and home telephone number is subject to public disclosure unless I am elected or appointed to the position which I seek. I hereby consent to the release of my home address and home telephone number should it be requested under the Texas Public Information Act prior to my possible appointment or election. I hereby release the City of Corpus Christi, and its agents, employees and officers, from any and all liability whatsoever if the information must be released pursuant to the Texas Public Information Act.

☒ I Agree

Oath

I swear that all of the statements included in my application and attached documents, if any, are true and correct.

☒ I Agree

ADAM I. RIOS

7301 Tangled Ridge Court ♦ Corpus Christi, Texas 78413
361.730.5075 ♦ [REDACTED]

Dedicated and motivated professional with a strong background in communications and a desire to secure a rewarding position with the Texas Tribal Buffalo Project providing a broad range of skills and experience to help Texas Tribal Buffalo Project reach its objective.

AREAS OF EXPERTISE

- | | | |
|------------------------|-----------------------|--------------------------------|
| ▪ Real Estate | ▪ Strategic Planning | ▪ Customer Service |
| ▪ Project Coordination | ▪ Resource Management | ▪ Community Outreach |
| ▪ Communications | ▪ Public Relations | ▪ Restaurant Creative Concepts |

EDUCATION

Texas A&M University – Corpus Christi, TX
Bachelor of Arts - Communications

2001

PROFESSIONAL EXPERIENCE

C Votzmeyer Consulting, LLC
Consultant

2021 - Present

Specializing in communications and igniting innovative initiatives for the private and public sector offering powerful and positive representation to include diverse stakeholder engagement, advocacy in specified program areas, research, analysis and writing, training and technical assistance. Communication strategist with in-depth experience in achieving desired outcomes through a variety of campaign initiatives. Effective in identifying key partnerships and garnering successful collaborative opportunities from local and national organizations.

Re/Max – Travis Teel Team – Corpus Christi, TX
Real Estate Agent

2022 - Present

Real Estates sales in the Coastal Bend working with the Travis Teel Team which was listed as Top Producer and Sales in RE/MAX Professionals.

Bubbas 33 – Corpus Christi, TX
Service Manager

2016 - 2017

Responsible for staffing and training 120+ employees including bar staff to service assistance to include creating systems and guidelines for all work related to front of house including all opening, work hour, and closing duties. Created training programs to provide tools that increased service and sales. Maintained all forms of social media, as well as community outreach to increase sales. Created and maintained all documents designed to control purchasing, understanding theoretical, controlling employee labor, and consulting with all Bubbas33 locations to discuss sales reports and PNL's. Established knowledge and learned all scratch recipes for Bubbas 33 and received Food Validation from Executive Chef Leo Martinez.

House of Rock/Hardknocks Sports Lounge – Corpus Christi, TX
Consultant

2013 - 2016

Developed operational concepts for House of Rock and Hardknocks Sports Lounge to include menus, staffing, operational systems and development of recipes.

Violet Crown – Austin, TX
Bar Consultant

2011 - 2013

Collaborated and created recipes with mixologists and managed inventory and expenditures.

Frank Restaurant – Austin, TX**2002 - 2011***General Manager*

Managed all aspects of FOH/BOH, to include handling and staffing all off site caterings, scheduling, managing shifts, Lead Expo, Prep and Line. Obtained permits, as well as controlled labor and payroll. Collaborated with Chefs to create food profiles to include cooking for all site locations, such as Food Curator for FFFFest, Austin City Limits, SXSW (Railroad Revival Tour/Mumford and Sons, Don't Mess With Texas and Flatstock).

RELATED EXPERIENCE/VOLUNTEER WORK

K Space Contemporary – Board of Directors	2022 - Present
Apache Passion Project	2021 - Present
PTA – (President) Metz Elementary	2017-2018
House of Vans	2007-2010
Flatstock	2002 - 2011
Project Loop	2004 - 2005
Fighting to Rid Gangs in America	2000
Communities in Schools	2000
Project Turnaround	2000

Profile

Mrs. Kris K Tovar

Prefix First Name Middle Initial Last Name

Email Address

Street Address

Corpus Christi TX 78413

City State Postal Code

Primary Phone

Alternate Phone

What district do you live in? *

☒ District 5

Current resident of the City of Corpus Christi?

☒ Yes ☐ No

If yes, how many years?

11

Boys & Girls Clubs of the Coastal Bend Director of marketing Marketing

Employer Job Title Occupation

Work Address - Street Address and Suite Number

3902 Greenwood

Work Address - City

Corpus Christi

Work Address - State

Texas

Work Address - Zip Code

78416

Work Phone

3617301118

Mrs. Kris K Tovar

Work E-mail address

Ktovar@bgccb.org

Preferred Mailing Address

☒ Home/Primary Address

Which Boards would you like to apply for?

ARTS & CULTURAL COMMISSION: Submitted

Interests & Experiences

Are you a Nueces County registered voter?

☒ Yes ☐ No

Do you currently serve on any other City board, commission or committee at this time? If so, please list:

no

Education, Professional and/or Community Activity (Present)

I currently serve as the Director of Marketing for the Boys & Girls Clubs of the Coastal Bend, where I leads strategic marketing, communications, and fundraising initiatives to support youth programs across the region. I have been an active Rotarian for six years, demonstrating a strong commitment to service and community leadership. I'm Leader Corpus Christi Class 54. I serve on the CASA of the Coastal Bend Board of Directors for eight years, advocating for children in foster care and supporting initiatives that strengthen families and child welfare outcomes. I am also the President of the Southside Business Association, working to promote local businesses and economic development. In addition to nonprofit and civic leadership, I co-owner of Sal's Bronx Pizza Restaurant and Perkes Enterprises, which manages short-term rentals, land holdings, a shopping center, and a law office. Through entrepreneurial efforts, I support local job creation and community growth.

Why are you interested in serving on a City board, commission or committee?

I am interested in serving on a City board, commission, or committee because I truly believe strong communities are built when people step up and give back beyond their own organizations or businesses. Through my work with the Boys & Girls Clubs of the Coastal Bend, CASA of the Coastal Bend, Rotary, and local business leadership, I have seen firsthand how thoughtful decisions at the city level directly impact families, youth, and the long-term health of our community. Serving in this capacity would allow me to bring a collaborative, service-driven perspective to the table—one grounded in both nonprofit and small business experience. I care deeply about the Coastal Bend and want to be part of solutions that strengthen neighborhoods, support economic growth, and ensure our city remains a place where families and future generations can thrive. I am motivated by service, accountability, and community impact, and I would be honored to contribute my time, experience, and passion to help move our city forward.

Upload a Resume

Are you an ex-Officio member of a City Board, commission or committee?

☐ Yes ☒ No

No person shall be appointed by the Mayor or Council Members to serve on more than one board, commission, committee or corporation at the same time. If you currently serve as a voting member for a board, commission, committee or corporation are you willing to resign your current seat to serve on another board, commission, committee or corporation?

☒ Yes ☐ No

Are you a current candidate in an election for a non-city public office?

☐ Yes ☒ No

Do you currently serve as an elected official for a non-city public office?

☐ Yes ☒ No

Will you seek re-election to the non-city public office? If not in a non-city public office, please enter N/A

n/a

Demographics

Gender

☒ Female

Code of Ethics - Rules of Conduct/Conflicts of Interest

Do you represent any person or organization in any claim or lawsuit or proceeding involving the City?

☐ Yes ☒ No

Do you, your spouse, your business or your spouse's business have a City contract?

☐ Yes ☒ No

Does your employer or your spouse's employer have a City contract?

☐ Yes ☒ No

Are you involved with any activities or employment that would conflict with the official duties on the City boards for which you are applying?

☐ Yes ☒ No

Are you, your spouse, your business or your spouse's business involved in any pending bid, proposal or negotiation in connection with a contract with the City?

☐ Yes ☒ No

Do you or your spouse have a pending claim, lawsuit or proceeding against the City?

☐ Yes ☒ No

If you answer "Yes" to any of the questions above, please explain or ask to speak with the City's Legal Department. If you answer "NO" to all questions above, please enter N/A.

n/a

Board-specific questions (if applicable)

Question applies to ARTS & CULTURAL COMMISSION

The Arts & Cultural Commission preferred representatives from certain categories. Do you qualify for any of the following categories? *

- ☒ Youth / Education
- ☒ Marketing

Verification

City Code Requirement - Residency

As a board, commission, or committee member, you will be asked to adhere to City Code of Ordinances, Section 2-65, which states that all members of City boards and commissions, including ad hoc committees, appointed by the City, must be residents of the city. A move outside the city limits of the city by any member shall constitute automatic resignation from the particular board or commission on which such member served.

☒ I Agree

City Code Requirement - Attendance

As a board, commission, or committee member, you will be asked to adhere to City Code of Ordinances, Section 2-61, which provides that absences from more than 25% of regularly scheduled meetings during a term year on the part of any board, commission, or committee member shall result in an automatic termination. An absence shall be deemed unexcused unless excused by the board, commission or committee for good cause no later than its next meeting after the absence.

☒ I Agree

Consent for Release of Information

I understand that if any member of the public makes a request for information included in this application or in any attachment (e.g. resume or supporting documentation) for appointment it is subject to and must be disclosed under the Texas Public Information Act. I understand that under the Texas Public Information Act, my home address and home telephone number is subject to public disclosure unless I am elected or appointed to the position which I seek. I hereby consent to the release of my home address and home telephone number should it be requested under the Texas Public Information Act prior to my possible appointment or election. I hereby release the City of Corpus Christi, and its agents, employees and officers, from any and all liability whatsoever if the information must be released pursuant to the Texas Public Information Act.

☒ I Agree

Oath

I swear that all of the statements included in my application and attached documents, if any, are true and correct.

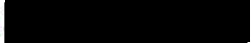
☒ I Agree

Mrs. Kris K Tovar



Kris Tovar

Corpus Christi, Texas



479-966-1368

Professional Summary

Community-focused marketing executive, nonprofit leader, and business owner with extensive experience in strategic communications, governance, and economic development. Brings a collaborative, service-driven approach shaped by leadership in nonprofit, media, and small business sectors. Committed to strengthening the Coastal Bend through thoughtful decision-making and community engagement.

Professional Experience

Boys & Girls Clubs of the Coastal Bend – Corpus Christi, TX **Director of Marketing & Communications**

- Lead organization-wide marketing, communications, and public relations efforts
- Support fundraising, sponsorship development, and community partnerships
- Advance brand visibility and stakeholder engagement across the Coastal Bend

Tejas Broadcasting – Corpus Christi, TX **Marketing Manager | 4 Years**

- Managed advertising campaigns, client relationships, and media strategy
- Supported local businesses through targeted marketing and community outreach

Coastal Media Advertising – Corpus Christi, TX **Owner | 6 Years**

- Founded and operated a full-service advertising firm
- Developed marketing strategies for small businesses and nonprofits throughout the region

Sal's Bronx Pizza – Corpus Christi, TX
Co-Owner

- Oversee marketing, operations, and community engagement initiatives

Perkes Enterprises – Coastal Bend
Co-Owner

- Manage short-term rentals, land holdings, a shopping center, and a law office
 - Support strategic planning and property operations
-

Leadership & Community Service

CASA of the Coastal Bend
Board of Directors | 8 Years

Rotary Club
Member | 6 Years

Southside Business Association
President

Leadership Corpus Christi
Class of 54 Graduate

Key Strengths

- Public & Community Engagement
- Marketing, Communications & Media
- Board Governance & Leadership
- Economic & Small Business Development
- Strategic Planning & Collaboration

REFERENCES:

Ralph Silva rsilva@bgecb.org 361-946-1149

Todd Hunter todd.hunter@house.texas.gov 361-533-0505

Leslie Rice Hart Lesliehart@kw.com 361-446-9809

Application for a City Board, Commission, Committee or Corporation

Profile

Robert

First Name

E

Middle Initial

Toy

Last Name

Jr.

Suffix

Email Address

Street Address

Corpus Christi

City

TX

State

78414

Postal Code

Primary Phone

Alternate Phone

What district do you live in? *

☒ District 5

Current resident of the City of Corpus Christi?

☒ Yes ☐ No

If yes, how many years?

6

Branscomb Law

Employer

Executive Director

Job Title

Administrative

Occupation

Work Address - Street Address and Suite Number

802N Carancahua St. Ste. 2300

Work Address - City

Corpus Christi

Work Address - State

TX

Work Address - Zip Code

78401

Work Phone

3618863831

Robert E Toy Jr.

Work E-mail address

RToy@branscomblaw.com

Preferred Mailing Address

☒ Work Address

Which Boards would you like to apply for?

ARTS & CULTURAL COMMISSION: Submitted

Interests & Experiences**Are you a Nueces County registered voter?**

☒ Yes ☐ No

Do you currently serve on any other City board, commission or committee at this time? If so, please list:

No

Education, Professional and/or Community Activity (Present)

Master of Business Administration Bachelor of Science in Legal Studies Associate of Arts in General Studies Firm Manager, Branscomb Law Retired U.S. Navy Senior Chief Petty Officer

If you applied for multiple boards, which boards are you most interested in serving on, in order of preference? (Limit to top three)

Ethics Commission, Regional Transportation Authority, and Crime Control & Prevention District Board.

Why are you interested in serving on a City board, commission or committee?

After 22 years of honorable service in the United States Navy, I remain committed to public service and am eager to continue serving my community in a new capacity. My military career and current professional role have provided extensive experience in leadership, personnel management, budgeting, policy development, strategic planning, and organizational operations. Serving on a City board, commission, or committee would allow me to apply that experience in support of thoughtful decision-making, responsible growth, and the continued success of our community. I would welcome the opportunity to provide a practical, collaborative perspective, learn from fellow community leaders, and help ensure the City remains a strong and desirable place to live, work, and raise a family.

Upload a Resume

Are you an ex-Officio member of a City Board, commission or committee?

☐ Yes ☒ No

No person shall be appointed by the Mayor or Council Members to serve on more than one board, commission, committee or corporation at the same time. If you currently serve as a voting member for a board, commission, committee or corporation are you willing to resign your current seat to serve on another board, commission, committee or corporation?

☒ Yes ☐ No

Are you a current candidate in an election for a non-city public office?

☐ Yes ☒ No

Do you currently serve as an elected official for a non-city public office?

☐ Yes ☒ No

Will you seek re-election to the non-city public office? If not in a non- city public office, please enter N/A

N/A

Demographics

Gender

☒ Male

Code of Ethics - Rules of Conduct/Conflicts of Interest

Do you represent any person or organization in any claim or lawsuit or proceeding involving the City?

☐ Yes ☒ No

Do you, your spouse, your business or your spouse's business have a City contract?

☐ Yes ☒ No

Does your employer or your spouse's employer have a City contract?

☐ Yes ☒ No

Are you involved with any activities or employment that would conflict with the official duties on the City boards for which you are applying?

☐ Yes ☒ No

Are you, your spouse, your business or your spouse's business involved in any pending bid, proposal or negotiation in connection with a contract with the City?

☐ Yes ☒ No

Robert E Toy Jr.

Do you or your spouse have a pending claim, lawsuit or proceeding against the City?

☐ Yes ☒ No

If you answer "Yes" to any of the questions above, please explain or ask to speak with the City's Legal Department. If you answer "NO" to all questions above, please enter N/A.

N/A

Board-specific questions (if applicable)

Question applies to ARTS & CULTURAL COMMISSION

The Arts & Cultural Commission preferred representatives from certain categories. Do you qualify for any of the following categories? *

☒ Higher Education

Question applies to CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY

Are you a qualified voter* residing in the Authority? (Note: Authority includes the following services areas: Nueces County and the municipalities, Bishop, Corpus Christi, Driscoll, Gregory, Banquete, Agua Dulce, San Patricio, Port Aransas and Robstown)

☒ Yes ☐ No

Question applies to CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY

The City Council designates at least one of its appointees to represent the interests of the "transportation disadvantaged". "Transportation disadvantaged" is defined as meaning the elderly, persons with disabilities, and low-income individuals. State law does not mandate that the board member be transportation disadvantaged. Can you represent the interests of the "transportation disadvantaged"?

☒ Yes ☐ No

Question applies to CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY

Explain how you represent the interests of the transportation disadvantaged. (If No, enter "N/A")

I represent the interests of the transportation disadvantaged through both personal experience and a long-standing commitment to public service. As a retired Navy Senior Chief with service-connected disabilities, I understand how limited mobility, medical needs, financial constraints, and unreliable transportation can restrict access to employment, healthcare, education, and other essential services. Throughout my career, I have advocated for fairness, accessibility, and practical solutions for individuals navigating complex systems. I would bring that same perspective to ensuring that elderly residents, individuals with disabilities, veterans, and low-income members of our community have access to safe, reliable, and equitable transportation options.

Robert E Toy Jr.

Question applies to multiple boards

Are you willing to provide an Annual Report of Financial Information as required by the Code of Ethics?

☒ Yes ☐ No

Verification

City Code Requirement - Residency

As a board, commission, or committee member, you will be asked to adhere to City Code of Ordinances, Section 2-65, which states that all members of City boards and commissions, including ad hoc committees, appointed by the City, must be residents of the city. A move outside the city limits of the city by any member shall constitute automatic resignation from the particular board or commission on which such member served.

☒ I Agree

City Code Requirement - Attendance

As a board, commission, or committee member, you will be asked to adhere to City Code of Ordinances, Section 2-61, which provides that absences from more than 25% of regularly scheduled meetings during a term year on the part of any board, commission, or committee member shall result in an automatic termination. An absence shall be deemed unexcused unless excused by the board, commission or committee for good cause no later than its next meeting after the absence.

☒ I Agree

Robert E Toy Jr.

Consent for Release of Information

I understand that if any member of the public makes a request for information included in this application or in any attachment (e.g. resume or supporting documentation) for appointment it is subject to and must be disclosed under the Texas Public Information Act. I understand that under the Texas Public Information Act, my home address and home telephone number is subject to public disclosure unless I am elected or appointed to the position which I seek. I hereby consent to the release of my home address and home telephone number should it be requested under the Texas Public Information Act prior to my possible appointment or election. I hereby release the City of Corpus Christi, and its agents, employees and officers, from any and all liability whatsoever if the information must be released pursuant to the Texas Public Information Act.

☒ I Agree

Oath

I swear that all of the statements included in my application and attached documents, if any, are true and correct.

☒ I Agree

Robert Edward Toy Jr.

📞 254-275-8468 ✉️ [REDACTED] 📍 8009 Sir Greg Dr, Corpus Christi, Texas 78414 United States
[in https://www.linkedin.com/in/robertetoy/](https://www.linkedin.com/in/robertetoy/)

Work experience

Executive Director / Firm Manager September 2025 - Present
Branscomb Law Corpus Christi, Tx

- **Directed** firm operations and HR functions for 25 attorneys and 30 staff across five offices.
- **Led** recruitment, onboarding, and personnel management to stabilize staffing and improve retention.
- **Managed** employee relations issues and ensured consistent, compliant resolution of workplace matters.
- **Coordinated** firm responses to operational disruptions to maintain uninterrupted client service.
- **Oversaw** multimillion-dollar budget, procurement, and vendor contracts with full audit readiness.
- **Delivered** concise executive briefs to the Board to guide compensation, budgeting, and strategy decisions.
- **Implemented** policies and systems that streamlined workflows and improved firm-wide efficiency.

Supervisor: Amanda Torres (361-886-3800)

Operations Officer / Human Resources Officer June 2021 - January 2026
Naval Air Station Corpus Christi Corpus Christi, TX

United States Navy

- **Directed** daily operations and HR functions for a force of 100+ personnel, ensuring 100% mission readiness across law enforcement divisions
- **Led** recruitment, onboarding, and timekeeping efforts, increasing staffing levels by 60% over a 12-month period
- **Managed** 15+ labor and employee relations cases annually, ensuring timely resolution and legal compliance
- **Served** as Incident Commander during 10+ emergencies, aligning responses with federal NIMS protocols
- **Oversaw** a \$1.2M budget, procurement cycles, and inventory control, maintaining 100% audit compliance
- **Delivered** 150+ executive briefs to senior leadership and partner agencies, influencing command-level decisions
- **Authored and implemented** access control policy that cut credential processing time by 25%

Supervisor: Mitchell Allen (360-689-1838)

Mission Commander / Training Officer September 2017 - May 2021
Coastal Riverine Squadron Two Virginia Beach, VA

United States Navy

- **Led** 15 multinational maritime missions across 6 nations, strengthening cooperation and stability in the Gulf of Guinea and Mediterranean
- **Trained** 200+ personnel in force protection, convoy operations, and emergency response
- **Validated** 5 major command certifications, earning NSF/C3 approval with zero deficiencies
- **Composed** 12 Standard Operating Procedures that enhanced standardization and tactical performance across units
- **Effectuated** deployments, logistics, and mission planning for 100+ sailors and \$12M in equipment

Supervisor: Andrew Williams (832-770-0978)

Physical Security Officer March 2014 - September 2017
Naval Air Station Corpus Christi Corpus Christi, TX

United States Navy

- **Secured** 5,000-acre base and 30+ facilities with 10000+ personnel using biometric, surveillance, and intrusion systems
- **Conducted** 30+ annual vulnerability assessments to ensure 100% regulatory compliance
- **Created** and tested 10+ Emergency Action Plans through coordinated readiness exercises
- **Forged** partnerships with 3 law enforcement agencies, boosting joint response capability by 40%
- **Achieved** federal-level recognition for outstanding physical security performance, ranking in the top 5% of evaluated installations

Position Details:

Supervisor: Steven Banta (361-888-4873)

Education

Master of Business Administration December 2024
American Military University Charles Town, WV
Bachelor of Science: Legal Studies May 2015
American Military University Charles Town, WV

Application for a City Board, Commission, Committee or Corporation

Profile

Corpus poet laureate
Prefix First Name Middle Initial Last Name
Kiya R Vance

Email Address

Street Address

Corpus Christi TX 78414
City State Postal Code

Primary Phone Alternate Phone

What district do you live in? *

☒ District 4

Current resident of the City of Corpus Christi?

☒ Yes ☐ No

If yes, how many years?

14

The Exchange Party Chef Line cook
Employer Job Title Occupation

Work Address - Street Address and Suite Number

224 N Mesquite St,

Work Address - City

Corpus Christi

Work Address - State

Texas

Work Address - Zip Code

78401

Which Boards would you like to apply for?

ARTS & CULTURAL COMMISSION: Submitted

Interests & Experiences

Are you a Nueces County registered voter?

☒ Yes ☐ No

Do you currently serve on any other City board, commission or committee at this time? If so, please list:

I am the current city Poet Laureate, and I frequently consult with several non-profit organizations in downtown.

Education, Professional and/or Community Activity (Present)

Delmar Tamucc and UTSA. Over the past eight years, I have been actively involved in hosting, organizing, promoting, and performing at various events across the city.

If you applied for multiple boards, which boards are you most interested in serving on, in order of preference? (Limit to top three)

Arts and cultural Commission

Why are you interested in serving on a City board, commission or committee?

Over the past several years, I have dedicated my life to assisting and educating local businesses, schools, and creatives on the path to success. My efforts have already positively impacted thousands of Corpus Christi residents and contributed to the development of several thriving creative scenes. Despite the fact that I have provided all of this support without compensation, I am eager to formalize my knowledge and extend my assistance to as many artists as possible.

Upload a Resume

Are you an ex-Officio member of a City Board, commission or committee?

☐ Yes ☒ No

No person shall be appointed by the Mayor or Council Members to serve on more than one board, commission, committee or corporation at the same time. If you currently serve as a voting member for a board, commission, committee or corporation are you willing to resign your current seat to serve on another board, commission, committee or corporation?

☒ Yes ☐ No

Are you a current candidate in an election for a non-city public office?

☐ Yes ☒ No

Do you currently serve as an elected official for a non-city public office?

☐ Yes ☒ No

Will you seek re-election to the non-city public office? If not in a non-city public office, please enter N/A

N/A

Demographics

Gender

☒ Male

Code of Ethics - Rules of Conduct/Conflicts of Interest

Do you represent any person or organization in any claim or lawsuit or proceeding involving the City?

☐ Yes ☒ No

Do you, your spouse, your business or your spouse's business have a City contract?

☐ Yes ☒ No

Does your employer or your spouse's employer have a City contract?

☐ Yes ☒ No

Are you involved with any activities or employment that would conflict with the official duties on the City boards for which you are applying?

☐ Yes ☒ No

Are you, your spouse, your business or your spouse's business involved in any pending bid, proposal or negotiation in connection with a contract with the City?

☐ Yes ☒ No

Do you or your spouse have a pending claim, lawsuit or proceeding against the City?

☐ Yes ☒ No

If you answer "Yes" to any of the questions above, please explain or ask to speak with the City's Legal Department. If you answer "NO" to all questions above, please enter N/A.

N/a

Board-specific questions (if applicable)

Question applies to ARTS & CULTURAL COMMISSION

The Arts & Cultural Commission preferred representatives from certain categories. Do you qualify for any of the following categories? *

- ☒ Visual Arts (painting, sculpture, arts media)
- ☒ Public Art / Public Space
- ☒ Higher Education
- ☒ Economic Development / Tourism
- ☒ Marketing
- ☒ Business Development Groups / Corporate Representative
- ☒ Performing Arts (music, dance, drama, film)

Question applies to CORPUS CHRISTI DOWNTOWN MANAGEMENT DISTRICT

The Corpus Christi Downtown Management District must include representatives from certain categories. Do you qualify for any of the following categories? *

- ☒ Resident of the District

Verification

City Code Requirement - Residency

As a board, commission, or committee member, you will be asked to adhere to City Code of Ordinances, Section 2-65, which states that all members of City boards and commissions, including ad hoc committees, appointed by the City, must be residents of the city. A move outside the city limits of the city by any member shall constitute automatic resignation from the particular board or commission on which such member served.

☒ I Agree

City Code Requirement - Attendance

As a board, commission, or committee member, you will be asked to adhere to City Code of Ordinances, Section 2-61, which provides that absences from more than 25% of regularly scheduled meetings during a term year on the part of any board, commission, or committee member shall result in an automatic termination. An absence shall be deemed unexcused unless excused by the board, commission or committee for good cause no later than its next meeting after the absence.

☒ I Agree

Consent for Release of Information

I understand that if any member of the public makes a request for information included in this application or in any attachment (e.g. resume or supporting documentation) for appointment it is subject to and must be disclosed under the Texas Public Information Act. I understand that under the Texas Public Information Act, my home address and home telephone number is subject to public disclosure unless I am elected or appointed to the position which I seek. I hereby consent to the release of my home address and home telephone number should it be requested under the Texas Public Information Act prior to my possible appointment or election. I hereby release the City of Corpus Christi, and its agents, employees and officers, from any and all liability whatsoever if the information must be released pursuant to the Texas Public Information Act.

☒ I Agree

Oath

I swear that all of the statements included in my application and attached documents, if any, are true and correct.

☒ I Agree

Kiya Raziel Vance

Poet | Multidisciplinary Artist | Civic Leader | Community Curator

2109 Spoonbill Dr
Corpus Christi, TX 78414
(210)-473-9614

Summary of Qualification

First Black Poet Laureate of Corpus Christi and founder of **Word of Mouth Live**, a grassroots initiative that has curated over **100 civic-driven arts events**. Expert in developing high-impact community programs that bridge cultural divides and utilize poetry as a tool for **social relief, literacy, and economic empowerment**. Proven leader in establishing strategic partnerships with major municipal and academic institutions to amplify underrepresented voices and foster civic belonging

EDUCATION

Del Mar College | Corpus Christi, TX

Studies in Classical Guitar and Music Performance, 2019 – 2022

- **Performance Training:** Completed three years of intensive technical and musicological study under the mentorship of world-renowned classical guitarist **Philip Hii**.
- **Jazz Theory:** Studied contemporary and classical jazz theory with local guitar jazz virtuoso **Keith Justice**.
- **Sound Production:** Studied high-level sound engineering and production under the wing of nationally respected musicians.

Independent Academic & Professional Mentorship | South Texas

Advanced Studies in Poetry, Literacy, and Civic Artistry, 2022-2025

- **Interdisciplinary Mentorship:** Engaged in prolonged, specialized study under multiple, **PHD, Masters, and former Poet Laureates** to master the intersections of poetic form, arts-based community relief, and civic advocacy.
- **Professional Collaboration:** Partnered with university faculty and institutional leaders (including those from **TAMU-CC** and the **Art Museum of South Texas**) to conduct field research on the impact of spoken word as a tool for community empowerment and literacy.

Arts-Related Work Experience

Poet Laureate | City of Corpus Christi | **May 2025 – Present**

- **Civic Representation:** Appointed as the first Black Poet Laureate in the city's history, acting as an official ambassador for the literary arts and cultural literacy.
- **Institutional Impact:** Bridging the gap between traditional literature and contemporary rap music, demonstrating the art form's power to engage and inform a diverse modern city.
- **Community Advocacy:** Leading initiatives to make the arts more accessible by teaching artists how to market themselves and build sustainable creative careers In person and online.

People's Literary Festival | House of Rock | Corpus Christi, TX| **2024-present**

- **Featured Artist & Event Host:** Commissioned to perform and facilitate a 3-day expansive series including a curated poetry competition and workshop attendance
- **Social media mastery:** Curated and executed a Multi-faceted promotional campaign project
- **Public Speaking:** Performed a prepared civic speech to over 300 attendees

Poetic Mastery:
Expert in spoken word, traditional poetic forms, and "off the dome" freestyle

Musical Performance:
Professional jazz and classical guitarist, bassist, songwriter, engineer, producer, percussionist, beatboxer, composer, beatmaker, conductor and vocalist.

Interdisciplinary Synthesis:
Unique ability to merge multiple communities by fusing the arts such as music, poetry, comedy, and improv in an open and engaging space.

Multisensory Curation:
Skilled in designing immersive exhibitions using sound, visual art, and tactile elements.

Artistic Mentorship:
Facilitating workshops and providing platforms (open-mics) for emerging creators to thrive and monetize their crafts.

Co-Founder & Creative Director | *Word of Mouth Live* | 2017 – Present

- **Grassroots Curation:** Co-founded a multifaceted promotional collective dedicated to unifying the local creative scene through poetry nights concerts, chess meets and tournaments, workshops, spoken word competitions and community building.
- **Innovative Programming:** Pioneered and documented diverse community events which were used to show up and coming local artists how to host their own projects.
- **Artist Empowerment:** Managed all aspects of event production and promotion, rejecting traditional greed-driven business models in favor of direct artist support & community equity.
- **Large-Scale Civic Logistics:** Produced a landmark chess tournament at **The Exchange** that attracted 350+ attendees, including a National Master and Grandmaster candidate, necessitating the management of complex logistical challenges and venue capacity.
- **Economic Empowerment:** Redefined local gig structures by ensuring equitable pay for artists and frequently reinvesting personal earnings and equipment (e.g., guitars, instruments) directly back into the creative community.
- **Incentivized Literacy:** Developed "themed" poetry nights, such as the **Cafe Calypso "Green"** event, which featured judging by university professors and local writers, with entry fees directly funding substantial prizes for local poets.
- **Professional Mentorship:** Provided dedicated resources—including podcast contacts, professional social media strategies, and industry networking—to emerging regional bands to help them scale their professional presence.
- **Civic Narrative Management:** Actively engaged with regional political and creative spheres to foster a culture of "upliftment," turning critical feedback into opportunities for community growth and collaboration.

One Day Never Series

- **Act I: The Rooftop Concert** | *Art Museum of South Texas* | **May 2025**
 - **Performance Leadership:** Conceptualized and headlined a multisensory **rooftop concert** and art experience exploring the growth of the Black artist.
 - **Economic Impact:** Commissioned original visual works from local artists to pair with 7 live poems performed over the experimental jazz band MOON JAZZ; multiple pieces were **sold during the event for hundreds of dollars each**, providing direct financial support to regional creators.
- **Act II: The H-E-B Theater Performance** | *Art Museum of South Texas* | **June, 2025**
 - **Civic Celebration:** Produced a major album release and **poetry competition** in the **H-E-B Theater on Juneteenth (Black Independence Day)** to celebrate heritage and Black creative leadership.
 - **Multisensory Gallery:** Organized a gallery walkthrough featuring 21 original visual works and interactive scent stations, facilitating high-value sales and professional networking.
- **Act III: The Artist Mixer** | *Art Museum of South Texas* | **July 2025**
 - **Strategic Networking:** Curated and hosted a high-level **artist mixer and open mic** that brought together over **150 creatives, city leaders, and business professionals**.
 - **Civic Connectivity:** Connected local artists with influential "city faces," fostering long-term community investment and new creative collaborations that resulted in the formation of new bands and organizing collectives.

Event Production:

Full-scale management of festivals, rooftop concerts, and museum exhibitions, including logistics, sound, and video coordination.

Strategic Partnerships:

Expert in building collaborations between local businesses and nonprofits

Grant & Sponsorship

Management: Proficient in designing tiered sponsorship packages and writing successful grant proposals for community initiatives.

Media & Outreach Strategy:

Experienced in social media management, press relations, and multimedia storytelling to document community impact, video-editing, and content automation.

[Publication History](#)

Online Publications & News Features

- **The Bend Magazine**, "In Conversation with Word of Mouth's Kiya Vance", May 28, 2025.
- **The Bend Magazine**, "POI: Kiya Vance" (Person of Interest Feature), June 2025.
- **The Bend Magazine**, "A Guide to Juneteenth Events in Corpus Christi" (Feature), June 18, 2025.
- **Corpus Christi Caller-Times**, "Meet Kiya Vance, Corpus Christi's Poet Laureate" (Featured), April 2, 2025, March 20, 2024, July 2023
- **KEDT (NPR/PBS South Texas)**, "**Local Poet Laureate Spotlight: Kiya Vance**" – May 2025
- **KRIS 6 News (kristv.com)**, Coverage of Poet Laureate community goals, May 2025.
- **Fox 38 (KSCC)**, "**Word of Mouth Green Poetry Competition**" – March 20, 2024
- **Yahoo News/Finance**, "Word of Mouth Chess Tournament" (Video Segment), April 2023.
- **The Foghorn News (Del Mar)**, "First Black Poet Laureate of Corpus Christi" – October 20, 2025

Literary Works

- **One Day Never**, Multimedia Chapbook and Album, released 2025.
- **Forever and Always**, Chapbook and Album, planned released 2026
- **Capital N Word**, Chapbook and Album, released 2023
- **The New Years Album**, Live Spoken Word and Jazz Showcasing, 2022
- **NRG**, Chapbook and Album, released 2026
- **2025 "artRageous: Art Against the Machine"** Audio showing
- **Coastal Bend Review**, Featured Poems, 2024.
- **The Incomplete Guide to Freestyle Off the Dome**, (Book/Guide), planned/released 2027.

Podcasts & Interviews

- **ADDYGOAT YouTube Channel**, "A Conversation With Kiya | Interview #10", July 25, 2023
- **Corpus Christi Originals Podcast**, "#34 | Kiya Vance [Word of Mouth]", January 16, 2024
- **OFF THE CLOCK PODCAST**, "Kiya Vance Episode 3", August 29, 2025

Profile

Matthew

Wesson

First Name

Last Name

Email Address

Street Address

Corpus Christi

TX

78414

City

State

Postal Code

Primary Phone

Alternate Phone

What district do you live in? *

☒ District 5

Current resident of the City of Corpus Christi?

☒ Yes ☐ No

If yes, how many years?

42

Texas A&M Corpus Christi

Project Director

Research and Education

Employer

Job Title

Occupation

Work Address - Street Address and Suite Number

6300 Ocean Drive

Work Address - City

Corpus Christi

Work Address - State

TX

Work Address - Zip Code

78412

Preferred Mailing Address

☒ Home/Primary Address

Which Boards would you like to apply for?

ARTS & CULTURAL COMMISSION: Submitted

Interests & Experiences

Are you a Nueces County registered voter?

☒ Yes ☐ No

Do you currently serve on any other City board, commission or committee at this time? If so, please list:

I do not

Education, Professional and/or Community Activity (Present)

Master of Public Administration | Texas A & M University, Corpus Christi, Texas Graduate Certificate – Homeland Security | Texas A & M University, Corpus Christi, Texas Master of Business Administration | Texas A & M University, Corpus Christi, Texas Bachelor of Science in Business Administration | Texas A & M University, Corpus Christi, Texas Leadership Corpus Christi Class 54

If you applied for multiple boards, which boards are you most interested in serving on, in order of preference? (Limit to top three)

NA

Why are you interested in serving on a City board, commission or committee?

I want to serve on a city board because I believe strong communities are built through steady, thoughtful stewardship, not from the sidelines but through active participation in the decisions that shape daily life. Throughout my career, I have worked at the intersection of operations, infrastructure, and long-term planning, where success depends on balancing immediate needs with future impact. That experience has shown me how much of a city's performance is determined by the quality of its systems, the clarity of its priorities, and the strength of its partnerships. I want to bring that perspective into public service. I am especially motivated by the opportunity to help align community needs with practical, actionable solutions. Whether it is supporting economic growth, improving efficiency in public processes, or strengthening collaboration between institutions and residents, I believe meaningful progress happens when diverse perspectives are brought together and focused on shared outcomes. Serving on a city board is also a commitment to listening. I value understanding the lived experiences of residents and ensuring that decisions are informed by both data and community voice. Ultimately, I want to contribute to a city that is not only growing, but growing wisely. Serving on this board is an opportunity to help guide that growth with intention, accountability, and a long-term view of what makes a community thrive.

Upload a Resume

Are you an ex-Officio member of a City Board, commission or committee?

☐ Yes ☒ No

No person shall be appointed by the Mayor or Council Members to serve on more than one board, commission, committee or corporation at the same time. If you currently serve as a voting member for a board, commission, committee or corporation are you willing to resign your current seat to serve on another board, commission, committee or corporation?

☒ Yes ☐ No

Are you a current candidate in an election for a non-city public office?

☐ Yes ☒ No

Do you currently serve as an elected official for a non-city public office?

☐ Yes ☒ No

Will you seek re-election to the non-city public office? If not in a non-city public office, please enter N/A

N/A

Demographics

Gender

☒ Male

Code of Ethics - Rules of Conduct/Conflicts of Interest

Do you represent any person or organization in any claim or lawsuit or proceeding involving the City?

☐ Yes ☒ No

Do you, your spouse, your business or your spouse's business have a City contract?

☐ Yes ☒ No

Does your employer or your spouse's employer have a City contract?

☐ Yes ☒ No

Are you involved with any activities or employment that would conflict with the official duties on the City boards for which you are applying?

☐ Yes ☒ No

Are you, your spouse, your business or your spouse's business involved in any pending bid, proposal or negotiation in connection with a contract with the City?

☐ Yes ☒ No

Do you or your spouse have a pending claim, lawsuit or proceeding against the City?

☐ Yes ☒ No

If you answer "Yes" to any of the questions above, please explain or ask to speak with the City's Legal Department. If you answer "NO" to all questions above, please enter N/A.

N/A

Board-specific questions (if applicable)

Question applies to ARTS & CULTURAL COMMISSION

The Arts & Cultural Commission preferred representatives from certain categories. Do you qualify for any of the following categories? *

☒ Higher Education

Verification

Matthew Wesson

City Code Requirement - Residency

As a board, commission, or committee member, you will be asked to adhere to City Code of Ordinances, Section 2-65, which states that all members of City boards and commissions, including ad hoc committees, appointed by the City, must be residents of the city. A move outside the city limits of the city by any member shall constitute automatic resignation from the particular board or commission on which such member served.

☒ I Agree

City Code Requirement - Attendance

As a board, commission, or committee member, you will be asked to adhere to City Code of Ordinances, Section 2-61, which provides that absences from more than 25% of regularly scheduled meetings during a term year on the part of any board, commission, or committee member shall result in an automatic termination. An absence shall be deemed unexcused unless excused by the board, commission or committee for good cause no later than its next meeting after the absence.

☒ I Agree

Consent for Release of Information

I understand that if any member of the public makes a request for information included in this application or in any attachment (e.g. resume or supporting documentation) for appointment it is subject to and must be disclosed under the Texas Public Information Act. I understand that under the Texas Public Information Act, my home address and home telephone number is subject to public disclosure unless I am elected or appointed to the position which I seek. I hereby consent to the release of my home address and home telephone number should it be requested under the Texas Public Information Act prior to my possible appointment or election. I hereby release the City of Corpus Christi, and its agents, employees and officers, from any and all liability whatsoever if the information must be released pursuant to the Texas Public Information Act.

☒ I Agree

Oath

I swear that all of the statements included in my application and attached documents, if any, are true and correct.

☒ I Agree

Matthew T. Wesson

361-815-5987 | [REDACTED] | www.linkedin.com/in/matthew-wesson-5a488911

Results-driven and strategic Manager with 25 years of comprehensive experience across the entire project lifecycle. Adept at driving organizational success through effective sales, marketing, and operational leadership. Proven ability to cultivate strong client relationships, lead diverse teams, and collaborate seamlessly with both technical and non-technical stakeholders. Skilled in identifying opportunities, implementing quality solutions, and establishing best practices that align with customer needs, optimize operational performance, and achieve organizational goals. Demonstrated expertise in managing projects in fast-paced environments, delivering results on time and within budget.

Key areas of skill include:

Agile & UAT | Financial Analysis, Budgeting & Forecasting | Metrics & Reporting | Relationship & Stakeholder Management | Strategic Planning & Execution | Process Improvement & Efficiency Optimization | Risk & Change Management | Problem Solving & Decision Making | Training & Development | Leadership & Team Management | Effective Communication | Research & Analysis | Operations & Project Management | Vendor Relations & Contract Negotiation | Purchasing & Procurement | Documentation & Compliance | Data Analysis & Reporting | Planning & Scheduling | Cost Estimation | Inventory & Facilities Management | Quality Control & Assurance | Cross-Functional Collaboration | Time Management & Prioritization | Crisis & Conflict Resolution

TECHNICAL SKILLS

SAP • Demantra • PowerBI • Oracle • Microsoft Project • ERP • Smartsheets • Qualtrics • Workday • Jira • Tableau • Microsoft Office Suite (Excel, Word, PowerPoint, Outlook, Teams) • Vizio

EXPERIENCE

Autonomous Research Institute -Texas A&M Corpus Christi

Project Director-Logistics, Facilities, Maintenance, Corpus Christi, Texas
2022-Present

July

- Directs and supervises a staff of nine (9) including 2 Grade 15 employees, providing oversight, guidance, and management for 9 full time staff and 2 students workers.
- Supervises the Chief of Aviation Maintenance and Facilities & Logistics Support Manager for routine day to day activities.
- Manages and schedules multiple internal/external projects simultaneously.
- Develops and approves schedules, priorities, and standards for achieving goals. Assist in development and implementation of ARI (Autonomous Research Institute) goals and University's Strategic Plan.
- Sets objectives and long-term plans for the inventory and management of over \$11M of ARI assets.
- Directs allocation of project resources to meet ongoing commitments while providing support to other project managers.
- Discover ways to enhance efficiency and productivity of procedures and people.
- Apply change, risk and resource management principles when needed.
- Read reports prepared by managers to determine progress and issues.
- Devise evaluation strategies to monitor performance and determine the need for improvements.
- Assures that facilities are inspected and appropriate for ARI staff and functions
- Coordinate Facilities requirements external stakeholders and project managers.
- Manages five facilities, three of which are geographically dispersed from the Flour Bluff Campus location.
- Works with staff to assure ARI Facilities are secure.

- Helps to develop and implement maintenance and logistics policies and procedures for the center.
- Assures best practices are applied in maintenance of equipment and property accountability.
- Develops and directs the implementation of ARI quality control and assurance all repaired equipment.
- Provides Executive Director bi-weekly updates on maintenance and logistics milestones.
- Perform other duties as assigned.

**Project Manager III, Corpus Christi, Texas
2022**

March 2021-July

- Managed and scheduled multiple internal/external projects simultaneously.
- Liaison between federal/state/regional/local governmental agencies.
- Coordinate logistics, maintenance, and facilities functions
- Wrote reports in support of projects and for the Executive Director
- Supervised 5, including student workers
- Created presentations for Executive Director
- Supported operations in the field
- Safety Coordinator
- Smartsheets implementation co-project coordinator

M-I SWACO/Schlumberger

**Project Engineer, Corpus Christi, Midland, Texas Oklahoma City, Oklahoma
February 2016-April 2020**

- Wrote fluids programs for customers worth \$500K monthly.
- Solved complex problems for internal and external customers
- Prioritized projects; worked on multiple projects for several customers at one time
- Oversaw demand planning, forecasting, and budgeting. Managed multiple accounts and statistical reporting.
- Managed 16 employees.
- Recapped well information for management and customers.
- Liaised with multiple customer organizations, recommending products to customer representatives and problem solved issues.
- Evaluated ONETRAX information to make project recommendations.

**Field Service Manager, Corpus Christi, Texas
February 2016**

June 2015-

- Managed facility services.
- Coordinated billing and revenue recognition. Oversaw accounts payable and accounts receivable.
- Ensured operations were compliant with the local and global Quality & HSE policy.
- Supervised over 90 employees, including field personnel, warehouse workers, and administrative staff.
- Forecasted revenue for a 2-state area on a weekly, monthly, and annual basis worth.
- Managed over 20 job sites, monitoring drilling operations to reduce and eliminate gaps associated with drilling mud.
- Successfully maintained a budget of \$12M annually.

**Project Engineer, Corpus Christi, Texas
2014-June 2015**

January

- Wrote fluids programs for customers. Recapped well information for management and customers.
- Prioritized projects; worked on multiple projects for several customers at one time.
- Recommended products to customer representatives and problem solve issues.
- Evaluated ONETRAX information to make project recommendations.

- Managed multiple accounts and statistical reporting worth \$500K monthly.

Drilling Fluids Specialist III, Corpus Christi, Texas
January 2014

April 2011-

- Managed sales and data reporting, field inventory. Liaised with customer representatives.
- Managed \$500K in field sales monthly.
- Maintained daily amounts of chemicals as well as drilling fluids required to maintain properties.
- Contributed subject matter expertise with SAP operating system.

TT electronics
April 2011

November 2004 -

International Sales Manager, Corpus Christi, Texas

- Created and analyzed monthly new business reports for International business. Managed sales budgets. Assisted Corporate Marketing Manager with website updates, press releases and advertising.
- Directly retained \$1 Million in Asian and European account sales.
- Served as Assistant Project Manager for implementation of Oracle Data Base for 3 TT electronics locations for over 400+ employees.
- Located and maintained new business opportunities in Asia (Taiwan, Singapore, Japan & India) and Europe (France, England, Germany, Italy & Israel).
- Led price negotiations.
- Developed price quotes within Oracle & EDI operating system.
- Oversaw Quality Control for authorization and implementation of RMA and quality issues with customers in Europe and Asia.

EDUCATION

Master of Public Administration | Texas A & M University, Corpus Christi, Texas

Graduate Certificate - Homeland Security | Texas A & M University, Corpus Christi, Texas

Master of Business Administration | Texas A & M University, Corpus Christi, Texas

Bachelor of Science in Business Administration | Texas A & M University, Corpus Christi, Texas

CERTIFICATIONS & ACHIEVEMENTS

- Leadership Corpus Christi - Class 54
- Lean Six Sigma White Belt
- Integrated Fluids Engineer Certification, 2014
- Corpus Christi 40 Under 40-2013
- FEMA 100, 200, 700, 800
- IS-120C, IS-240C, IS-241C, IS-242C, IS-393B, IS-403, IS-660, IS-706, IS-860C, IS-909, IS-913A, IS-1000, IS-1172, IS-2700

TRAININGS

- MI SWACO First Line Manager Training, 2017
- HSE for Managers, 2015
- Forklift Experienced

Application for a City Board, Commission, Committee or Corporation

Profile

Jalmar

First Name

D

Middle Initial

Woodson

Last Name

Email Address

Street Address

Corpus Christi

City

TX

State

78414

Postal Code

Primary Phone

Alternate Phone

What district do you live in? *

☒ District 5

Current resident of the City of Corpus Christi?

☒ Yes ☐ No

If yes, how many years?

Lifelong

Recently retired

Employer

N/A

Job Title

N/A

Occupation

Work Address - Street Address and Suite Number

N/A

Preferred Mailing Address

☒ Home/Primary Address

Which Boards would you like to apply for?

ARTS & CULTURAL COMMISSION: Submitted

Interests & Experiences

Are you a Nueces County registered voter?

☒ Yes ☐ No

Do you currently serve on any other City board, commission or committee at this time? If so, please list:

No.

Education, Professional and/or Community Activity (Present)

I have a bachelor's degree in business administration and a master's degree in educational administration.

If you applied for multiple boards, which boards are you most interested in serving on, in order of preference? (Limit to top three)

1. Parks and Recreation Advisory Committee 2. Arts and Cultural Commission

Why are you interested in serving on a City board, commission or committee?

I am interested in serving on a City board, commission, or committee because I want to serve my community. My professional work experiences have been in service-oriented positions and included the jobs of teacher and school administrator with the Corpus Christi I. S. D. along with working as the Director of Child Care Programs with Workforce Solutions of the Coastal Bend. My last position involved assisting low-income families in obtaining child care services from child care providers with Workforce Provider Agreements. I am a graduate of the Leadership Corpus Christi (LCC) Program, Class 41 and I was on the steering committee for LCC Class 42. My participation in the LCC Program provided me with knowledge and insight regarding our community; city and county government; and education, economic development, and water issues.

[Upload a Resume](#)

Are you an ex-Officio member of a City Board, commission or committee?

☐ Yes ☒ No

No person shall be appointed by the Mayor or Council Members to serve on more than one board, commission, committee or corporation at the same time. If you currently serve as a voting member for a board, commission, committee or corporation are you willing to resign your current seat to serve on another board, commission, committee or corporation?

☒ Yes ☐ No

Are you a current candidate in an election for a non-city public office?

☐ Yes ☒ No

Do you currently serve as an elected official for a non-city public office?

☐ Yes ☒ No

Will you seek re-election to the non-city public office? If not in a non- city public office, please enter N/A

N/A

Demographics

Gender

☒ Female

Code of Ethics - Rules of Conduct/Conflicts of Interest

Do you represent any person or organization in any claim or lawsuit or proceeding involving the City?

☐ Yes ☒ No

Do you, your spouse, your business or your spouse's business have a City contract?

☐ Yes ☒ No

Does your employer or your spouse's employer have a City contract?

☐ Yes ☒ No

Are you involved with any activities or employment that would conflict with the official duties on the City boards for which you are applying?

☐ Yes ☒ No

Are you, your spouse, your business or your spouse's business involved in any pending bid, proposal or negotiation in connection with a contract with the City?

☐ Yes ☒ No

Do you or your spouse have a pending claim, lawsuit or proceeding against the City?

☐ Yes ☒ No

If you answer "Yes" to any of the questions above, please explain or ask to speak with the City's Legal Department. If you answer "NO" to all questions above, please enter N/A.

N/A

Board-specific questions (if applicable)

Question applies to ARTS & CULTURAL COMMISSION

The Arts & Cultural Commission preferred representatives from certain categories. Do you qualify for any of the following categories? *

☒ Youth / Education

Verification

City Code Requirement - Residency

As a board, commission, or committee member, you will be asked to adhere to City Code of Ordinances, Section 2-65, which states that all members of City boards and commissions, including ad hoc committees, appointed by the City, must be residents of the city. A move outside the city limits of the city by any member shall constitute automatic resignation from the particular board or commission on which such member served.

☒ I Agree

City Code Requirement - Attendance

As a board, commission, or committee member, you will be asked to adhere to City Code of Ordinances, Section 2-61, which provides that absences from more than 25% of regularly scheduled meetings during a term year on the part of any board, commission, or committee member shall result in an automatic termination. An absence shall be deemed unexcused unless excused by the board, commission or committee for good cause no later than its next meeting after the absence.

☒ I Agree

Consent for Release of Information

I understand that if any member of the public makes a request for information included in this application or in any attachment (e.g. resume or supporting documentation) for appointment it is subject to and must be disclosed under the Texas Public Information Act. I understand that under the Texas Public Information Act, my home address and home telephone number is subject to public disclosure unless I am elected or appointed to the position which I seek. I hereby consent to the release of my home address and home telephone number should it be requested under the Texas Public Information Act prior to my possible appointment or election. I hereby release the City of Corpus Christi, and its agents, employees and officers, from any and all liability whatsoever if the information must be released pursuant to the Texas Public Information Act.

☒ I Agree

Oath

I swear that all of the statements included in my application and attached documents, if any, are true and correct.

☒ I Agree

Jalmar D. Woodson

7805 Wolverine Dr., Corpus Christi, Texas 78414 | (361) 290-1097 [REDACTED]

Profile

Experienced workforce child care services contract/program manager with a passion for details. Versed in Child Care Regulations *Minimum Standards*; various Texas Workforce Commission child care program policies and guidelines, i.e. *Texas Rising Star Guidelines*, *Child Care Services Guide*, etc....; the Texas Education Agency's (TEA's) *Texas Pre-Kindergarten Guidelines*, and the Texas Early Learning Council's *Infant, Toddler, and Three-Year Old Early Learning Guidelines*. Familiar with child care providers in the Coastal Bend region. Collaborated with direct care child care contractor to ensure program performance measure targets were consistently met and deliverables were met throughout the contract year. Created a child care quality program focused on early literacy, early numeracy, children with special needs, and directors' management topics; and integrated the use of technology (Smart Boards) in child care centers.

Professional Experience

WORKFORCE SOLUTIONS - COASTAL BEND DIRECTOR OF CHILD CARE PROGRAMS 2014 - AUGUST 2025

OCTOBER

- Responsible for the oversight of the Workforce Board's Child Care Services Delivery (CCSD) contract allocation from the Texas Workforce Commission (TWC) to ensure contractors operational and fiscal compliance with federal, state, and Local Workforce Development Board requirements.
- Knowledgeable of child care program regulations, procedures, and requirements.
- Review/develop the Board's child care policies, procedures, and guidelines for licensed child care centers and family day homes.
- Developed statements of work for the Child Care Services Delivery (CCSD) contractors.
- Developed the child care quality program's annual expenditure plan that identified the quality program activities and quarterly measures/outcomes.
- Reviewed the child care program budgets (direct care and quality care) on a quarterly basis to ensure expenditures did not exceed the allocated budget.
- Prepared the information items, supporting documentation, and Power Point presentations for the quarterly Child Care Committee Meeting packets. I facilitated and presented this information to the Committee members during these quarterly meetings.
- Provide technical assistance to child care providers as needed enabling them to meet program requirements and/or documented needs which have been identified by Board staff.
- Utilized professional trainers to provide professional development training activities for child care center staff.
- Hosted annual *Directors Symposiums* and "*Back to School*" *Teachers Fairs* annually for child care center directors and their staffs.
- I collaborated with community partners sharing information about the Workforce Child Care Programs and quality initiatives.

- The child care programs received “zero” to minimal findings during the Texas Workforce Commission’s annual subrecipient monitoring visits.

**WORKFORCE SOLUTIONS - COASTAL BEND
CONTRACT MANAGER - CHILD CARE PROGRAMS
2010 - OCTOBER 2014**

OCTOBER

- Responsible for the oversight of the Workforce Board's Child Care Services Delivery (CCSD) contract allocation from the Texas Workforce Commission (TWC) to ensure contractors operational and fiscal compliance with federal, state, and Local Workforce Development Board requirements.
- Review/develop the Board's child care policies, procedures, and guidelines for licensed child care centers and family day homes.
- Knowledgeable of child care program regulations, procedures, and requirements.
- Reviewed the child care program budgets (direct care and quality care) on a quarterly basis to ensure expenditures did not exceed the allocated budget.
- Develop statements of work for the Child Care Services Delivery (CCSD) contractors.
- Prepared the information items, supporting documentation, and Power Point presentations for the quarterly Child Care Committee Meeting packets. I facilitated and presented this information to the Committee members during these meetings.
- Provide technical assistance to child care providers as needed enabling them to meet program requirements and/or documented needs which have been identified by Board staff.
- I collaborated with community partners and agencies sharing information on the Workforce Child Care Programs.

**BETHUNE DAY NURSERY|900 KINNEY AVENUE, CORPUS CHRISTI, TX
78401|361-882-7326
PROGRAM COORDINATOR
- OCTOBER 2010**

MARCH 2010

- Ensure classroom staffing ratios (number of infants/children to staff) were in compliance with Child Care Licensing requirements.
- Developed center lesson plans.
- Reviewed employment applications.
- Conducted pre-interviews with prospective applicants.
- Conducted center tours with parents and prospective applicants.
- Arranged pre-service orientation sessions for new employees.
- Evaluated 3-, 4-, and 5-year-old students for participation in center's Title I Program.
- Completed Title I Program quarterly reports.
- Coordinated activities for the center's School Age Summer program.
- Covered classrooms as needed.

**CORPUS CHRISTI I.S.D. | 801 LEOPARD ST., CORPUS CHRISTI, TX 78401 |
361-695-7200**

**PRINCIPAL
2009**

JULY 2005 - JUNE

- Consistently monitored and evaluated the effectiveness of the campus' instructional programs and the instructional strategies utilized by teachers and campus instructional resources.
- Managed various campus budget allocations and programs, i.e., local campus budget, special education budget, Title I budget, bilingual education budget, gifted and talented budget, etc...
- Responsible for planning, coordinating, and facilitating on-going staff development in the various subject content areas throughout the school year.
- Developed campus academic goals and objectives for the school year.
- I interviewed and hired teachers and other campus staff personnel as needed.
- Evaluated teachers and other campus staff personnel.
- Met with teachers, parents, and students as necessary to discuss and resolve concerns as they arose.
- Chaired and conducted ARD meetings for special education students.
- Held monthly "Coffee and Conversation with the Principal" meetings.
- Met with administrative team, section leaders, and grade level teachers on a bi-weekly basis.

Education

**M.S. EDUCATIONAL ADMINISTRATION | TEXAS A & M UNIVERSITY -
CORPUS CHRISTI, TX**

**B.S. BUSINESS ADMINISTRATION | TEXAS A & M UNIVERSITY - CORPUS
CHRISTI, TX**

A.A. BUSINESS | DEL MAR COLLEGE, CORPUS CHRISTI, TX

Skills & Abilities

- Conducted Professional Development Training
 - on Various topics
- Data Analysis
- Report Writing
- Excellent interpersonal and communication skills
- Policy Review
- Public Speaking