



# COMMITTEE FOR PERSONS WITH DISABILITIES

## BOARD DETAILS



OVERVIEW



**SIZE** 9 Seats



**TERM LENGTH** 2 Years



**TERM LIMIT** 6 Years

The Committee for Persons with Disabilities provides a program to encourage, assist and enable persons with disabilities to participate in the social and economic life of the City; to achieve maximum personal independence; to become gainfully employed; and to enjoy fully and use all public and private facilities available within the community.



DETAILS

### COMPOSITION

Nine (9) residents of the city who shall be appointed by the City Council. The membership of the committee shall be composed of individuals with disabilities and representatives of agencies and organizations functioning within the committee's area who are interested in the provision of services to persons with disabilities and others who are interested in the abilities and specific needs of persons with disabilities, subject to Council approval. The Human Relations Administrator, Director of Parks and Recreation, and Building Official shall serve as ex-officio non-voting members. The Chairperson of the Committee for Persons with Disabilities shall serve as an ex-officio voting member of the Human Relations Commission.

### CREATION / AUTHORITY

Chapter 2, Article IV, Division 23, Code of Ordinances; Ord. No. 024364 (2/13/01).

### MEETS

1st Wednesday of the month at 3:00 p.m., City Hall, City Council Chambers.

### TERM DETAILS

Two-year staggered terms.

### DEPARTMENT

Human Relations

### OTHER INFORMATION

**Committee for Persons with Disabilities**  
**July 17, 2018**

**One (1) vacancy with term to 2/1/20. (Note: The committee is recommending the appointment of Melanie Gomez.)**

Name	Board Name	Status	District	Term	End Date	Position
Dalia Gutierrez	COMMITTEE FOR PERSONS WITH DISABILITIES	Resigned	District 1	2	2/1/20	
Richard Balli	COMMITTEE FOR PERSONS WITH DISABILITIES	Active	District 2	3	2/1/19	Chair
Marshall Burns	COMMITTEE FOR PERSONS WITH DISABILITIES	Active	District 2	3	2/1/20	Vice-Chair
Mary C Bustos	COMMITTEE FOR PERSONS WITH DISABILITIES	Active	District 3	2	2/1/19	
James (T.C.) Chadden	COMMITTEE FOR PERSONS WITH DISABILITIES	Active	District 2	1	2/1/20	
Joe A. DeLaGarza	COMMITTEE FOR PERSONS WITH DISABILITIES	Active	District 3	1	2/1/19	
Anthony M Navarrette	COMMITTEE FOR PERSONS WITH DISABILITIES	Active	District 3	1	2/1/20	
Sabrina Ramirez	COMMITTEE FOR PERSONS WITH DISABILITIES	Active	District 1	1	2/1/19	
Anthony Zoccolillo	COMMITTEE FOR PERSONS WITH DISABILITIES	Active	District 4	2	2/1/19	
Building Official	COMMITTEE FOR PERSONS WITH DISABILITIES	Active		N/A	N/A	Ex-Officio, Non-voting
Human Relations Administrator	COMMITTEE FOR PERSONS WITH DISABILITIES	Active		N/A	N/A	Ex-Officio, Non-voting
Parks and Recreation Director	COMMITTEE FOR PERSONS WITH DISABILITIES	Active		N/A	N/A	Ex-Officio, Non-voting

**Committee for Persons with Disabilities Applicants**  
**July 17, 2018**

Name	Boards Applying For	District	Employer	Work Address	City	St.
Belinda Barrera	COMMITTEE FOR PERSONS WITH DISABILITIES	District 3	Port Royal	Hwy 361	Port Aransas	TX
Christina C Buttler	COMMITTEE FOR PERSONS WITH DISABILITIES	District 2	Coastal Bend Center for Independent Living	1537 Seventh Street	Corpus Christi	TX
Robert Chapman	COMMITTEE FOR PERSONS WITH DISABILITIES	District 5	Retired			TX
Melanie R Gomez	COMMITTEE FOR PERSONS WITH DISABILITIES	District 2	Corpus Christi Regional Transportation Authority	602 N. Staples	Corpus Christi	TX
Vanessa P Nisbet	COMMITTEE FOR PERSONS WITH DISABILITIES	District 2	The Rise School of Corpus Christi	744 Everhart Rd.	Corpus Christi	TX
Elizabeth F Schlueter	COMMITTEE FOR PERSONS WITH DISABILITIES	District 5	The Deaf and Hard of Hearing Center	5151 McArdle Road	Corpus Christi	TX

## Application for a City Board, Commission, Committee or Corporation

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### Profile

Belinda

First Name

Barrera

Last Name

Email Address

Street Address

City

State

Postal Code

### What district do you live in? \*

☒ District 3

### Current resident of the city?

☒ Yes ☐ No

41

If yes, how many years?

### Are you a registered voter?

☒ Yes ☐ No

Primary Phone

Alternate Phone

Port Royal

Employer

front desk

Job Title

hwy 361

Work Address - Street Address and Suite Number

port aransas

Work Address - City

tx

Work Address - State

78373

Work Address - Zip Code

3617495011

Work Phone

lovebblucky@yahoo.com

Work E-mail address

## Preferred Mailing Address

☒ Home/Primary Address

## Which Boards would you like to apply for?

LIBRARY BOARD: Submitted

COMMITTEE FOR PERSONS WITH DISABILITIES: Submitted

CITIZENS ADVISORY HEALTH BOARD: Submitted

COMMISSION ON CHILDREN & YOUTH: Submitted

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## Interests & Experiences

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)

college student major communications

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

to be involved in my city

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## Demographics

## Gender

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☒ Female

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## Verification

### City Code Requirement - Residency

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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.

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☒ 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.

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☒ I Agree

### Consent for Release of Information

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I understand that if any member of the public makes a request for information included in this application for appointment it must be disclosed under the Public Information Act. I also understand that it may not be legally possible to maintain the confidentiality of such information, and 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 Public Information Act.

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☒ I Agree

## Oath

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

---

☒ I Agree

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## 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?**

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☐ 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.**

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na

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## Board-specific questions (if applicable)

Question applies to COMMISSION ON CHILDREN & YOUTH

**Per city ordinance, the committee must include representatives from certain categories. Do you qualify for any of the following categories? \***

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☒ Health and Human Services

Question applies to LIBRARY BOARD

**Per city ordinance, the committee must include representatives from certain categories. Do you qualify for any of the following categories? \***

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☒ None of the above



**Application for a City Board, Commission, Committee or Corporation**

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**Profile**

Mrs. Christina C Buttler  
Prefix First Name Middle Initial Last Name

[Redacted]  
Email Address

[Redacted]  
Street Address

[Redacted]  
City

State

[Redacted]  
Postal Code

**What district do you live in? \***

☒ District 2

**Current resident of the city?**

☒ Yes ☐ No

40  
If yes, how many years?

**Are you a registered voter?**

☒ Yes ☐ No

[Redacted]  
Primary Phone

[Redacted]  
Alternate Phone

Coastal Bend Center for  
Independent Living  
Employer

Transportation and Navigator  
Program Manager  
Job Title

1537 Seventh Street  
Work Address - Street Address and Suite Number

Corpus Christi  
Work Address - City

TX

Work Address - State

78404

Work Address - Zip Code

361-883-8461

Work Phone

christinab@cbcil.org

Work E-mail address

## Preferred Mailing Address

☒ Home/Primary Address

## Which Boards would you like to apply for?

COMMITTEE FOR PERSONS WITH DISABILITIES: Submitted

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## Interests & Experiences

**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 been on the Corpus Christi Crime Stoppers Board of Directors for the past 3 years. I am also on the Vinson Morris Children's Center (at First United Methodist Church) Board of Directors and have been on that board for almost 4 years. I recently completed Leadership Corpus Christi- Class 46. I was named one of the 40 honorees for Corpus Christi under 40.

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

I have 6 years of professional experience with working with the disabled population and elderly community alike. I want to advocate for those individuals and assist in anyway necessary. I am excited and passionate about growing a stronger community in Corpus Christi. I want to give back to my city.

[CB Resume\\_1\\_.pdf](#)

Upload a Resume

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## Demographics

### Gender

☒ Female

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## Verification

### City Code Requirement - Residency

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☒ I Agree

### City Code Requirement - Attendance

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☒ I Agree

### Consent for Release of Information

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☒ I Agree

## Oath

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

---

☒ I Agree

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## 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.**

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n/a

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**Board-specific questions (if applicable)**



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Objective	Seeking an opportunity to obtain a position that will utilize my years of experience alongside my ability to learn and adapt to new situations promptly for professional growth.
Skills	<ul style="list-style-type: none"><li>• <b>Multi-task oriented, fast learner who adapts quickly to new situations and actively seeks ways to improve personal and organizational performance.</b></li><li>• <b>Excellent leadership and organizational skills with the ability to effectively handle multiple ongoing events and time critical projects.</b></li><li>• <b>Strong communication and interpersonal skills-accustomed to working with a broad spectrum of personalities.</b></li><li>• <b>Experience with customer relations and developing solutions to solve any conflicts.</b></li><li>• <b>Strong organizational skills with experience completing documents and accurately completing daily tasks.</b></li></ul>
Education	<p><b>University of the Incarnate Word</b> <b>Bachelor of Applied Arts and Sciences</b> December 13, 2012</p> <ul style="list-style-type: none"><li>• National Dean's list</li><li>• Dean's list</li></ul>
Experience	<p><b>Affordable Care Act Navigator/Program Manager</b> <b>Coastal Bend Center for Independent Living</b> October 2013 – present</p> <ul style="list-style-type: none"><li>• Oversee Navigators to provide education and enrollment services to targeted population.</li><li>• Lead and facilitate the CHIMES Navigator training and certification process.</li><li>• Implement an evaluation and monitoring strategy to ensure Navigators are carrying out their roles effectively.</li><li>• Oversee and enforce appropriate policies to control conflicts of interest and ensure CHIMES Program meets privacy and security standards.</li><li>• Work with appropriate United Way of Tarrant County (lead agency) staff to manage the disbursement of funds and ensure compliance.</li><li>• Ensure that submission of reports and supportive information to United Way of Tarrant County is completed in a timely manner.</li><li>• Facilitate strategic thinking and collaboration to help Navigators overcome obstacles and achieve their goals.</li><li>• Track Navigators' progress toward goals and regularly communicate with the lead agency and partners about performance and needed adjustments.</li><li>• Oversee data collection efforts.</li><li>• Work collaboratively with other involved regional entities' staff, divisions, and members of the advocacy and business communities to deliver a cooperative and coordinated effort around public education, outreach and enrollment assistance.</li><li>• Attend on-going education and training; Schedule, coordinate, and deliver community educational presentations, seminars, and outreach events as well as provide enrollment assistance to target population.</li><li>• Provide excellent customer service to both internal and external clients;</li><li>• Make client home visits.</li><li>• Provide coaching to all staff members.</li><li>• Submit staff timesheets and activity detail biweekly with the fiscal department.</li></ul>

- Complete staff evaluations.

**Relocation Specialist/Program Manager  
Coastal Bend Center for Independent Living**

October 2012 – present

- Conduct outreach, intake and assessment of referred consumers wishing to relocate from nursing facilities.
- Assist in the development of a relocation plan.
- Establish and maintain collaborative relationships with appropriate entities providing consumer relocation services.
- Assure that necessary and appropriate services and supports are identified and secured for each consumer.
- Assist consumers to apply for housing resources such as Project Access, TBRA (Tenant Based Rental Assistance) and Section 8 vouchers, and other appropriate housing preferences.
- Meet with consumers as frequently as necessary to assure a smooth transition and successful relocation.
- Provide consumer follow-up and support as required.
- Meet all documentation (case notes and reports) and reporting requirements of the project including timely submission.
- Coordinate with other services offered by CBCIL that meet consumer needs and preferences.
- Submit programmatic information to fiscal department in timely and precise manner for invoices, billing, and other purposes as requested.
- Provide coaching for all staff members.
- Submit staff timesheets and activity detail biweekly with the fiscal department.
- Complete staff evaluations.

**Dietary Technician  
CHRISTUS Spohn Hospital- Shoreline**

August 2000 – October 2012

- Assist Registered Clinical Dieticians with patient diet instructions, food preferences, calorie counts as ordered per MD, patient complaints and customer service.
- Other responsibilities include answering telephone calls, assisting patients with their daily menu selections, modifying patient menus as needed, data entry, fax/copy machine communication and customer service training for nutrition services staff.
- Participate on hospital wide patient satisfaction committee.
- Assist with ancillary departmental rounds with Case Management and Social Workers.

**Community  
Involvement**

**Corpus Christi Under 40- 2018 Honoree**

**Corpus Christi Leadership Class XLVI**

**Corpus Christi Crime Stoppers  
Board of Directors- member**

2015- current

**Vinson Morris Children's Center  
Board of Directors- member**

2015- current

**Application for a City Board, Commission, Committee or Corporation**

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**Profile**

Robert

First Name

A

Middle Initial

Chapman

Last Name

Email Address

Street Address

City

State

Postal Code

**What district do you live in? \***☒ District 5**Current resident of the city?**☒ Yes ☐ No

35

If yes, how many years?

**Are you a registered voter?**☒ Yes ☐ No

Primary Phone

Alternate Phone

N/A

Work Address - Street Address and Suite Number

N/A@N/A

Work E-mail address



## Preferred Mailing Address

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☒ Home/Primary Address

## Which Boards would you like to apply for?

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COMMITTEE FOR PERSONS WITH DISABILITIES: Submitted

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## Interests & Experiences

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

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No

## Education, Professional and/or Community Activity (Present)

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Masters of Science in Vocational Education

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

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I have had previous experience in conducting accessibility of Texas schools for the Texas Education Agency. My spouse has ALS and accessibility is problem for her in getting around the city.

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## Demographics

### Gender

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☒ Male

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## Verification

## City Code Requirement - Residency

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☒ I Agree

## Oath

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

---

☒ I Agree

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## 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.**

I did not answer yes.

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## Board-specific questions (if applicable)



**Application for a City Board, Commission, Committee or Corporation**

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**Profile**Melanie

First Name

R

Middle Initial

Gomez

Last Name

[REDACTED]  
Email Address[REDACTED]  
Street Address[REDACTED]  
City

State

[REDACTED]  
Postal Code**What district do you live in? \***

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☒ District 2**Current resident of the city?**

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☒ Yes ☐ No40

If yes, how many years?

**Are you a registered voter?**

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☒ Yes ☐ No[REDACTED]  
Primary Phone[REDACTED]  
Alternate PhoneCorpus Christi Regional  
Transportation Authority

Employer

Eligibility Coordinator

Job Title

602 N. Staples

Work Address - Street Address and Suite Number

Corpus Christi

Work Address - City

TX

Work Address - State

78401

Work Address - Zip Code

361-903-3464

Work Phone

melgomez@ccrta.org

Work E-mail address

## Preferred Mailing Address

☒ Work Address

## Which Boards would you like to apply for?

COMMITTEE FOR PERSONS WITH DISABILITIES: Submitted

---

## Interests & Experiences

**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)

Associates Degree in Psychology

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

In 2006, I began learning about various disabilities and the need for transportation for persons with disabilities. I am currently the Eligibility Coordinator for CCRTA. One of my roles is determining eligibility for B-Line, ADA Paratransit service. I also play a role in serving CCRTA's Advisory Committee, RCAT, whose members provide knowledge, guidance and insight on transportation disadvantaged riders and services. Over the years, I have gained knowledge, experience and resources to better serve persons with disabilities. I believe I could bring some of that knowledge to the CFPWD.

[Melanie Gomez Resume Committee Member.docx](#)

Upload a Resume

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## Demographics

### Gender

☒ Female

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## Verification

### City Code Requirement - Residency

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**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.**

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N/A



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**Board-specific questions (if applicable)**



## Work History

### **Corpus Christi Regional Transportation Authority, Corpus Christi, Texas**

#### **Eligibility Coordinator**

**Jun 13, 2005 to present**

Provide technical expertise in the assessment and evaluation of applicants for paratransit services and the application of ADA standards for determining functional potential of eligible individuals. Interview clients, conduct eligibility assessments to determine eligibility of individuals with mobility, cognitive and visual impairments. Develop training programs and provide informational presentations to eligible individuals. Prepare detailed reports, training assessments, and evaluation findings. Develop and maintain calendar for eligibility related activity. Coordinate meetings with eligibility reviews and appeals committee. Facilitate monthly advisory board meetings, including creating meeting agenda, meeting notices, managing audio system, taking minutes, room preparation and lunch arrangements. In previous position, was required to provide clerical support, as a Senior Administrative Assistant, to the Director of Program Management and Facilities Maintenance Supervisor. Reviewed and approved departmental invoices, prepared bi-weekly payroll for both departments through detailed reporting and tracking in accordance with departmental guidelines, policies and procedures. Maintained Facilities Maintenance database related to work orders and preventative maintenance inspections. Prepared monthly and quarterly reports with regards to attendance, utilities, incentives, petty cash, and any other necessary reports. Provided receptionist relief when necessary, operated office equipment, and provided assistance to other departments when necessary.

### **City of Corpus Christi (Health Dept.), Corpus Christi, Texas**

#### **Staff Assistant**

**Jun 01, 2004 - Jun 10, 2005**

Assisted Department Head and 6 inspectors with day to day operations, including miscellaneous office work and organization, prepared minutes, notes and documents for the Food Service Advisory Committee, prepared and issued permits, reconciled fees for permits and money deposits, updated computer records, managed database system, data entry, processed sanitation complaints, filed, created word documents as needed, provided information and assistance to walk-in clients, scheduled appointments and maintained a calendar of departmental activities, answered incoming calls, made appropriate responses, relayed accurate messages, and transferred calls.

### **Nueces County (Health Dept.), Corpus Christi, Texas**

#### **Intermediate Clerk**

**Nov 01, 2001 - Jun 01, 2004**

Answered incoming calls, provided correct and accurate information to those callers, or directed calls to the appropriate areas of the health department, which included 10 divisions, for a total of 150 employees. Directed and provided information to walk-in clients. Focused on organizing the reception department in order to maintain order in dealing with the volume of customers, both internal and external, to most effectively meet their needs. Assisted other departments, when needed, with filing, making copies, faxing, organizing, and data entry. Assisted Senior Clerk with county payroll on a bi-weekly basis, using Excel. Assisted food service department with preparing and issuing permits, collecting fees for permits, updating computer records, data entry, taking sanitation complaints, and answering phones.

## Education

### **Del Mar College, Corpus Christi, Texas**

#### **Associates Degree**

Major: Psychology

### **Roy Miller High School, Corpus Christi, Texas**

#### **High School Diploma/GED**

## Computer Skills

**Typing Speed:** 80 Words per Minute

- Database Software (Access)
- Email Software (Outlook)
- Internet Browser (Internet Explorer, Firefox, etc.)

- Peripheral Devices (Scanners, Printers, etc.)
- Personal Computers
- Presentation Software (PowerPoint)
- Spreadsheet Software (Excel)
- Word Processing Software (Word)

## Language Skills

**English** - Excellent (Read, Write, Speak)

**Spanish** - Good (Read, Speak)

## References

### **Linda Fallwell-Stover**

Executive Director

Coastal Bend Center for Independent Living

[REDACTED]

[REDACTED]

### **Marshall Burns**

Resident Services Manager

Corpus Christi Housing Authority

[REDACTED]

[REDACTED]

### **Richard Balli**

Colleague

[REDACTED]

**Application for a City Board, Commission, Committee or Corporation**

---

**Profile**

Vanessa

First Name

P

Middle Initial

Nisbet

Last Name

Email Address

Street Address

City

State

Postal Code

**What district do you live in? \***☒ District 2**Current resident of the city?**☒ Yes ☐ No

15

If yes, how many years?

Primary Phone

Alternate Phone

The Rise School of Corpus Christi

Employer

Executive Director

Job Title

744 Everhart Rd.

Work Address - Street Address and Suite Number

Corpus Christi

Work Address - City

Texas

Work Address - State

78411

Work Address - Zip Code

361-814-9399

Work Phone

director@risecorpuschristi.org

Work E-mail address

## Preferred Mailing Address

☒ Work Address

## Which Boards would you like to apply for?

COMMITTEE FOR PERSONS WITH DISABILITIES: Submitted

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## Interests & Experiences

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)

Master's Degree in Administration Education, Currently finished a certification in Low-incidence and disability, Currently Executive Director of the Rise School of Corpus Christi.

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

I feel I can advocate for the needs of our special needs community as this is what i do on a daily basis.

[nisbet\\_resume.docx](#)

Upload a Resume

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## Demographics

### Gender

☒ Female

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## Verification

### City Code Requirement - Residency

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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

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I understand that if any member of the public makes a request for information included in this application for appointment it must be disclosed under the Public Information Act. I also understand that it may not be legally possible to maintain the confidentiality of such information, and 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 Public Information Act.

---

☒ I Agree

## Oath

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

---

☒ I Agree

---

## 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.**

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n/a

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**Board-specific questions (if applicable)**



# Vanessa Nisbet

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## **Educator**

Goal oriented and driven, childcare teacher dedicated to educating young children, inspiring minds, and a love for learning. Enthusiastic, hardworking, and motivated educator with strong communication and interpersonal skills to cultivate working relationships within the childcare community.

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## **Education:**

**Masters of Science Educational Administration**  
**December 2010**

Texas A&M University- Corpus Christi

**Bachelor of Science in Interdisciplinary Studies**  
**December 2008**

Texas A&M University- Corpus Christi

**Associates of Arts in Teaching Ec-4 Generalist** **May 2007**

Del Mar College-Corpus Christi

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## **Certifications:**

Pedagogy and Professional Responsibilities EC-4 **October 2008**

Content EC-4 Generalist **April 2009**

Special Education EC-12 **July 2014**

Director Certification **August 2014**

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## **Related Experiences:**

# Vanessa Nisbet

**Rise School of Corpus Christi**  
**2015-Current**

**February**

Executive Director

**Rise School of Corpus Christi**  
**2011-February 2015**

**March**

Lead Teacher (18monthes-3.5 years classroom)

**Kelly Services (Substitute)**  
**2010-February 2011**

**August**

West Oso ISD, Tuloso Midway ISD, Flour Bluff ISD

**YMCA Summer Camp Director** Corpus Christi, Texas  
**Summer 2010**

**Kindergarten Teacher**  
**2009-2010**

SS. Cyril and Methodius School

**Seashore Learning Center** Pre-k 3 & 4  
**Summer 2009**

Camp Counselor

**Accelerated Reading Interventionist & Accelerated Math**  
**Interventionist** **Spring 2009**

3, 4, and 5 grades East Elementary, Taft Texas

**Student Teaching 2<sup>nd</sup> grade** **Stephen F. Austin Elementary**

Gregory, Texas

**Fall 2008**

**Field Base 1<sup>st</sup> and 2<sup>nd</sup> Grade** **Rose Shaw Elementary**

CCISD, Corpus Christi Texas

**Summer**

**2008**

**Head Start @ Y Pre-K4 Teacher**

# Vanessa Nisbet

2006-2008

## References:

### Sherry Rumley

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

### Amy Brown

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

### Rob George

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

**Application for a City Board, Commission, Committee or Corporation**

---

**Profile**

Elizabeth

First Name

F

Middle Initial

Schlueter

Last Name

Email Address

Street Address

City

State

Postal Code

**What district do you live in? \***☒ District 5**Current resident of the city?**☒ Yes ☐ No

17

If yes, how many years?

**Are you a registered voter?**☒ Yes ☐ No

Primary Phone

Alternate Phone

The Deaf and Hard of Hearing  
Center

Employer

Executive Director

Job Title

5151 McArdle Road

Work Address - Street Address and Suite Number

Corpus Christi

Work Address - City

Texas

Work Address - State

78411

Work Address - Zip Code

361-993-1154

Work Phone

bschlueter@deafhhcenter.org

Work E-mail address

## Preferred Mailing Address

☒ Home/Primary Address

## Which Boards would you like to apply for?

COMMITTEE FOR PERSONS WITH DISABILITIES: Submitted

---

## Interests & Experiences

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

Currently serve on the Functional Needs Support Team (FNST) for the City. Coordinate with other non profits and am a member of the Executive Committee 501c3 non-profit team in our community. Involved in emergency management functions for assisting when occur and when needed as a leader for The Deaf and Hard of Hearing Center. Prepare and provide presentations to share knowledge and advocacy for Rotary, Friday Morning Group and a member of the Wednesday morning group to assist and link vital resource information as needed.

## Education, Professional and/or Community Activity (Present)

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Education: Master of Business Administration | December 12, 2009 | University Of The Incarnate Word  
Bachelor of Business Administration | August 11, 2007 | University Of The Incarnate Word Major: Management. As a Graduate of Leadership Corpus Christi, Class 42, Past Westside Business Association Board Member, and Community advocate I am excited to join a team to lead volunteer business solutions, organizational development, and customer service consultant and project initiatives with grant and contract management expertise. Current role: EXECUTIVE DIRECTOR | THE DEAF AND HARD OF HEARING CENTER | 6/2016 to Current • Serve as Chief Administrative Officer for The Deaf and Hard of Hearing Center and its affiliates and is responsible for development and management of its affairs. • Responsible for executing the day-to-day operations of the Deaf and Hard of Hearing Center • Plan for administering the fiscal resources of the center and manage staff and provide for on-going staff development • Responsible planning and developing unique programmatic efforts in response to needs of the Center communities and talking to community organizations and promoting the center to increase awareness and help solicit funds • Maintain active relationships with the Deaf and Hard of Hearing communities and other service providers in the Coastal Bend, the state and beyond.

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

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I believe in our city and the core values that every person matters. We are better united and bringing individuals together to achieve a community goal that is bigger than who we are individually. Our mission is to provide services to deaf, hard of hearing and hearing individuals for advocacy, education, training and empower those with a hearing loss. This is important, but more important is that no one gets left behind and that all have a people first mentality.

[Elizabeth Schlueter Updated Functional Resume 10-17.docx](#)

Upload a Resume

---

## Demographics

### Gender

---

☒ Female

---

## Verification

## City Code Requirement - Residency

---

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## Oath

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

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## 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.

NA

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## Board-specific questions (if applicable)





# Elizabeth Schlueter

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## **Objective**

As a Graduate of Leadership Corpus Christi, Class 42, Past Westside Business Association Board Member, and Community advocate I am excited to join a team to lead business solutions, organizational development, and customer service consultant and project initiatives with contract management expertise.

## **Skills & Abilities**

### **Planning and Contract Management**

- Lead, plan, organize, and control to balance work, time, and team support for best possible effectiveness as well as productivity by setting goals with timelines to meet or exceed overall objectives. Understanding of Customer Service and its impact on the bottom line, coupled with a history of creating, developing, and implementing programs to increase company performance membership initiatives and financial outcomes.
- Liaison for Center Foundation, facilitated fundraisers, marketing and public relations with dynamic processes and continuous improvement. Revenue doubled from one fundraiser to the next through planning, with budget, and goals while monitoring to balance for fiscal success.
- Through proactive communication and expertise I have assisted many teams in implementation of expectations, training, development, and coaching for stronger organizational, time management, and problem solving with immediate results.

### **Project Management**

- Project management with architects and engineers for cost impact with quality assurance through audits for twelve buildings that serve over 10, 000 individuals on re-roofing, parking lot replacement, window replacement, construction, and many other projects for more productive and better working environments.
- Last Grant involved with was number one in City out of twelve and received \$280,000 in funding, and over \$500,000 in total funding.
- Strong attention to detail and documentation skills, with business acumen and commercial awareness project recognized in an audit of Community Development Block Grant as being 100% compliance.

### **Assets Management**

- Created a proposal and recommendation that was approved by the Foundation Board of directors and approved by the Board of trustees to provide healthy messages through a \$40,000 LED monument sign that will be sharing information to potentially 300,000 plus community members.

### **Cost Effectiveness**

- Over twenty years of high visibility experience providing leadership to meet deliverables and goals while identifying issues to save on costs.
- Ran descriptive statistics for annual data in cellular cost of 280 staff to determine need for phone and proposed options for stipend or other communication avenues. Narrowed information to opportunities of trending data from 4 to 6 months to identify maximum cost savings. Outcome recommended and approved by the executive management team resulted in an annual cost savings of \$18, 267.72. Facilitated borrowed partner process for grand opening of local store, saving company \$60,000 in hiring and investment costs.

### **Safety**

- Certification from the Division of Emergency Management for completion of academic requirements for emergency planning and special needs population. Led federal compliance as the liaison for the joint commission which included emergency management with 14 other chapters and over 1,000 standards and elements of performance.
- Corporate Safety Representative in a law suit for Target Corporation and won case saving the company thousands of dollars.

### **Technical**

- Compliance with Federal, State, and Local laws. Global Corporate knowledge of coordinating Grants and Contracts with detailed and analytical skills from planning to monitor for positive financial

results. Executes organizational objectives while multi-tasking and managing multiple major projects at the same time. Texas Administrative Codes (TAC) utilized in creating requests for proposals/applications. Experience with Medicaid Managed Care, insurance, billing, and coding working with multiple vendors and providers.

- Resilient and responsive to tackling new challenges on a daily basis with excellent multi-media tools, electronic files, data analysis, verbal and written communication skills.

## **Experience**

### **EXECUTIVE DIRECTOR | THE DEAF AND HARD OF HEARING CENTER | 6/2016 to Current**

- Serve as Chief Administrative Officer for The Deaf and Hard of Hearing Center and its affiliates and is responsible for development and management of its affairs.
- Responsible for executing the day-to-day operations of the Deaf and Hard of Hearing Center
- Plan for administering the fiscal resources of the center and manage staff and provide for on-going staff development
- Responsible planning and developing unique programmatic efforts in response to needs of the Center communities and talking to community organizations and promoting the center to increase awareness and help solicit funds
- Maintain active relationships with the Deaf and Hard of Hearing communities and other service providers in the Coastal Bend, the state and beyond.

### **INSTRUCTOR-SUCCESSION PLANNING (Externship Coordinator )CAREER SERVICES DIRECTOR | SOUTHERN CAREER INSTITUTE | 1/2015 -6/2016**

- Responsible for delivery of course materials and instruction for academic programs to prepare the student for the workplace
- knowledgeable of institutional educational policies and procedures
- Participate in curriculum development and revision

### **CONTRACT MANAGER | BEHAVIORAL HEALTH CENTER OF NUECES COUNTY | 9/2008-2/2014**

- Fundraising Leader, Planning Network Advisory Committee Liaison, Local Plan Coordinator
- Joint Commission Accreditation Facilitator, attended Conference in Chicago, 2010, 2011 and 2012
- Contracts, Grant and Request for Proposal (write, review and management)
- Quality Management and Supervised for Quality Control Inspector at CCAD (Contract-Janitorial Services)
- Credentialing, Best Value Cost Analysis, Procurement Experience and ADA Compliance (plans and execution)
- Human Resource functions and Member of Functional/Access Needs Team for the City

### **STORE MANAGER | BARNES & NOBLE COLLEGE BOOKSELLERS FOR TAMUCC | 11/2007 TO 6/2008**

- Responsible for hiring, payroll, scheduling, ordering, merchandising and total store operations.
- Work towards buying back used books for student and University success, up 16%
- As a service for the University communicated and maintained partnerships with the TAMUCC Provost, Faculty and Deans of the College

### **EXECUTIVE TEAM LEADER | TARGET CORPORATION | 11/2003-11/2007)**

- Assisted in leading a 43 million a year successful retail store
- Responsible for assisting with the following: hiring, payroll, scheduling, ordering, merchandising and total store operations
- Was selected to attend Leadership Academy for Target in Atlanta
- Support help in Alexandria, Louisiana after Hurricane Katrina

- Safety Captain for the store/ Assessment Captain for the store and district team 2006

**STORE MANAGER | STARBUCKS COFFEE COMPANY | 12/2002-9/2003**

- Planning and execution of a very successful job fair, friends & family and grand opening
- Beat opening sales budget and extended hours of operation
- Responsible for hiring, payroll, scheduling, ordering, merchandising and total store operations
- Assisted with the opening of new stores in Laredo, San Antonio, El Paso and New Braunfels and helped create a new store opening book for future store openings.
- New store opening specialist.

**ASSISTANT STORE DIRECTOR | HEB GROCERY COMPANY | 9/1994-8/2002**

- Assisted Unit/Store in leading a 65 million a year successful retail unit
- Ensured that customers were provided quality products and superior customer service
- Lead HEB in Ingleside, Texas while Store Director was opening a new store in Rockport, Texas
- Taught "Diversity" to over 1500 partners in the Gulf Coast Region, assisted in creation of new financial training roll-out for the Company

**Education**

**Master of Business Administration** | December 12, 2009 | University Of The Incarnate Word

**Bachelor of Business Administration** | August 11, 2007 | University Of The Incarnate Word

Major: Management