

COMMUNITY YOUTH DEVELOPMENT (78415) PROGRAM STEERING COMMITTEE

***Seven (7) vacancies with terms to 08/31/2019 and 08/31/20. (Note: The Community Youth Development (78415) Program Steering Committee is recommending the reappointment of Ricardo Pimentel and Simone Sanders (78415 Residents), and the new appointments of Velma Lozano, Rene Gutierrez, Christi Ortiz, Deborah Sherrill and Marlena Asocar Wilson.)**

Composition

Nine (9) voting members with two-year, staggered terms. The officers of the committee shall be residents of the 78415 zip code area. City guidelines require that at least 51% of the collaborative steering committee members must be community residents or people closely connected to the community who are not social service providers. City guidelines also require that no members of the committee may be related to each other.

Name	Term	Appt. date	End date	Appointing Authority	Position	Status	Category	Attendance
**Velma G Lozano	1	9/27/2016	8/31/2018	City Council		Seeking reinstatement	78415 Resident	
*Janelle Mata	1	9/27/2016	8/31/2018	City Council		Not seeking reappointment	78415 Resident	
*Ricardo Pimentel Sr.	1	9/27/2016	8/31/2018	City Council		Seeking reappointment	78415 Resident	7/7 meetings 100%
*Simone Sanders	1	9/27/2016	8/31/2018	City Council		Seeking reappointment	78415 Resident	5/7 meetings 71%
*Gracie Solano	1	9/27/2016	8/31/2018	City Council		Not seeking reappointment	78415 Resident	
*Rick Barrera	1	9/27/2016	8/31/2019	City Council		Resigned		
*Odelia Soto	1	8/8/2017	8/31/2019	City Council		Resigned		
Carlos A Barrera	1	9/27/2016	8/31/2019	City Council		Active	78415 Resident	
Lisa Torres	1	9/27/2016	8/31/2019	City Council	Chair	Active	78415 Resident	

**Exceeded number of absences allowed by ordinance due to communication issues with previous staff liaison. Is now attending meetings and committee is recommending for appointment.

COMMUNITY YOUTH DEVELOPMENT (78415) PROGRAM STEERING COMMITTEE

Applications

Name	District	Category
Rene R Gutierrez	District 3	78415 Resident
Tosha James	District 4	Regular Member
Christi Ortiz	District 5	Regular Member
Deborah Sherrill	District 2	78415 Resident
Marlena L Asocar Wilson	District 4	Regular Member

Application for a City Board, Commission, Committee or Corporation

Profile

Mr Rene R Gutierrez
Prefix First Name Middle Initial Last Name

[REDACTED]
Email Address

5322 Bowie St.
Street Address

Corpus Christi TX 78415
City State Postal Code

What district do you live in? *

☒ District 3

Current resident of the city?

☒ Yes ☐ No

40
If yes, how many years?

Mobile: (361) 561-6087 Business: (361) 561-6087
Primary Phone Alternate Phone

Nueces County Juvenile Probation Officer
Employer Job Title

2310 Gollihar Rd
Work Address - Street Address and Suite Number

Corpus Christi
Work Address - City

Texas
Work Address - State

78415
Work Address - Zip Code

3615616087
Work Phone

Rene.Gutierrez@nuecesco.com
Work E-mail address

Preferred Mailing Address

☒ Home/Primary Address

Which Boards would you like to apply for?

COMMUNITY YOUTH DEVELOPMENT (78415) PROGRAM STEERING COMMITTEE: Submitted

Interests & Experiences

Are you a 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)

MPA & BS, TAMUCC, 1999 AA, Del Mar College, 1995

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 live in the 78415 zip code and the majority of my career I have worked with at-risk kids. I would like to use my education and work related experience to improve the quality of life in our community.

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.

N/A

Board-specific questions (if applicable)

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

Tosha

First Name

James

Last Name

Email Address

3202 Azores Dr

Street Address

Corpus Christi

City

TX

State

78418

Postal Code

What district do you live in? *☒ District 4**Current resident of the city?**☒ Yes ☐ No

3

If yes, how many years?

Mobile: (806) 236-6517

Primary Phone

Business: (361) 761-3639

Alternate Phone

Corpus Christi Medical Center

Employer

Sr. IT Director

Job Title

7101 S. Padre Island Drive

Work Address - Street Address and Suite Number

Corpus Christi

Work Address - City

TX

Work Address - State

78412

Work Address - Zip Code

361-761-3639

Work Phone

tosha.james@hcahealthcare.com

Work E-mail address

Preferred Mailing Address

☒ Home/Primary Address

Which Boards would you like to apply for?

CITIZENS ADVISORY HEALTH BOARD: Submitted

COMMUNITY YOUTH DEVELOPMENT (78415) PROGRAM STEERING COMMITTEE: Submitted

ETHICS COMMISSION: Submitted

REGIONAL HEALTH AWARENESS BOARD: Submitted

Interests & Experiences

Are you a 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 Arts in Management Currently serving as President of Tropic Isles HOA Board of Directors

Currently Assistant Ethics and Compliance Officer for Corpus Christi Medical Center

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

Regional Health Awareness Board Citizens Advisory Health Board Community Youth Development Program Steering Committee

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

Recently moved to Corpus Christi and want to become more involved in and serve the community. Additionally, serving in this capacity will broaden my professional network. Previously in Amarillo, I served as a CASA volunteer and was involved in community outreach through the United Way.

[Upload a Resume](#)

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.

NA

Board-specific questions (if applicable)

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

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☒ 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

Tosha James



Core Competencies

- Attain and leverage strategic relationships
- Communicate with impact
- Drive execution and financial results
- Effective decision making
- Lead and develop others
- Service quality and excellence
- Honor organization mission and values
- Achieve success through effective leadership

Professional Experience

Senior IT&S Director / Asst. Ethics and Compliance Officer

HCA Healthcare - Corpus Christi Medical Center

2015 - Present

Corpus Christi, TX

Responsible for IT Operations and resource management for multiple acute care IP facilities, freestanding emergency departments, IP psychiatric facility, cancer center, and ambulatory clinics comprising 631 total IP beds. Conduct ethics and compliance investigations and audits; manage Facility Ethics and Compliance Committee; and ensure facility compliance with all policies and regulations. Serve as Facility Information Security Officer ensuring mitigation of system risks. Develop plans for facility technical environment in cooperation with Division technical leaders. Manage biomedical operations and staff. Develop and manage capital and operating budgets aligned with enterprise budget directives. Responsible for development and implementation of policies and procedures within a corporate framework. Facilitate contract negotiations with vendors. Serve as Project Manager on facility IT projects. Work with Executive Leadership on strategic planning for facility growth. Promote and coordinate management of compliance issues and projects. Serve as chair for Employee Action Committee, Team Leader in ICS process and facility disaster preparation, and General Support Process Improvement Team Leader. Understand future changes / trends in the Healthcare & Technology industries and how they relate to the organization.

President

T James Management Services, LLC

2014-2018

Management Consultant Company served as Clinic Administrator for medical and surgical clinics and General Contractor for residential home construction. Managed daily to day and financial operations, strategic planning, permitting, and regulatory compliance. Conducted internal audits and developed action plans. Responsible for implementation and maintenance of technological infrastructure. Developed policies and procedures for multiple clinics, managed HR functions, and served as Project Manager for construction and IT projects. Facilitated marketing and social media for clinics. Responsible for implementation, maintenance, and training for multiple EHR Systems.

IT Application Manager

BSA Health Systems (Siemens Managed Care) / Amarillo, TX

2012-2014

Transitioned from Siemens to BSA due to buyout. Provided leadership to IT staff and managed end user support of hospital systems. Responsible for development and implementation of application enhancement

Tosha James

strategy. Managed regimented application maintenance schedule to ensure healthy operating systems. Ensured compliance with Ardent/BSA policies, procedures and standards. Facilitate vendor contracting and negotiations. Develop departmental capital and operational budgets. Responsible for resource management to appropriate staffing levels and ensure optimal productivity. Successful completion of enterprise defined directives within facility while mitigating risks between business units & application team. Served as Project Manager on multiple projects ensuring successful implementation.

Administrator

Texas Tech University Health Science Center –

Correctional Managed Healthcare / Amarillo, TX

2005-2012

Responsible for daily healthcare operations in a correctional setting. Management of 300+ medical, dental, psychiatric and ancillary professionals. Ensured implementation of Texas Department of Criminal Justice (TDCJ) and Texas Tech University Health Service policies within TDCJ William P. Clements, Jr. Unit. Established systems for the coordination of care among multi-disciplinary healthcare providers and provide quality and accessibility of all healthcare services provided to TDCJ inmates. Facilitated implementation of EMR system. Conducted investigations of ethic and compliance complaints. Daily engagement in unusually difficult or involved work requiring substantial and frequent use of judgment and independent decision-making. Maximized operating efficiencies through sound management practices and utilization review procedures. Ensured operational objective in accordance with facility needs for multiple service lines. Prepared surveys and conducted routine audits to ensure compliance with all regulatory agencies and policies. Obtained national accreditation. Responsible for all facets of financial management, project management, IT management, public health outreach, contract development, regulatory compliance, risk management, and quality control. HR facilitation inclusive of payroll, benefits, resource staffing, discipline, training, and professional recruiting.

Education

Master of Arts in Management

Wayland Baptist
University

Bachelor of Science in HR Management

Wayland Baptist
University

Training/Associations

- American College of Healthcare Executives (pursuing FACHE) – Current Member
- Disaster Preparedness for Hospitals and Healthcare Organizations – FEMA Training

Volunteer/Community Involvement

- 2018 President, Board of Directors – Tropic Isle Homeowners Association
- CASA (Court Appointed Special Advocate) volunteer
- United Way of Amarillo & Canyon – Team Leader

Tosha James

Application for a City Board, Commission, Committee or Corporation

Profile

Christi

First Name

Ortiz

Last Name

Email Address

6826 Windvane

Street Address

Corpus Christi

City

TX

State

78414

Postal Code

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

16

If yes, how many years?

Mobile: (361) 815-9613

Primary Phone

Mobile: (361) 585-5403

Alternate Phone

Texas A&M University Corpus
Christi

Employer

Registered Nurse

Job Title

6300 Ocean Unit 5715

Work Address - Street Address and Suite Number

Corpus Christi

Work Address - City

Texas

Work Address - State

78412

Work Address - Zip Code

361-825-3701

Work Phone

christi.ortiz@tamucc.edu

Work E-mail address

Preferred Mailing Address

☒ Home/Primary Address

Which Boards would you like to apply for?

CORPUS CHRISTI COMMISSION ON CHILDREN & YOUTH: Submitted

COMMUNITY YOUTH DEVELOPMENT (78415) PROGRAM STEERING COMMITTEE: Submitted

Interests & Experiences

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

I do not currently serve on any other City board.

Education, Professional and/or Community Activity (Present)

Currently pursuing Master's of Nursing Science Degree- Family Nurse Practitioner. Have obtained Associate's degree in Nursing from Del Mar College 2006, Bachelor's degree in Psychology from Texas A&M Corpus Christi 2003, and Associate's degree in Biology from Cisco college 2001. Currently a parent volunteer for Girl Scouts of Greater South Texas Troop 96037.

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

Corpus Christi is a wonderful place to live. As a mother of two young children, I would be honored to act as a source of information and referrals concerning the children and youth of our community. The City of Corpus Christi has many good programs for children. I would like to the opportunity to help support and shape those programs, as well as assisting to pioneer new programs in the future. I believe that the children are our future, and that our community as a whole has a responsibility to help guide them in the right direction.

[Upload a Resume](#)

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.

Board-specific questions (if applicable)

Question applies to CORPUS CHRISTI COMMISSION ON CHILDREN & YOUTH

The Commission on Children & Youth must include representatives from certain categories. Do you qualify for any of the following categories? *

- ☒ Health and Human Services
- ☒ Youth and Family Services

Verification

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☒ 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

Christi Ortiz

6826 Wind Vane | Corpus Christi, TX | 361-815-9613 | [REDACTED]

Education

Texas A&M University-Corpus Christi
Currently pursuing MSN degree
Fall of 2016 to present

Del Mar College
Associate Degree Nursing
Graduated December 2006

Texas A&M University-Corpus Christi
Bachelor of Arts Degree-Psychology
Graduated August 2003

Cisco Junior College
Associate Degree-Biology
Graduated May 2001

Also attended Angelo State University
Fall 2000 to Summer 2001

Professional Licensures and Certifications

Registered Nurse, licensed through Texas Board of Nursing
License valid through March 2019

Basic Life Support
Certification valid through March 2019

Vision screener in the State of Texas
Certification valid through December 2020

Registered to use audiometric equipment in the State of Texas
Certification valid through December 2020

Experience

August 2014 to Present

Staff RN | Texas A&M University-Corpus Christi | University Health Center

Registered nurse serving a diverse student population of over 11,000 students with the goal of keeping them well so they may attend classes and complete their education. Responsible for assessment, triage, treatment by protocol, venipuncture, and immunizations. Provide health education through outreach events on the University campus. Responsible for promotion and distribution for online college health magazine Student Health 101.

October 2007 to August 2014

Registered Nurse | Christus Spohn Shoreline | Endoscopy Unit

Administered moderate sedation and monitored patients during endoscopic procedures. Assisted physicians with biopsies, polypectomies, and hemostasis. Chairperson for the Unit Based Council.

December 2006 to October 2007

Registered Nurse Christus Spohn South Surgical Telemetry Unit

Utilized strong assessment skills to determine necessary patient care. Actively involved in Unit Based Council. Utilized the nursing process to care for post-surgical patients.

Awards & Acknowledgements

- Awarded Dorothy Yeater Scholarship from TAMUCC

Professional membership

Member of American College Health Association

Application for a City Board, Commission, Committee or Corporation

Profile

Deborah

First Name

Sherrill

Last Name

[REDACTED]
Email Address

4530 Townsend Street

Street Address

Corpus Christi

City

TX

State

78415

Postal Code

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

46

If yes, how many years?

Home: (361) 232-9994

Primary Phone

Home: (361) 232-9994

Alternate Phone

Work Address - Street Address and Suite Number

Work E-mail address

Preferred Mailing Address☒ Home/Primary Address**Which Boards would you like to apply for?**

COMMUNITY YOUTH DEVELOPMENT (78415) PROGRAM STEERING COMMITTEE: Submitted

Interests & Experiences**Are you a 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)

Please see resume. Also, I am a member of the South Park Knights PTA.

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

I am interested in working with our community members to help make our City a better place for our youth to develop into mature, smart young adults that would choose to remain in the work force in the Corpus Christi area.

[Upload a Resume](#)

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

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Board-specific questions (if applicable)

Verification

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☒ 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

Deborah Sherrill

◆ 4530 Townsend Street ◆ Corpus Christi, Texas 78415 ◆ 361-232-9994

PROFESSIONAL SUMMARY

Results-oriented Project Executive with forward thinking and resourceful approach to managing complex projects in the Housing and Community Development Industry from project inception to completion. Quality-driven and deadline focused coordinator. Successful in establishing project procedures and conducting budget and proforma reviews. A detail-oriented and methodical worker adept at initiating documents revisions, project reviews, and processing change orders. Demonstrated talents in areas of development, renovations, contract administration, procurement, accounting, finance and budgeting, and all phases of Housing and Community Development. Offering thirteen (13) years of experience and strong organizational skills.

SKILLS

- | | |
|---|--|
| • Team Liaison | Skilled in Microsoft Office |
| • Project Management | Subcontractor oversight |
| • Budget and Finance | Internet research |
| • Government Contracting | Start to finish multifamily construction |
| • Procurement, i.e. All bidding processes | Dependable and reliable |

WORK EXPERIENCE

06/25/05 to 12/07/18 Corpus Christi Housing Authority, Texas
Sr. Vice President Housing/Community Development

- Manage individual projects for product lifecycle development.
- Assisted various business groups with document organizations dissemination during acquisitions
- Analyze the financial and feasibility of complex housing development proposals to develop affordable and mixed income housing.
- Prepare and analyze financial proformas, including tax credits, tax-exempt bonds, and public and private funds. Submit and code purchases orders in Yardi system.
- Negotiate development transactions with developers that involve Agency agreements including land acquisition, loan grant agreements and other legal documents.
- Prepare inter departmental correspondence and regulatory reports and letters.
- Prepare Procurement Items as needed i.e. Request for Qualifications, Request for Quotes, and Invitation for Bids. Review contracts, write contracts, and review /approve change orders as needed.
- Interact with legal staff and outside legal counsel to generate development agreements, ground lease, loan agreements, regulatory agreements and other legal related documents.
- Work in partnership with the Construction Department/Team to determine project budgets, construction schedule/timeline, and schedule monthly payment draws. Procure and select architect, and general contractor. Execute and reviews contracts, construction draws, inspection reports, and monitor construction activities.
- Worked directly with Sr. Vice President Staff, Legal Firms, Lenders, Syndicators, U.S. Department of Housing and Urban Development, Texas Department of Housing and Community Affairs, Local City Staff, Architects/Engineers, Contractors, and all Third Party vendors to achieve project development completion.

- Process general contractor/subcontractor's payment applications. Keep files up to date with performance and payment bonds, insurance requirements, and weekly payrolls.
- Engage third party reports for each project as needed. Provide customer service to internal and external customers.
- Engage Bahia Properties Inc. to develop management plans and agreements, occupancy standards, and asset management activities.
- Respond to financial, operational, and technical questions on an ongoing basis throughout the application cycle as well as the compliance period.
- Establish and supervise the maintenance of a variety of standard and computer files, and files for each project. Maintains confidential data and information.
- Ensure compliance with Federal, State, and Local regulations.

WORK EXPERIENCE (CONTINUED)

01/10/04 to 06/24/05 Corpus Christi Housing Authority, Texas Capital Fund and Creative Finance Coordinator

- All job duties of the Capital Fund Coordinator.
- Project financing, project leveraging, acquisition of real properties and the development process of single and multi-family housing.
- Project Coordinator for Tax Credit Elderly development.
- Project Coordinator for Federal Home Loan Bank Grant Application and City of Corpus Christi "HOME" Grant.
- Analyze the financial and feasibility of complex housing development proposals to develop affordable and mixed income housing.
- Prepare and analyze financial proformas, including tax credits, tax-exempt bonds, and public and private funds.
- Negotiate development transactions with developers that involve Agency agreements including land acquisition, loan grant agreements and other legal documents.
- Analyzed departmental documents for appropriate distribution and filing.
- Researched and updated all required documentation needed for each project.
- Entered details such as payments, account information and call logs into the computer system.
- Obtained documents, clearances, certifications, licenses, bonding, for each project as needed.
- Copied, logged, and scanned supporting documentation

09/01 to 01/04 Corpus Christi Housing Authority, Texas Capital Fund Coordinator

- Made arrangement for regular and specials meeting for the Construction Department, Capital Fund Division.
- Receive correspondence and reports submitted to the Director of Construction.
- Establish and maintain a variety of standard and computer files for letter, memorandums, reports, and other documentation.
- Review progress payment request for Section 3 Compliance, Davis-Bacon Prevailing Wage Determination, and evaluates over all project contract compliance.
- Prepare advertisements for invitations for bid, prepare solicitations in accordance to contract/procurement regulations and appropriate terms, clauses and conditions/regulations, prepare pre-bid meeting agendas and assist in pre-bid meetings, assists in bid opening, evaluate responses to solicitations for compliance of terms, clauses and conditions, review and compare cost analysis to determine cost reasonableness and compliance with terms and conditions of the solicitation.
- Update Performance and Evaluation Report monthly. Provide month end grant totals to accounting, total expenditures and total obligations.

- Maintain a continuous voucher register of total expenditures for each capital fund grant.
- Prepare all HUD and PHAS required reports.

WORK EXPERIENCE (CONTINUED)

09/00 to 09/01 The Housing Authority of the City of Corpus Christi, TX Accounting Technician

- Prepare bi-weekly payroll for 95 employees.
- Prepare quarterly payroll taxes, W-2's and 941's.
- Maintain vacation and sick leave records.
- Reconcile various accounts; i.e. retirement, child support, and health and life insurance.
- Back up for Accounts Payable
- Management of salary allocations for fiscal year budget.
- Maintain strong communications with all managers, directors, and executive office.
- Set up and updated customer accounts with interactions, payments and personal information.

10/99 to 09/00 C.C.I.S.D., Mary Carroll High School, TX Media Specialist

- Assist students with research; check in/out library books, TV's, VCR's, and tape recorders.
- Collect late fees, shelve books, and provide assistance as needed.

09/98 to 07/99 Association of Texas Professional Educators (ATPE), TX Accounting Assistant

- Process batch shortages and overages. Code invoices for accounting purposes using chart of accounts for coding invoices.
- Prepare and process ISD, local, member, membership application batch and GL payments for deposit.
- Maintain manual posting ledger, control reports, and advertising accounts.
- Maintain return checks, write journal entries, and reply to all correspondence.
- Maintain ledger of deposit accounts with the post office.
- Maintain files, file indexes, and filing systems.
- Reconcile local and member accounts at month end.
Prepare monthly Texas Sales & Use & MTA Tax Report.
- Back up personnel and payroll.

EDUCATION

Texas A&M University Corpus Christi-Bachelors of Science 2003
Mary Carroll High School-Diploma 1986

ACCOMPLISHMENTS

- October 2018 Received 1.7 million in disaster recovery grant funds for the Housing Choice Voucher Program for the Corpus Christi Housing Authority
- October 2018 Received Mainstream Voucher Grant for the Corpus Christi Housing Authority, approximately \$360,621.00
- 2017 Completion of the Demolition/Disposition Application for D.N. Leathers II Property for the Corpus Christi Housing Authority.

- 2017 Received Operating Fund Finance Program Funds in the amount of \$ 3,355,000 for the Corpus Christi Housing Authority.
- December 2016-May 2018 Completion of the Rental Assistance Demonstration (RAD) Conversion of the entire portfolio of the Corpus Christi Housing Authority, 1,714 public housing units converted to Project Base Voucher Program.
- August 2014 Community Development Block Grant -New Construction of a Playground at La Armada II
- October 2014 Community Development Block Grant-Construction of concrete drive at Navarro Place
- November 2011 New Construction Tax Credit development completed, Corban Townhomes, 128 units
- December 2008 Rehabilitation of a Tax Credit development completed, Hampton Port Apartments, 110 units
- May 2008 New Construction Tax Credit development completed, Sea Breeze Senior Apartments, 200 units

PROFESSIONAL AFFILIATIONS

- Dec 2016-May 2018 Completion of the Rental Assistance Demonstration (RAD) Conversion of the entire portfolio of the Corpus Christi Housing Authority, 1,714 public housing units converted to Project Base Voucher Program.
- 2015-2017 Served as Vice President of Commissioners for the Texas Chapter of the National Association of Housing and Redevelopment Officials (TX NAHRO)
- 2013-2015 Served as Vice President of Community Revitalization and Development for the Texas Chapter of the National Association of Housing and Redevelopment Officials (TX NAHRO)
- 2013-2018 Served on the Southwest NAHRO and National NAHRO Community Revitalization and Development as a Committee Member.
- 2011-2013 Served as a Board of Director for the Texas Chapter of the National Association of Housing and Redevelopment Officials (TX NAHRO)
- 2009-2011 Served as a Board of Director for the Texas Chapter of the National Association of Housing and Redevelopment Officials (TX NAHRO)
- 2007-2009 Served as Vice President of Community Revitalization and Development for the Texas Chapter of the National Association of Housing and Redevelopment Officials (TX NAHRO)

Application for a City Board, Commission, Committee or Corporation

Profile

Marlena


First Name

L

Middle Initial

Asocar Wilson

Last Name


Email Address

14842 DasMarinas Dr.

Street Address

Corpus Christi

City

TN

State

78418

Postal Code

What district do you live in? *☒ District 4**Current resident of the city?**☒ Yes ☐ No

55

If yes, how many years?

Home: (361) 949-3349

Primary Phone

Mobile: (361) 442-0749

Alternate Phone

self

Employer

Realtor

Job Title

14725 S Padre Island Dr

Work Address - Street Address and Suite Number

Corpus Christi


Work Address - City

TEXAS

Work Address - State

78418

Work Address - Zip Code


Work E-mail address

Which Boards would you like to apply for?

ARTS & CULTURAL COMMISSION: Submitted
BUILDING CODE BOARD OF APPEALS: Submitted
CIVIL SERVICE BOARD: Submitted
COMMUNITY YOUTH DEVELOPMENT (78415) PROGRAM STEERING COMMITTEE: Submitted
CORPUS CHRISTI CONVENTION & VISITORS BUREAU: Submitted
ETHICS COMMISSION: Submitted
HOUSING AUTHORITY: Submitted
NUECES COUNTY TAX APPRAISAL DISTRICT: Submitted

Interests & Experiences

Are you a registered voter?

☒ Yes ☐ No

Education, Professional and/or Community Activity (Present)

Gracehouse - Teacher/Mentor STCHM - Speaker Victorious Women of GOD-SRC

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

I am interested in Public Service

[Upload a Resume](#)

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.

n/a

Board-specific questions (if applicable)

Question applies to ARTS & CULTURAL COMMISSION

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

☒ None of the above

Question applies to BUILDING CODE BOARD OF APPEALS

The Building Code Board of Appeals must include representatives from certain categories. Do you qualify for any of the following categories? *

☒ None of the above

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 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 NUECES COUNTY TAX APPRAISAL DISTRICT

(For NCAD) Are you a resident and qualified elector* of the District (Nueces County)?

☐ Yes ☐ No

Question applies to NUECES COUNTY TAX APPRAISAL DISTRICT

(NCAD) Have you resided in the District for at least 2 years?

☐ 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

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

Marlena L. Asocar-Wilson

14842 Dasmarias Dr. | 361 442-0749 | [REDACTED]

Objective: To obtain an Administrative position with a focus on Project Management and career growth.

Personal Statement: I possess a very strong work ethic, take pride in the work I complete, and I have an ability and eagerness to learn new skills, methods, and techniques in many environments.

Summary of Qualifications:

- Possess over 8 years of administrative, sales and customer service experience.
- Administrative Support for multiple Sr. Project Managers, Engineers or company Directors.
- Versatile and motivated and can perform diverse tasks and respond to needed changes in high volume situations
- Can handle correspondence/calls and responds with recommendations, general responses or routing. Prepares correspondence with the use of appropriate shipping methods
- Excellent interpersonal communication and relationship building skills. Listens attentively and can communicate persuasively. Can interact effectively with all levels of management, co-workers, and customers.
- Expertise in troubleshooting and promptly resolving routine and complex problems according to company standards and procedures.
- Maintenance and management of multiple calendars consisting of internal and external meetings, speaking engagements, travel arrangements and other events
- Preparation, assembly, review, and verification of various documents and/or forms including composing routine reports and/or maintaining highly confidential files, report, or drawings
- Maintains and updates office files, records, logs or data bases including suspense systems and a wide variety of automated systems in support of personnel, inventory, archiving, contracts and correspondence.
- Assist in development of meeting materials for internal and external use
- Skilled in training new employees, the hiring process, and the Interview process
- Performs research, and distributes information through the use of telephones, mail and e-mail.
- Computer proficiencies include: Microsoft Word, Excel, Power Point and Outlook skills are above average. Beginning Microsoft Publisher skills. Proficient knowledge of SharePoint and Oracle
- Excellent oral communication skills
- Competent in the use of the rules of Standard English grammar, including spelling, capitalization, punctuation
- Orders, stocks, and/or distributes office supplies.
- Bilingual, Self- Starter and Self-motivated Works under minimal supervision and is well versed in the importance of confidentiality.
- Highly experienced in the cataloging of documentation of files for Archiving and closeout procedures.
- Prepare and edit detailed information for the company newsletter to publish on the intranet.

Certifications:

Notary Public State of Texas Commission Expires: 01/25/2019

Education:

South Texas School for Christian Studies Corpus Christi, Texas 2009

Job History:

CH2MHILL, INC. - August 2012 - May 2016

Facilities Operations which includes any maintenance or repair to lease space and documentation of AP invoicing and all company credit card transactions. Report office issues to building management and apply the appropriate action. Answer phones and correspondence and respond with appropriate recommendation or response. Greet visitors, other engineers, sub-contractors and alert proper party. Maintain and order supplies for office and remote offices. Assist staff with project related documents and clerical duties, compile reports and project Request for Proposals, Requests for Information, submittals, and Statement of Qualifications. All files are highly confidential and contain sensitive materials and drawings. Assist firm wide lead with the Engineers application for TXDOT. Archive and retrieve project information. Facilitate events and coordinate with caterers and or vendors, including preparation and clean up. Organize emergency materials and power point presentation to facilitate drills. Maintain lobby and kitchen in presentable, efficient, clean and safe manner including appliances and greenery. Upload all payments in Oracle, process and approve. Administrative support tasks for several engineers and project assistant. Expense management for myself and others. Facilitate and coordinate all client meetings both internally and with subcontractors or clients. Organize and coordinate agendas, attendees, and logistics for meetings proactively manage a complex calendar of internal and external meetings, speaking engagements and other events including travel arrangements. New employee orientation including 19 online support and processing new hire paperwork and route to correct internal departments. Gather information and create articles for quarterly newsletter in publisher.

TRG Field Solutions -Business Administrator Nov, 2008 - April, 2009

Responsible for assisting the City Manager in the market to ensure the office is fully staffed, documented and effective in this region. Multiple spreadsheet dead-lines, and payroll, reporting, internal auditing, new Hire process and training of all new employees, recruiting, Report office issues to building management and apply the appropriate action Knowledge and expertise of all company policies and procedure, Tracking and maintain records and reports for employee hours, absences, and all personal information. Worked closely with Texas Work Source, organized job fairs to recruit new applicants, and searched resume data base such as monster, yahoo for new applicants.

Abbttech Staffing - Trusted Agent Nov 2007 - May 2008

Responsible for opening and setting policies and procedures for a new program under the Department of Homeland Security - Transportation Security Administration. Including set up of all computers, biometric machines, and the office floor plan. Data entry all personal information and verify identity of the applicant with the knowledge of legitimate legal documents. Obtain biometric information such as fingerprinting and iris scans. Position and photograph the applicant digitally. Process payments and troubleshoot any technical issues regarding machinery or computer information. Inventory and maintenance of all TWIC cards. Maintain logs of distribution and any problems regarding the distribution and pick up of the new cards. Card Issuance and card revocation. Knowledge and explanation to new applicants regarding the federal laws prescribed to obtain the TWIC card.

Self - Realtor October 2005 – present

Assist in buying, selling and renting of Real Estate, Negotiate pricing and navigation of the property market. Read and analyze all inspection reports with explanation to other agent and client, forward to loan officer and closing officer. Prepare and provide comparative market analysis on properties in the area. . Maintain and manage a website. Produce flyers, email notifications and greeting cards. Advertising and marketing of myself and listed properties. Familiarize myself thru continuing education and research the neighborhoods, new policies current and new builders. Knowledge of zoning, expansions and districts of the area. Excellent problem solving skills are required throughout the process of a purchase. Contract negotiation expertise.

SBC -Service Representative November 1999 – April 2002

Monitoring and Distributing Funds that are available to all School Districts and Libraries in the five state area. Responsible for issuing and calculating the exact amount of credit for up to 100 - 150 accounts. Assist the client in preparing all paperwork and documentation needed for this government project. Instrumental in developing new spreadsheets to balance and verify each phone, dsl, t1 or t3 line was being credited properly each month. Maintain records of the following balances and credits. Answer and troubleshoot any and all questions regarding this credit or process to obtain credit. Provided technical support and billing adjustments to all DSL customers

AWARDS:

2013 and 2014 – Reward and Recognition / Above and beyond Client and employer expectations – CH2MHILL, INC

TOOLS AND MATERIALS:

Microsoft Word, Excel, and Outlook. 10 key by touch, Zip Forms, MLXchange data base, Oracle, lexpense, abacus, copier, stamp machines, typewriter, calculator, fax machine, credit bureaus, legal contracts for real estate and personal injury, maps, voicemail systems, websites for appraisal districts and criminal backgrounds Use of my own website maintaining and updating.

ADDITIONAL SKILLS:

Data Entry, Expense reports, Spanish Fluency, Schedule Management, Problem Solving, Adaptability, Collaboration, Strong Work Ethic, Time Management, Critical Thinking, Self-Confidence, Handling Pressure, Leadership, Creativity, Meeting preparation, vendor procurement, and travel and expense arrangements.

REFERENCES:

Sidney A. Faas	CH2M Hill, INC	Vice President	361 947-1318, 361 888-8100
Bill Portwood	CH2M Hill, INC	Sr. Project Engineer	361 815-1406, 361 792-2021
Amanda Patterson	Guild Mortgage	Sr. Loan Officer	972 375-2452, 361 949 0203
Pauline Rangel	Nueces Title	Branch Manager	361 480-8608, 361 992 1213