

**Application Form****Profile**

Carol

First Name

Drennan

Middle Initial

Last Name

**Preferred Name**

Carol

Email Address

Home Address

Suite or Apt

City

State

Postal Code

Residency and District Information

**Are you a City of Austin Resident? \***☒ Yes

**Are you, or your employer, a registered lobbyist with the City or have you, or your employer, been registered as a lobbyist with the City Clerk within the past three years?**

No

Home:

Primary Phone

Home:

Alternate Phone

**Cell Phone**

(512)

**Home Phone**

(512)

**Business Phone**

(512)

**Select Your District**☒ District 9

Waterloo Counseling Center

Employer

Interim Executive Director

Job Title

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## Interests & Experiences

Please tell us about yourself and why you want to serve on a board or commission

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

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I am interested in serving on the board of the Sobriety Center. I served as the Interim Executive Director during its early days and am very interested in continuing my service in a different capacity. I am currently working at Waterloo Counseling Center which provides mental health therapy primarily to the LGBTQ community.

[Carols bio 2020.doc](#)

Upload a Resume

## Resume

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Member of RMMA PIAC 2012 to date Vice Chair RMMA PIAC 2012 - 2013 Chair of RMMA PIAC 2013-2014-- Goal: Work with non profit leadership to maximize effectiveness and efficiency. Achievements: - Served as crisis manager as Interim Executive Direc

## Qualifications

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Very familiar with the Sobriety Center and have recently served as a member of the Finance Committee. I have experience with the mental health needs of the community. I also have extensive experience in nonprofit fundraising and governance.

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## Demographics

Some boards and commissions require membership to be racially, politically or geographically proportionate to the general public. The following information helps track our recruitment and diversity efforts.

### Ethnicity

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☒ Caucasian/Non-Hispanic

### Gender

---

☒ Female

### Sexual Orientation

---

☒ Straight/Heterosexual

06/17/1942

Date of Birth

Disability or Impairment Information

---

### Do you have an auditory/hearing disability or impairment?

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☒ No

Do you have a visual disability or impairment?

☒ No

Do you have a mobility disability or impairment?

☒ No

Do you have a cognitive disability or impairment?

☒ No

Do you have another disability or impairment you'd like to share?

none

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## Board Requirements

Which Boards would you like to apply for?

Robert Mueller Municipal Airport Plan Implementation Advisory Commission: Appointed  
Sobering Center Local Government Corporation: Submitted

Some boards have additional requirements for appointees. Additional requirements will appear below as they apply to each board.

Question applies to Sobering Center Local Government Corporation

**Please select the requirements you have met (Sobriety Center Local Government Corporation): \***

☒ City Council representative

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## Texas Open Records Act

City of Austin Officials are able to choose whether or not their home address, home telephone numbers, emergency contact information, social security number, and information that reveals whether they have family members are available to the public on request. The Texas Public Information Act is a State law that requires the City of Austin to disclose this information to anyone who requests it. The only exceptions are for: 1) commissioned peace officers; and 2) Official who file a written request to withhold this information. Officials who are not peace officers and who do not submit such a written request will have this information made available to anyone who requests it. Do you choose to have your home address, home telephone number, emergency contact information, social security number and information that reveals whether you have family withheld members from the public?

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☒ Yes ☐ No

Carol L. Drennan

Goal: Work with non profit leadership to maximize effectiveness and efficiency.

Achievements:

- Served as crisis manager as Interim Executive Director in several nonprofits undergoing transition
- Acted as a change agent in transition of Board of Directors from micro- management board to governance model.
- Proven track record in practical leadership at the Board level steering nonprofits toward greater success
- Provided stable leadership and turned over an efficient and streamlined organization to new leadership.
- Successfully applied for and received 501©3 status for new nonprofit
- Experience in managing complex budgets

Non Profit experience:

Waterloo Counseling Center

Interim Executive Director – May 2019 - date

Travis County Audubon Society

Interim Executive Director – January 2018 – May 2018

Austin Travis County Sobriety Center Local Government Corporation

Interim Executive Director -February 2017 to January 2018

Austin Children's Museum – Thinkery

Interim Executive Director – June 2016 – January 2017

kidsActing Foundation

Interim Executive Director – October 2014 to October 2015

The First Unitarian Universalist Church of Austin

Interim Director of Finance and Operations – April 2014 – September 2014

The Children's Advocacy Center Serving Bastrop, Lee and Fayette Counties

Interim Executive Director – June 2013 to January 2014

Austin Habitat for Humanity:

Interim President & CEO Austin Habitat for Humanity: June – November 2011

Board member – 2000 – 2010

Interim Executive Director – November 2003 – March 2004

Board president – 2003

YMCA of Greater Austin – 2009 to 2013

East Communities YMCA Board member

Finance and Budget Committee – 2011

NARAL Pro-Choice Texas

Board member: 2005-2010.

Interim Executive Director November 2006 – March 2007

Interim Executive Director October – November 2012

Habitat Texas

Founding and Interim Executive Director 2005-2006

Professional experience:

Ten years' experience as Senior Project Manager with Stonehouse & Co., Dallas, TX installing telecommunications management systems in domestic and international state governments, Fortune 500 companies and major universities. Four years' experience in sales and marketing of legal billing systems. U.S. Department of State Foreign Service. Served as Vice Consul at US Consulate General in Genoa, Italy

Community Participation:

City of Austin Robert Mueller Municipal Airport Plan Implementation Advisory Commission 2012 to date

Vice Chair – 2012

Chair – 2013-2014

Leadership Texas 2011 class

Leadership Austin 2009 Essential class

KVUE Five Who Care – finalist 1999

Education:       Purdue University, B.A. French Major, Russian Minor  
                      Texas Women's University, M.L.S. Library Science  
                      Harvard University, Graduate School of Business, Leadership Conference, Habitat for  
                      Humanity International

**Application Form****Profile**

Andrea

First Name

Brauer

Middle Initial

Last Name

**Preferred Name**

Email Address

Home Address

Suite or Apt

City

State

Postal Code

**Residency and District Information****Are you a City of Austin Resident? \***☒ Yes

**Are you, or your employer, a registered lobbyist with the City or have you, or your employer, been registered as a lobbyist with the City Clerk within the past three years?**

no

Mobile:

Primary Phone

Home:

Alternate Phone

**Cell Phone**

(512)

**Home Phone**

(512)

**Business Phone****Select Your District**☒ District 7

Self Employed

Employer

Project Manager

Job Title

**Interests & Experiences**

Please tell us about yourself and why you want to serve on a board or commission

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

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I am excited to apply for a position on the Board of Directors of the Sobering Center. From the first time I heard about the Sobering Center, I was intrigued and very grateful that Austin was starting this unique program that would offer so many people a safe place and allow them to avoid entering, or reentering the criminal justice system. I am a licensed social worker and have worked within the homelessness system in recent years. I have seen first hand how critical it is for people in the downtown area to have a safe place to go and resources to help them to deal with ongoing challenges. In addition to my experience working on issues surrounding homelessness, I have worked in state government, public policy, and several nonprofits over the years. These experiences have given me a lot of insight into how successful programs and policies are crafted and implemented. I believe in careful research and planning, thoughtful collaboration with the community, and careful oversight and evaluation to determine the effectiveness of services. Moreover, I believe it is imperative that people with lived experiences have input on services and planning. I've served on boards in the past, and currently sit on the AISD Safety and Security Committee, and Foster Village's Advisory Board. I take these responsibilities very seriously, and I am fully committed, as I would be if named to the Sobering Center Board. I show up, do the work, and truly want to contribute. Finally, my family members have experienced addiction, and this has given me more understanding and compassion for others facing these challenges. My brother was an addict, and our family worked together to get him the help he needed. He is now 14 years sober, and remains stable in part due to community resources such as Narcotics Anonymous. I would be honored to be a part of the organization and help guide the work of the Sobering Center.

[Andrea Brauer 2020 Board.docx](#)

Upload a Resume

## Resume

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## Qualifications

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Licensed Master Social Worker Worked in the homeless services system Former executive director and board member Fundraising and strategic planning experience Family experience with addiction

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## Demographics

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### Ethnicity

---

☒ Caucasian/Non-Hispanic

### Gender

---

☒ Female

### Sexual Orientation

---

☒ Straight/Heterosexual

01/09/1970

Date of Birth

Disability or Impairment Information



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**Do you have an auditory/hearing disability or impairment?**

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☒ No

**Do you have a visual disability or impairment?**

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☒ No

**Do you have a mobility disability or impairment?**

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☒ No

**Do you have a cognitive disability or impairment?**

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☒ No

**Do you have another disability or impairment you'd like to share?**

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## **Board Requirements**

**Which Boards would you like to apply for?**

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Sobering Center Local Government Corporation: Submitted

Some boards have additional requirements for appointees. Additional requirements will appear below as they apply to each board.

Question applies to Sobering Center Local Government Corporation

**Please select the requirements you have met (Sobriety Center Local Government Corporation): \***

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☒ City Council representative

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☒ Yes ☐ No

## **Andrea Varnell Brauer, LMSW**

### **EXPERIENCE**

July 2020 - Present

#### **Foster Village**

*Project Manager*

*Austin, TX*

Develop, manage and oversee the Connect for Success program to match volunteer tutors with kids in foster care.

July 2019 - June 2020

#### **Front Steps**

*Special Projects Manager*

*Austin, TX*

Work with the leadership team to address priority issues for the organization, including policies and procedures, compliance, grants, training, and working with the National Alliance to End Homelessness to strengthen shelter practices. Facilitate support group for women.

July 2018 - June 2019

#### **Ending Community Homelessness Coalition (ECHO)**

*Director of Communications and Strategy*

*Austin, TX*

Managed communications and messaging for the Coalition and worked with community organizations to advance Austin's Action Plan to End Homelessness.

August 2015-July 2017

#### **Texas Gun Sense**

*Executive Director*

*Austin, TX*

Led the organization's statewide public policy, advocacy, development and communications efforts to reduce gun violence, including suicide. Started the Coalition to Reduce Gun Violence and grew the organization through legislative initiatives and strategic planning. Our team also increased the budget and tripled the number of donors, grants and supporters statewide.

November 2012-August 2015

#### **Texans Care for Children**

*Early Education Policy Associate*

*Austin, TX*

Led the research and policy efforts on child care and pre-K issues; wrote policy briefs, newsletters and op-eds; testified before legislative committees and state agencies; facilitated the Early Education Alliance; conducted advocacy efforts at the Texas Capitol with legislators and their staff.

Also worked as a **Public Policy Consultant from October 2005 to April 2006**, with primary responsibility to launch Partners in Child Protective Services Reform group; conducted research and collaborated with agencies to advocate for Texas Children; editor of the Children's Campaign Report.

December 2010-June 2011  
and  
January 2009-May 2009

**National Association of Social Workers, Texas Chapter**  
*Policy Analyst* Austin, TX  
Contractor for two legislative sessions; analyzed and tracked legislation involving the Social Work profession; helped with strategies to advance the legislative agenda and wrote action alerts to mobilize social workers to advocate for legislation.

May 2002-June 2005

**Office of Texas State Senator Eliot Shapleigh**  
*Director of Projects* Austin, TX  
Public policy lead on health and human services issues; worked with stakeholders and led efforts to pass key legislation, including creation of the Border Health Foundation.

September 1999-May 2002

**Sunset Advisory Commission**  
*Policy Analyst* Austin, TX  
Project Manager for reviews of state agencies; led the research efforts of teams, developed recommendations, and wrote reports to the Legislature; worked extensively with state agencies and interest groups; testified at hearings.

June 1997-July 1998

**Los Angeles County Department of Children and Family Services**  
*Children's Social Worker II* Los Angeles, CA  
Case Manager for children and families in Adoptions Division; interviewed families and conducted home studies; Intern for the Department September 1995 - May 1996.

## EDUCATION

June 1997

**UNIVERSITY OF CALIFORNIA, LOS ANGELES**  
*School of Public Policy and Social Research*  
**Master of Social Welfare**  
Specialization in Community Administration and Policy Planning

May 1992

**LOYOLA UNIVERSITY, CHICAGO**  
**Bachelor of Arts**, Honors, Cum Laude in Political Science **Achievements:** Presidential Scholarship; Honors Program; Jesuit National Honors Society; Dean's list

## COMMUNITY INVOLVEMENT

March 2020 - Present

**Austin Independent School District**  
*Committee Member* Austin, TX  
AISD Safety and Security Committee

**Andrea Brauer, M.S.W.**

11004 Marden Lane • Austin, TX • 78739 • andreabrauer@gmail.com • 512.565.4480 cell • 512.899.9615 home

April 2019 - Present	<b>Foster Village</b> <i>Advisory Board Member</i> Nonprofit dedicated to supporting and providing resources to foster families	<i>Austin, TX</i>
March 2000 - May 2008	<b>Big Brothers Big Sisters of Central Texas</b> <i>Mentor</i> Mentored a girl from a single parent home	<i>Austin, TX</i>
December 1993 - May 1994	<b>Village of Koular</b> <i>Health Educator</i> Peace Corps training in 1992; conducted health education meetings in villages; trained interpreters; helped initiate regional family planning centers; taught English classes	<i>Senegal, West Africa</i>

## Application Form

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### Profile

Paula

First Name

Middle Initial

Coopwood

Last Name

### Preferred Name

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Email Address

Home Address

Suite or Apt

City

State

Postal Code

Residency and District Information

**Are you a City of Austin Resident? \***

☒ Yes

**Are you, or your employer, a registered lobbyist with the City or have you, or your employer, been registered as a lobbyist with the City Clerk within the past three years?**

No

Mobile:

Primary Phone

Home:

Alternate Phone

### Cell Phone

---

Home

Phone

### Business Phone

---

Select Your District

☒ District 10

CareNow Urgent Care

Employer

Nurse Practitioner-Family  
Practice

Job Title

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### Interests & Experiences

Please tell us about yourself and why you want to serve on a board or commission

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

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I was employed at Brackenridge Hospital in the Emergency Room for more than 20 years and Operating Room. My interest has always been in health care for the vulnerable high risk clients. My knowledge and experience in the Emergency Department taking care of patients dealing with sobriety, the struggles they face and the burden on families, healthcare and security would be beneficial in improving and achieving the delivery of the Sobriety Center goals.

[\\_Paula\\_Resume.pdf](#)

Upload a Resume

## Resume

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See attached resume

## Qualifications

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Master's Degree in Healthcare - Family Nurse Practitioner. I have worked for more than 20 years at Brackenridge Hospital in the Emergency Dept. and Operating Room with the vulnerable high risk population. Many years involvement with community fundraising- Fiesta, Art City Austin, Travis Count Medical Alliance.

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## Demographics

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### Ethnicity

---

☒ Caucasian/Non-Hispanic

### Gender

---

☒ Female

### Sexual Orientation

---

☒ Straight/Heterosexual

02/02/1955

Date of Birth

Disability or Impairment Information

---

## Do you have an auditory/hearing disability or impairment?

---

☒ No

## Do you have a visual disability or impairment?

---

☒ No

Do you have a mobility disability or impairment?

☒ No

Do you have a cognitive disability or impairment?

☒ No

Do you have another disability or impairment you'd like to share?

None

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## Board Requirements

Which Boards would you like to apply for?

Sobering Center Local Government Corporation: Submitted

Some boards have additional requirements for appointees. Additional requirements will appear below as they apply to each board.

Question applies to Sobering Center Local Government Corporation

**Please select the requirements you have met (Sobriety Center Local Government Corporation): \***

- 
- ☒ City Council representative
  - ☒ Joint representative from City Council and Travis County Commissioner Court
  - ☒ Travis County Commissioner Court representative



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☐ Yes ☒ No

# PAULA COOPWOOD, MSN, RN, FNP-C

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## FAMILY NURSE PRACTITIONER

Emergency/Trauma Care | Urgent Care | Surgery

Trusted and respected Certified Family Nurse Practitioner with strong combination of education and experience, poised to bring talents and passion for patient care to a role as a Family Nurse Practitioner. Highly skilled in all aspects of nursing, emergent care, electronic medical records, urgent care, workman's comp, DOT physicals, pre-op physicals, surgical and patient education. A natural leader, self starter with the ability to assess a situation, act decisively and remain calm under pressure.

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### EDUCATION & CREDENTIALS

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**Master of Science** in Nursing,  
Certified Family Nurse Practitioner, 2013  
Texas Tech University Health Science Center, Lubbock, TX

**Bachelor of Science** in Nursing, 2010  
University of Texas at Arlington, Arlington, TX

Texas Nursing License – Board of Nurse Examiners for the State of Texas State – RN, FNP-C  
Massachusetts Nursing License – Board of Nurse Examiners in State of Massachusetts – RN – FNP-C

CEN-Certified Emergency Nurse (CEN)  
Department of Transportation Certified Provider (DOT)  
BLS – Basic Life Support (BLS)

Emergency Nurses Association  
Texas Nurse Practitioners

Austin Advanced Nurse Practitioner Alliance

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### PROFESSIONAL EXPERIENCE

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**CARENOW URGENT CARE formerly MedSpring Urgent Care**, Austin, TX 2/2015 to present  
*Nurse Practitioner, Urgent Care*

- Telehealth Urgent Care
- Full spectrum of urgent care conditions from acute illnesses, traumatic injuries, workman's comp
- Performs surgical procedures, interpreting diagnostic studies including x-rays and EKG's
- Performs physicals, DOT certified to perform physicals
- Solo practice
- ECW and Velocidoc

**CAPITAL EMERGENCY ASSOCIATES**, Austin, TX 2002 to 2015  
*Nurse Practitioner, Emergency Department, HCA Hospitals*

- Provide primary care to patients of all age groups. Provides healthcare within scope of practice.
- Provides direct healthcare to patients, including performing physical assessment of patients using observation, Inspection, auscultation, palpation, and percussion. Orders and/or performs laboratory studies, interprets studies.
- Responsible for suturing lacerations, incising and draining infections, and performing x-rays to determine infections or fractures.
- Secures and evaluates complete medical histories of patients. Refers patients with abnormal findings to appropriate medical specialists for care.

**UNIVERSITY MEDICAL CENTER BRACKENRIDGE**, Austin, TX 2002 to 2014  
*Charge/Staff Nurse, Emergency Department, Level I Trauma Center*

- Manage 43-bed Level I trauma department, supervising 35 emergency department employees per shift and caring for Level I-V patients.
- Promote and evaluate quality patient care; coordinate multidisciplinary approaches to the nursing process.
- Provide input to budget planning, staffing, scheduling, and patient and staff satisfaction.
- Participate on the Patient Safety, Informatics and Compass Expert committees
- Hands on patient care – Very efficient IV insertion

#### Early Career Highlights:

**AUSTIN SURGICAL CLINIC, GENERAL SURGEON'S OFFICE**, Austin, TX  
*Surgical Office Clinic Nurse*  
*Surgical First Assistant General Surgeons*

**BRACKENRIDGE HOSPITAL, Operating Room, Austin, TX**

*Charge Nurse*

*Surgical Nurse, all specialties-major concentration in Ortho, Plastics and General Surgery*

*Expert Circulator, all specialties*

*First Assistant General Surgery, all areas of surgery*

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**COMMUNITY LEADERSHIP**

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Travis County Medical Alliance, Austin Texas

Past President and Event Chairman

*A 450 member organization formed in 1924 to promote unity within the local medical community, and to provide for member growth and support.*

- Events included, Any Baby Can, Health Fest, Graduation Project (Alcohol Free Senior Graduation Party), Quality of Life Programs, and the annual Formal Fundraising Gala, Toast to Town-Medical Career Scholarships.

## Application Form

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### Profile

Elizabeth

First Name

P

Middle Initial

Boston

Last Name

### Preferred Name

Liz

Email Address

Home Address

Suite or Apt

City

State

Postal Code

Residency and District Information

**Are you a City of Austin Resident? \***

☒ Yes

**Are you, or your employer, a registered lobbyist with the City or have you, or your employer, been registered as a lobbyist with the City Clerk within the past three years?**

No.

Mobile:

Primary Phone

Home:

Alternate Phone

### Cell Phone

### Home Phone

### Business Phone

### Select Your District

☒ District 9

Employer

Job Title

---

### Interests & Experiences

Please tell us about yourself and why you want to serve on a board or commission

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

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I have spent my career in non-profit management and state government, primarily in state budgeting and oversight roles. I worked on the board as treasurer and board chair of OutYouth, a local non-profit that focuses on providing services and programs for lesbian, gay, bisexual, transgender, queer and questioning youth and their allies. I was also the director of administration/chief financial officer for about five years, for Family Forward, a non-profit that was primarily focused on providing parent education and youth development programs. I worked for 14 years at the Legislative Budget Board with about four years focused on the state's health and human services budget and oversight. Throughout my career I have developed my skills in financial management and strategic planning, and I am looking to commit my skills to a non-profit board with a strong mission that addresses public health needs of the community. The mission of the Austin Travis Counting Sobering Center to provide an alternative to the emergency room and jail for publicly intoxicated individuals to sober up is unique and provides an important opportunity for individuals in the community to avoid costly and detrimental consequences for the individual and the community. The services the Sobering Center provides not only help the city and county avoid costs, but the services offer a second chance and possible path to recovery for the individual.

[EPradoBoston\\_Resume.docx](#)

Upload a Resume

## Resume

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## Qualifications

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## Demographics

Some boards and commissions require membership to be racially, politically or geographically proportionate to the general public. The following information helps track our recruitment and diversity efforts.

### Ethnicity

---

☒ Hispanic

### Gender

---

☒ Female

### Sexual Orientation

---

☒ Gay or Lesbian

02/06/1971

Date of Birth

Disability or Impairment Information

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## Do you have an auditory/hearing disability or impairment?

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☒ No

**Do you have a visual disability or impairment?**

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☒ No

**Do you have a mobility disability or impairment?**

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☒ No

**Do you have a cognitive disability or impairment?**

---

☒ No

**Do you have another disability or impairment you'd like to share?**

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No.

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## **Board Requirements**

**Which Boards would you like to apply for?**

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Sobering Center Local Government Corporation: Submitted

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☒ City Council representative

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☒ Yes ☐ No

# ELIZABETH PRADO BOSTON

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Seasoned financial leader with experience in accounting, budgeting, financial reporting, strategic planning, performance measure management, process improvement, capital budget planning, and problem-solving. Demonstrated ability to promote accountability, communication, and collaboration with colleagues to achieve organizational goals. Experienced in hiring, training, evaluation, and coaching team members and other aspects of employee management.

## EXPERIENCE

**NOVEMBER 2019 TO MARCH 2020**

**DEPUTY EXECUTIVE COMMISSIONER, FINANCIAL SERVICES,  
TEXAS HEALTH AND HUMAN SERVICES COMMISSION**

Oversaw financial unit responsible for a multi-billion dollar biennial budget that included accounting; budgeting; financial reporting; forecasting of caseloads; overseeing and managing federal funds; overseeing actuarial and rates analysis; establishing fiscal policy and process improvement; administering payroll, time, labor and leave; and managing internal controls. Ensured compliance with state and federal laws, rules, and policies.

Supervised staff responsible for financial reports, including the annual financial report, monthly division budget reports, and the agency's operating budget. Provided guidance on management responses to various state and federal audits. Day to day responsibilities included managing technical experts and collaborating with sister agencies including the Department of Family and Protective Services, Department of State Health Services, and the Office of Inspector General, to identify solutions for various program, staffing, and financial needs. Provided financial and budget technical advice and assistance to the chief operating officer, other divisions within the Health and Human Services Commission, and its sister agencies.

**JULY 2019 TO NOVEMBER 2019**

**MANAGER, CONTRACTS OVERSIGHT AND TECHNOLOGY,  
TEXAS LEGISLATIVE BUDGET BOARD**

Performed senior level managerial work in planning, assigning, prioritizing and overseeing the work of the Contracts Oversight and Technology team. Managed the improvement of processes and workflows to include checklist for contract review and database utilization. Planned and developed team's workplan. Implemented the use of Tableau to process more than twenty thousand contracts and related materials to implement a risk assessment tool to identify high risk contracts. Oversaw the work of the Quality Assurance Team which included the review of IT projects; work included identifying project risks by evaluating best practices financial workbooks, project plans, various procurement documents, monitoring reports, and post implementation reviews of business outcomes. The Quality Assurance Team



oversaw up to 80 projects per biennium. Represented the agency at meetings, hearings, and trainings. Knowledge and understanding of state statutes and policies related to procurement and travel contracts and policies.

## **FEBRUARY 2012 TO JUNE 2019**

### **BUDGET MANAGER, TEXAS LEGISLATIVE BUDGET BOARD**

Budget Manager of Health and Human Services (HHS) Budget team (JULY 2015 to JUNE 2019) included successfully combining large complex budget structure components and strategic plan elements, including goals, objectives, and performance measures related to consolidating five HHS agencies into three budgets under a tight timeline. Position required collaborating and problem solving with several health and human services state agencies and the Comptroller of Public Accounts to ensure continuity within the budget and accounting systems. Oversaw operating budget reconciliation of health and human services state agencies. Oversaw development of special legislative appropriation request instructions. Oversaw and provided direction on policy and budget recommendations for health and human services state agencies. Represented the agency at meetings, hearings, and trainings. Oversaw and directed monitoring activities of health and human services agencies' compliance with state and federal rules, laws, policies and procedures.

Budget Manager of the General Government Budget team (FEBRUARY 2012 to JUNE 2015) included responsibility for the fiscal and policy oversight and recommendations of more than 20 state agencies and programs. Major agencies included Department of Information Resources, the Historical Commission, State Preservation Board, Comptroller of Public Accounts, Secretary of State, and Veterans Commission. Budget oversight included management of analysts' recommendations relating to budget requests for affected agencies, budget-based performance measures, projections of various revenue streams, and the analysis of major project goals, implementation timelines, and related procurement to identify potential risks and recommend potential remedies. Oversaw operating budget reconciliation of assigned state agencies. Oversaw development of special legislative appropriation request instructions related to capital budget expenditures, reporting of use of data center services, and use of state debt management instruments. Oversaw monitoring activities of general government state agencies' compliance with state and federal rules, laws, policies and procedures. Represented the agency at meetings, hearings, and trainings.

## **OCTOBER 2005 TO JANUARY 2012**

### **BUDGET AND PERFORMANCE ANALYST, TEXAS LEGISLATIVE BUDGET BOARD**

Primary analyst for several general government state agencies including the Department of Information Resources which required research and analysis on the agency's information technology projects such as the data center consolidation, cyber security initiatives, and telecommunications projects. Oversight of the data center consolidation project required collaboration with the department and more than 25 client state agencies to determine attainment of service level metrics, budgetary needs, and reasonableness of transformation timelines and goals. Researched and provided policy, budget, and statutory recommendations related to general government agencies.

Primary analyst for other state agencies for which I reported and monitored budget and performance activities, including State Preservation Board, Facilities Commission, Secretary of State, State Office of Risk Management, Public Finance Authority and its various bond programs. Monitored assigned agencies' compliance with state and federal statutes, rules, regulations, and compliance with related financial requirements. Develop budget and policy recommendations related to assigned agencies, major information technology programs and initiatives, and debt service requirements for various bond and lease purchasing initiatives. Prepared and provided oral and/or written presentations for legislators, legislative staff, legislative committees, state entities and other internal and external stakeholders. Represented the agency at meetings, hearings, and trainings.

**MARCH 2002 TO OCTOBER 2005**

**DIRECTOR OF ADMINISTRATION, FAMILY FORWARD**

Nonprofit organization no longer in operation. Developed procedures and processes to implement federally compliant grant and budget accounting policies, cash management, travel reimbursements, payroll, proper separation of duties, and accurate booking of accounting entries. Managed and implemented procedures to collect data related to performance measures. Managed all information technology needs of the organization, including set up of workstations, data back-up and recovery, and managing information technology contractor agreements.

**FEBRUARY 2001 TO FEBRUARY 2002**

**AUDITOR, TEXAS STATE AUDITOR'S OFFICE**

***Auditor III (DECEMBER 2001 TO FEBRUARY 2002)***

***Auditor II (MAY 2001 TO NOVEMBER 2001)***

***Auditor I (FEBRUARY 2001 TO APRIL 2001)***

Performed increasingly responsible auditing work for the State Auditor's Office in accordance with generally accepted auditing standards established for government auditors. Managed and conducted financial, performance, and compliance audits of agencies, institutions of higher education, and other entities that receive state funding. Performed audit procedures, identified and defined issues, developed criteria, collected evidence, reviewed and analyzed and verified audit evidence and documented procedures. Conducted individual and group interviews, reviewed client and staff documents, developed and administered surveys, developed audit findings and conclusions. Assisted in developing audit reports. Composed summary memos, and prepared working papers using auditing software TEAMMATE.

**JULY 2000 TO JANUARY 2001**

**PROGRAM SPECIALIST I, TEXAS DEPARTMENT OF INFORMATION RESOURCES**

Responsible for monitoring contracts up to \$25 million. Developed correspondence with vendors and contractors regarding compliance with established contracts. Monitored vendor performance and compliance with established contracts. Monitored profit and loss of established contracts to ensure cost recovery.

**APRIL 1998 TO JUNE 2000**

**ACCOUNTANT II, III, & IV, TEXAS DEPARTMENT OF INFORMATION RESOURCES**

#### **Accountant IV (SEPTEMBER 1999 TO JUNE 2000)**

Supervised and monitored the work of nine accountants. Oversaw the accounts payable and accounts receivable functions of the agency's Cooperative Contracts program. Coordinated and approved vendor payments to ensure compliance with State of Texas payment laws. Coordinated staffing and staff training needs for section.

#### **Accountant III (APRIL 1999 TO AUGUST 1999)**

Analyzed and billed for contracts of \$100,000 to \$1 million. Ensured timely and accurate processing of vendor invoices. Reviewed invoices for accuracy and completeness. Corresponded with vendors and contractors on established contracts. Recommended and implemented process improvements of daily processing of vendor invoices.

#### **Accountant II (APRIL 1998 TO MARCH 1999)**

Analyzed and billed for purchase orders and contracts of up to \$100,000. Reviewed and approved invoices for accuracy and completeness. Analyzed and reconciled vendor accounts for accuracy and timely payment.

## **EDUCATION**

**JANUARY 1992 TO AUGUST 1995**

**BACHELOR OF BUSINESS ADMINISTRATION - ACCOUNTING, TEXAS A&M UNIVERSITY - CORPUS CHRISTI, TEXAS**

**JUNE 1989 TO DECEMBER 1991**

**POLITICAL SCIENCE, DEL MAR COLLEGE - CORPUS CHRISTI, TEXAS**

## **VOLUNTEER**

**2004 TO 2006**

**BOARD CHAIR - OUTYOUTH**

**2000 TO 2004**

**TREASURER - OUTYOUTH**