



P. O. Box 95
San Andreas, CA 95249
(209) 754-4468 Phone
(209) 754-2537 Fax

**Special Meeting of the Board of Directors
Friday April 30, 2021
9:00 am
Mark Twain Medical Center Classroom 5
768 Mountain Ranch Rd,
San Andreas, CA**

**Participation: Zoom - Invite information is at the End of the Agenda
Or In Person**

Agenda

Mark Twain Health Care District Mission Statement

“Through community collaboration, we serve as the stewards of a community health system that ensures our residents have the dignity of access to care that provides high quality, professional and compassionate health care”.

- 1. Call to order with Flag Salute:**
- 2. Roll Call:**
- 3. Approval of Agenda:** Public Comment - **Action**
- 4. Public Comment On Matters Not Listed On The Agenda:**

The purpose of this section of the agenda is to allow comments and input from the public on matters within the jurisdiction of the Mark Twain Health Care District not listed on the Agenda. (The public may also comment on any item listed on the Agenda prior to Board action on such item.) **Limit of 3 minutes per speaker.** The Board appreciates your comments however it will not discuss and cannot act on items not on the agenda.

5. Vacant Board Position: Public Comment - Action

- Each candidate (listed below) will be interviewed. Once all interviews are concluded there will be open Board discussion with the opportunity for nominations to fill the vacant seat. Nominations will be followed by a vote of the Board.
 - Sandra Buecher
 - Pamela Evans
 - Nancy Minkler
 - Richard Randolph

6. MTMC Community Board – District Nomination: Public Comment - Action

- **MTHCD Policy # 4.**

4.7 Community Board Representation

A. The 2018 lease between MTMC and the District, leasing the hospital and clinics to MTMC for the next 10 years establishes a Community Board. The nine-member Community Board will be responsible for approval of the MTMC Medical Staff Bylaws, Medical Staff privileging and credentialing, and quality oversight. The Fiduciary Board of Directors shall also seek the advice of the Community Board regarding: i) the MTMC mission, vision, and strategic direction, ii) priorities for MTMC's community benefits, iii) proposals for material changes in clinical services, and iv) strategic plans.

B. One of the Community Board members will be a District Board member, not already on the Fiduciary Board of Directors. That member will serve 2 years and can serve for a maximum of 3 consecutive full 2-year terms on the Community Board. The District Board member will be nominated by the District Board by a simple majority and must be approved by the MTMC Fiduciary Board of Directors, which shall not be unreasonably withheld. District members appointed to the Community Board serve at the pleasure of the District Board and may be removed at any time with or without cause by a majority vote of the District Board. C. At Large Calaveras County Residents: Five at-large Calaveras County residents shall serve on the Community Board. They will serve 2-year terms and can serve for a maximum of 3 consecutive 2-year terms. At the initial start of the new lease 1 community board member will serve for 1 year and two will be appointed for 2 years. Residents will be nominated by a nominating committee comprising the MTMC CEO, MTMC Chief of Staff, District Board member who sits on the Community Board, and MTMC Board member who is not also a District Board member and sits on the Community Board. Nominees require approval by the MTMC Board of Directors, which shall not be unreasonably withheld.

7. Board Comment and Request for Future Agenda Items:

A. Announcements of Interest to the Board or the Public:

8. Next Meeting:

A. The next meeting will be Wednesday May 26, 2021

B. Note: The June meeting has been changed from June 23 to June 16th at 9am.

9. Adjournment: Public Comment - Action

Peggy Stout is inviting you to a scheduled Zoom meeting.

Topic: April 30, 2021 MTHCD Special Board Meeting
Time: Apr 30, 2021 09:00 AM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/89801743609?pwd=OUNoOFNlcTIRaXd0a0ptQ0R5WXdJdz09>

Meeting ID: 898 0174 3609

Passcode: 358684

One tap mobile

+16699006833,,89801743609#,,,,*358684# US (San Jose)

+13462487799,,89801743609#,,,,*358684# US (Houston)

Dial by your location

+1 669 900 6833 US (San Jose)

+1 346 248 7799 US (Houston)

+1 253 215 8782 US (Tacoma)

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

Meeting ID: 898 0174 3609

Passcode: 358684

Find your local number: <https://us02web.zoom.us/j/89801743609?pwd=OUNoOFNlcTIRaXd0a0ptQ0R5WXdJdz09>

- Effective - Mar 17, 2020.

California Gov. Gavin Newsom issued [Executive Order \(N-29-20\)](#), which, in part, supersedes Paragraph 11 of Executive Order (N-25-20) issued on Thursday. The new Executive Order excuses a legislative body, under the Ralph M. Brown Act, from providing a physical location for the public to observe and comment if certain conditions are met. A physical location does not need to be provided if the legislative body:

1. Holds a meeting via teleconferencing and allows members of the public to observe and address the meeting telephonically or otherwise electronically;
2. Implements a procedure for receiving and “swiftly resolving” requests for reasonable modification or accommodations from individuals with disabilities, consistent with the Americans with Disabilities Act, and resolving any doubt in favor of accessibility.
3. Gives advance notice of the public meeting and posts agendas according to the timeframes and procedures already prescribed by the Brown Act (i.e., 72 hours for regular meetings and 24 hours for special meetings) and
4. Gives notice of the means by which members of the public may observe the meeting and offer public comment, in each instance where notice or agendas are posted.

This Institution is an Equal Opportunity Provider and Employer
Agenda – Apr. 30, 2021 MTHCD Special Board Meeting

Sandra Buecher, PT, DPT, MBA
Valley Springs, CA 95252

April 9, 2021

Dear Mark Twain Health Care District Board Members,

I would like to express my interest in the vacant position on the Mark Twain Health Care District Board of Directors. I have lived in Calaveras County since 2004 and feel I can bring valuable skills and experience to your agency.

I joined the staff of Mark Twain St. Joseph's Hospital in 2007 as a staff Physical Therapist. I spent 13 years serving the patients of our county there, most recently as the Director of Rehabilitation Services. In my tenure at Mark Twain Medical Center I grew the Physical and Occupational Therapy departments, established new service lines based on community needs, built relationships with providers and patients, and advocated for the health and wellness of the residents of county. I have participated in countless presentations, foundation projects, health fairs, and various other events promoting the health services in our communities. In January 2021 I made the difficult decision to leave my position at Mark Twain Medical Center to become the Chief Therapist for Stanislaus County's Public Health Department. As I anticipated, I truly miss working with the residents of Calaveras County and being involved with local health care groups.

I would like to join The Mark Twain Health Care District Board of Directors to continue promoting health care in the county that I have made my home. I have a 20+ year career in health care working with all patient demographics. Throughout my career I have helped people navigate the challenging health care system and I strive to achieve health equity. I have a Master of Business Administration degree in Health Care Management and have experience managing budgets, leading projects, and working on the business side of healthcare. I was part of the management team at Mark Twain for over 10 years and participated in initiatives addressing quality, employee engagement, patient satisfaction, and community access to care.

I have been both a leader and a consumer of health care in Calaveras County and understand the strengths, weaknesses, and unique challenges it has. It would be a privilege for me to serve on the Mark Twain Health Care District Board of Directors and participate in the meaningful work it does for our county.

Sincerely,

Sandra Buecher, PT, DPT, MBA

● Sandra Buecher PT, DPT, MBA

Valley Springs, CA 95252

Health care provider and leader with over 20 years of experience dedicated to serving patients, coordinating care, and improving the health and well-being of all people. I have a passion for excellence in patient care, a love for my community and a drive to break down the barriers to health equity.

Professional Experience

Stanislaus County Public Health (Jan 2021 to present) Chief Therapist

- Plan, develop, direct, coordinate and supervise the Medical Therapy Program
- Establish and maintain effective working relationships with physicians, staff, and care team members
- Coordinate care between health care providers and patients served in the Medical Therapy Program.
- Develop policies, procedures, and practice protocols in accordance with State and County regulations
- Participate in Interagency Public Health projects to promote health and wellness to county residents
- Schedule and coordinate Medical Therapy Clinics and vendor services
- Participate in preparing and monitoring budgets, expenses and Medi-Cal Billing

Dignity Health, Mark Twain Medical Center (2010 to Jan 2021) Director of Rehabilitation Services

- Execute performance reviews, staff coaching, disciplines and recognitions
- Established Wound care and Speech Therapy service lines based on community need
- Support hospital quality initiatives to ensure top-tier patient care and compliance.
- Organizer and presenter of community talks, presentations, and health fairs
- Provided direct patient care in acute, outpatient, and SNF settings
- Ongoing assessment of finances to maximize efficiencies of staff, supplies, and budget

Mark Twain Hospital, CHW (2007 to 2010) Physical Therapist

- Balanced inpatient treatments with full time outpatient caseload
- Leader of high school's Regional Occupational Program and served as primary supervisor/mentor
- Volunteered at high school as team trainer, presented in-services to athletes and coaches

Pine Street Physical Therapy (2003 to 2007) Physical Therapist

- Provided quality patient care in busy private practice, average 25 patients a day
- Emphasized manual therapy treatments and individualized exercise programs

National Rehab Partners, Dameron Hospital (2002 to 2006) Physical Therapist

- Balanced scheduled outpatient workload with inpatient treatments and STAT walk-in patients
- Supervised implementation of work-conditioning program
- Performed pre-employment screens including back and lifting evaluations
- Monitored Phase II and Phase III cardiac-rehab exercise programs

Education

Master of Business Administration in Healthcare Management, 2016 / University of Texas

Doctor of Physical Therapy, 2003 / University of the Pacific

Master of Science, Physical Therapy, 2002 / University of the Pacific

Associate of Science, Physical Therapist Assistant, 2000/ Ohlone College

Bachelor of Science, Exercise Science, 1997/ University of California

Pamela L. Evans, RN, BSN

Valley Springs, CA 95252

April 13, 2021

Attn: Peggy Stout

Exec. Assistant at MTHCD

PO Box 95

San Andreas, CA 95249

pstout@methcd.org

Greetings Ms. Stout,

Thank you for returning my call, and answering my questions regarding the open board seat at the Mark Twain Health Care District. After some continued thought and research, I would like to pursue my desire to apply for the position.

My attached resume covers my working life up to my 2018 retirement at which time I relocated into the Valley Springs Calaveras County area with my daughter and grandson. After two years of retirement, I am ready to get back into the healthcare world. While I am no longer in the stages of life to seek a full-time paying position, I do feel that my professional expertise, personal dedication, and life experiences will allow me to give back to the community in a heartfelt and meaningful way. This opening is a knowledgeable position, and I feel that I would be a good addition to the existing board, and I would feel good about working to enhance services and benefits to the local community.

Thank You for your consideration sincerely,

Pamela L. Evans RN

Pamela L. Evans RN, BSN

Valley Springs, CA 95252

SUMMARY

A personable, articulate, goal and results oriented professional with strong medical and psychiatric background. A skilled persuasive communicator with keen insight into the views and needs of others, possessing the ability to listen, identify, and problem solve issues, formulating innovative solutions. Self motivated with high energy, initiative, and focus. Areas of strength include:

- * Comprehensive Medical-Psychiatric Nursing Knowledge
- * Flexible, assertive, adaptable
- * Communication, Negotiation, Facilitation
- * Problem solving, decision making
- * Management, supervision, assessment
- * Client, community relations
- * Training, presentations
- * Documentation, writing

PROFESSIONAL EXPERIENCE

State of California, Santa Rosa & Chico, Ca
Health Facility Evaluation Nurse

I was able to incorporate all of my nursing knowledge as well as gaining more knowledge in areas I was unfamiliar with. My training thoroughly prepared me to perform to the best of my abilities. As survey team members we invested in all aspects of providing care. Any single complaint that was made regarding care, treatment(s), complaints, or unfavorable results was individually investigated by myself to determine the cause, corrective actions, preventative measures to be taken as well as possible penalties and actions that facilities must take.

KINDRED HOSPITAL, San Leandro, CA (99-beds)

Dec 2004 – Present

Nursing House Supervisor- Nights

Hospital Supervisor makes final decisions and is responsible for all hospital activities occurring on 12-hour night shift. Resolving and/or preventing any staff, patient and family issue. Implementing adjustments, performing tasks and fulfilling needs to assure optimal patient safety, continuity of quality care, smooth transition of shifts and communication between all disciplinaries. Please see Kindred Hospital below for more duties performed.

JEWISH HOME, San Francisco, CA (450 beds)

Aug 2003 – Nov 2004

Nurse Manager – Psyche and Medical unit

Ensure that delivery of efficient and effective care is provided in a safe, appropriate and fiscal manner. Responsible for the supervision, management, and development of staff on specific units as well as, planning, directing, and monitoring of operations. Assist with developing and maintaining quality assurance and improvement activities. Working in collaboration with other members of the multidisciplinary teams to assure an integrated approach. Assure that operations are in compliance with Title 22, OBRA, MDS tracking and other regulatory requirements and standards. Participate in the hiring, orientation, ongoing education and disciplinary action of staff. Participation and evaluation of residential care and recommend changes as needed. Played a major role with the re-establishment of their psychiatric unit. Preformed training of multi-level staff members. Assisted with the development of therapeutically, safe, and progressive treatments and environment. Collaborated and implemented with the marketing of the program. Once the program was on a solid start, my position was devolved and I returned to a previous employer.

KINDRED HOSPITAL, San Leandro, CA (99-beds) Aug 2002 – Sept 2003

Patient Care Manager, Adult and Geriatric / Nursing House Supervisor

Major tasks and responsibilities include direct patient care of Adult and Geriatric patients presenting multi-system failures, and assisting with special procedures in various units of the hospital. Hospital-wide oversight of regulatory agency standards. Processing admissions and discharges. Overseeing utilization, budget control, staffing, patient and family issues, staff and patient safety, review of census and acuity to insure staffing needs, and maintenance of malfunctions. Supervision and coordination of hospital activities staff orientation, evaluation and disciplinary actions. Assist with the development of a more effective Quality Assurance Program. Additional responsibilities included material and supply management, code blue response, investigation and preparation of reports relative to improvement of nursing care and personal performances, and participation in Quality Improvement committees.

CONTRA COSTA COUNTY REGIONAL MEDICAL CENTER

Martinez, Ca (400- bed)

Aug 2002 – May 2005

Emergency Psychiatric Services Nurse- Duties involved evaluating patient for mental, medical and emotional problems. Assessing and continuing observation of patients state of being and situation. Defusing hostile and/or dangerous situations. In Nov. 2004, I transferred to Medical Social Services Department.

Discharge Planner Nurse – Monitoring patients hospital stays. Assuring that patients and families received information, materials and follow-up to obtain optimal recovery. Teaching and monitoring the utilization of preventive measures to avoid relapse. Working and arranging with a vast number of vendors / suppliers to provide patients with the correct material and services fiscally possible.

SUPPLEMENTAL HEALTHCARE, Denver, CO May 2002 – Aug 2002

Traveler organization providing nursing staff relief at locations throughout the United States

San Luis Obispo General Hospital – Psychiatric Unit, San Luis Obispo, CA (92-bed)

Registered Nurse (05/02 – 08/02)

Assess physical and psychological problems and needs of seniors, adults, and children. Lead nursing groups, dispensing medications, worked with interdisciplinary teams. Communicated and interacted with patients, families, social workers, educators, and physicians.

COLORADO STATE MENTAL INSTITUTE AT FORT LOGAN, Denver, CO 11/01 – 05/02

Charge / Staff Registered Nurse – Children Unit (220-bed)

Assess physical and psychological problems and needs of children responding with appropriate interventions. Charge responsibilities as Team Leader included directing support staff, design and implementation of comprehensive care plans, administering patient medication, interpretation and follow through of doctor and other provider instructions, articulate communication and interaction with patients, families, social workers, educators, and doctors.

TRAVCORPS / CROSS COUNTRY, Malden MA

Traveler Registered Nurse Mar 2001 – Nov 2001

Baptist Memorial Hospital, Memphis, TN (607-beds)(08/01 – 11/01)

University of Colorado Hospital, Denver, CO (393-beds)

Traveler Registered Nurse (03/01 – 08/01)

Direct patient care in ICU, Telemetry step-down and Critical Care units within large academic, tertiary care hospitals.

CENTURA CATHOLIC HEALTH SERVICES

May 1999 – Mar 2001

Centura Porter Adventist Hospital (368-beds), & Littleton Adventist Hospital (139-beds)

Resource / Staff Registered Nurse

All aspects of direct patient care in the Telemetry and Transplant units. Responsible for new staff orientation into Telemetry and Transplant nursing. Transferred to Float Pool presenting nursing exposure to various units in both facilities.

COLUMBIA HEALTHCARE SYSTEM, Denver, CO

Aug 1997 – May 1999

Columbia Bethesda Behavioral Health (244-beds)

Aurora Medical Center (480-beds)

Charge / Staff Registered Nurse

Began at Bethesda Psychiatric Hospital Center for Trauma and Disassociation. Duties included leading groups, dispensing medications and working with interdisciplinary teams. When the Bethesda facility closed, transferred to Aurora Medical Center to the Telemetry / Medical-Surgical unit.

HEALTHNET, Kansas, MO

Jan 1997 – Aug 1997

Mental Health Case Manager – Utilization Management Coordinator

Assess, develop and implement cost effective treatment and discharge plans. Perform on-site treatment reviews at multiple facilities. Evaluate claims, serve as resource nurse consultant regarding alternative care arrangements. Utilize interpersonal skills to educate patients and families, expanding awareness of mental health issues; enabling informed familial choices. Develop and maintain productive working relationships with 12 different mental health inpatient hospitals and 250+ outpatient providers.

TWO RIVERS PSYCHIATRIC HOSPITAL, Raytown, MO (80-beds)

Nov 1995 – Jan 1997

Relief Hospital Night Supervisor / Staff Registered Nurse

Responsible for patient care, distribution of medications, and the provision of therapeutic interventions. Worked directly with trauma survivors, patients with dual diagnoses, and substance abusers. Filled in as hospital relief night supervisor as needed.

VETERANS ADMINISTRATION HOSPITAL, Kansas City, MO (425-beds)

Apr 1994–Aug 1995

Staff Nurse, LPN to Registered Nurse (1994 – 1995)

LPN (1990 – 1994)

Worked weekends providing patient care and treatment on the oncology unit and psychiatric ward while obtaining college degree.

BRANIFF INTERNATIONAL AIRLINES, Dallas, TX

Feb 1972 – Nov 1990

Flight Attendant

EDUCATION

William Jewell College, Liberty, MO 1994

Bachelor of Science, Nursing

Penn Valley Community College, Kansas City, MO 1990

Licensed Practical Nurse Certificate

Community College of Aurora, Aurora, CO 2002

Certificate of Business Management

LICENSE AND CERTIFICATIONS

California State Nursing License

Basic Life Support

Advanced Cardiac Life Support

Crisis Prevention Intervention



Nancy Park Minkler
Arnold, CA 95223

April 15, 2021

Sent via email only to pstout@mthcd.org

Board of Directors
Mark Twain Health Care District Board
PO Box 95
San Andreas, CA 95249

Re: Application for Appointment to Board of Directors

Dear Board of Directors,

I am submitting this letter to apply for appointment to the open seat on the board of directors of the Mark Twain Health Care District. I have been a resident of Calaveras County since 2013. My husband and I first lived in Arnold where we started the Park Minkler law firm, representing local public agencies, businesses, non-profit organizations, and individuals. Since 2018, I have run the firm as a solo practitioner, advising local businesses and individuals on matters ranging from real property disputes to estate planning. My husband and I now live in Murphys with our two boys, ages three and five.

Since last summer, I have been working with Dr. Smart to design and implement the Robo-Doc program. In talking with the school staff and school board members, I have learned of the health care needs of the students in this county. Since schools are a natural point of access for medical care, the health care district's partnership with them will allow it to meet the students' health care needs. I am excited about the program's potential, and, as a parent of a school-aged child, I am personally invested in it.

I have enjoyed volunteering for the health care district, but I believe that I would serve the district well as a board member because I have relevant practical experience. Since 2009, I have advised and represented many public agencies. That experience would give me an in-depth understanding of the District's and the Board's governance structure. I also believe that my experience as an attorney, although not in the health care industry, would be helpful in understanding and analyzing contracts, regulations, employment matters, and other legal issues that arise within the district's operations. Lastly, I have experience serving on a board, having been a member of the Bear Valley Music Festival board of directors since 2013 and serving as the board's co-president during the festival's 50th Anniversary season.

I would very much appreciate an opportunity to speak with the board about how I might serve the

district and look forward to hearing from you.

Sincerely,

A handwritten signature in black ink that reads "Nancy Park Minkler". The signature is written in a cursive, flowing style.

Nancy Park Minkler

Enclosure



Nancy Park Minkler

Arnold, California 95223

Experience

Park Minkler Law Firm, *Arnold, California*
Owner

2013 to present

- Provide legal advice to local businesses, including wineries, real estate brokers, and internet service provider.
- Represent clients in litigation regarding real property and contract disputes.
- Represent employees on claims of disability discrimination and wage and hour violations, including a successful appeal before the Ninth Circuit Court of Appeals.
- Advise clients on estate planning.

Meyers Nave Riback Silver & Wilson, *Los Angeles and Oakland, California*
Associate Attorney

2009 – 2013

- Provided legal counsel and training to public agencies on labor and employment matters.
- Represented public agencies in litigation in state and federal court and arbitration.
- Representative clients included the City of Los Angeles, the City of Stockton, the City of Richmond, and the El Dorado Irrigation District.

Schneider Wallace Cottrell Brayton Konecky LLP, *San Francisco, California*
Associate Attorney

2006 – 2009

- Represented class members in class action lawsuits regarding employment discrimination, wage and hour violations, and disability access.

Law Offices of Shirley D. Jacobs, *Pleasanton, California*
Associate Attorney

2005 – 2006

- Represented clients in family law matters.

AmeriCorps for Community Engagement and Education, *Austin, Texas*
Bilingual Tutor

2001 – 2002

- Tutored second- and third-grade students in Spanish and English.

Education

University of Texas School of Law, *Austin, Texas*
Juris Doctor, 2004

University of Texas at Austin, Plan II Honors Program, *Austin, Texas*
BA Plan II (Humanities), cum laude, 2001, *Phi Beta Kappa*

Licenses/Admissions

Admitted to practice law in the State of California; District Courts of California, Northern and Eastern Districts; Ninth Circuit Court of Appeals

Community Involvement

- Bear Valley Music Festival, current Board Member and former Co-President of the Board of Directors
- Volunteer with Mark Twain Health Care District as Co-Executive of Robo-Doc program.

April 1, 2021

Mark Twain Health Care District

Board Members

C/O Peggy Stout

RE: Board of Directors / Open Position

Good Day -

My wife and I recently relocated from Southern California to Copperopolis. We are now looking for ways in which we can help and support our new community. While in Southern California, we were financial supporters of the Orange Coast Medical Center Foundation, I was on the advisory board of the non-profit group, Patriots and Paws and on the boards of two Home Owner Associations. I can now add being a member of the MTHCD Finance Committee.

The bulk of my professional life has been in Commercial Real Estate. I have experience running the day-to-day operations of large complexes, developing best practices for maintaining properties and overseeing the maintenance operations of properties throughout the United States. This, coupled with my accounting background, has allowed me to gain a strong understand of operating and construction budgets, leases and financial reporting.

Based on what I have been able to learn about the MTHCD, I believe my background and skills will allow me to assist the team in meeting its' overall goals and objectives in serving the overall health care needs of the community. I would very much like to be considered for the open board member position.

I am thankful for this opportunity and honored to be able to join your team.

Sincerely,



Richard Randolph

2021 Oak Creek Drive

Copperopolis, CA 95228

(714) 317-9336

RICHARD L. RANDOLPH



Qualifications

- ❖ Competent in all aspects of Facilities Management including Operations, Maintenance, Planning, Budgeting, Tenant Improvements, Energy Management, Security and Safety.
- ❖ Skilled in all aspects of P&L responsibilities / business planning and development.
- ❖ Experienced in supervising and managing a large number of various personnel, including third party vendors, assuring the timely and accurate completion of projects.
- ❖ Twenty years of practical application, extensive training and formal education at the University level.

Work History

Vice President – Account Manager / Angus Systems Group

2006 – Current

- ❖ Secured and worked with clients on the deployment of a web-based Work Order & Preventive Maintenance System. Directly involved in implementing in over 1.3 Billion Sq. Ft. of commercial Real Estate
- ❖ Worked with clients in the development of “Best Practices” .associated with work order & preventive maintenance workflow.
- ❖ Responsible for the communicating clients’ needs in terms of future system enhancements & workflow back to our internal development group.

Managing Director – Technical Services / CB Richard Ellis – Building Technology Engineers

1997- 2006

- ❖ Develop contracts, specifications and procedures covering preventative maintenance, general maintenance, building operations and safety.
- ❖ Design and implement a variety of programs involving energy reduction/de-regulation and bulk purchasing. Programs to date have resulted in annual operating cost reductions in excess of \$20 million.
- ❖ Responsible for the development of a joint venture between CB Richard Ellis and the EMCOR Group, forming Building Technology Engineers of North America.
- ❖ Oversaw the daily operations of 900 Building Engineers (across the Country) with 15 different regional managers

Senior Facilities Manager, The Koll Company (Acquired by CBRE in 1997)

1992-1995

- ❖ Provided a full range of facilities management services to Hughes Aircrafts 3.2 million square foot portfolio in Southern California.
- ❖ Managed operation/maintenance budgets in excess of \$12million and has profit/loss responsibilities as an “Out-Sourced” facilities management company.

Director of Administrative Services, The Koll Company

1988-1992

- ❖ Orchestrated the purchase/lease of all office equipment/supplies and office space for all company locations throughout the Western United States.
- ❖ Oversaw the development and implementation of telecommunication services for all locations throughout the Western United States.

Supervisor, Administrative Services, State Farm Ins.

1979-1988

- ❖ Supervised 50 maintenance employees at 30 locations throughout Southern California

- ❖ Purchased supplies, equipment, food services and printing.
- ❖ Managed the microfilming and storage of thousands of records/files

Education

BA degree in Business Administration/Accounting, California State University, Fullerton, 1979

Affiliations

Building Owners and Managers Association (BOMA)

International Facilities Managers Association (IFMA)

Real Estate Round Table (Washington DC based Real Estate trade association)