

**Julia Sawyer**

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**From:** Dee [REDACTED]  
**Sent:** Thursday, February 20, 2020 10:14 AM  
**To:** Julia Sawyer  
**Cc:** Teri Drew  
**Subject:** RE: WDB Membership Renewal

Oh, I had not considered immediate resignation. However, if you have been reading the newspapers recently regarding Camp Verde Council, you can understand that I need to focus on local issues at this time. My apologies, but effective immediately is the right decision for me at this time. Again, thanks for the opportunity. I learned a great deal.

Regards,



Dee [REDACTED]  
General Manager/Financial Analyst - Quintus  
684 Industrial Dr, Camp Verde, AZ 86322

Phone: [REDACTED] Ext: [REDACTED] FAX: [REDACTED]  
Email address: [REDACTED]

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**From:** Julia Sawyer [<mailto:jsawyer@nacog.org>]  
**Sent:** Thursday, February 20, 2020 9:57 AM  
**To:** Dee [REDACTED]  
**Cc:** Teri Drew  
**Subject:** RE: WDB Membership Renewal

Good morning [REDACTED],

Hoping all is well with you in these busy days!  
Thank you for your email. Teri and I were looking at your notice of resignation, and Teri would like clarification to see if you plan to continue through June or if you're intention is to resign effective immediately.

Please let us know so that we can proceed accordingly.

Thank you!



**Julia Sawyer** | Executive Assistant to Teri Drew  
NACOG | 221 N Marina St., Ste 201 | Prescott, AZ 86301 | 928.778.1422  
Connect with us: [nacog.org](http://nacog.org)

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**From:** Dee [REDACTED]  
**Sent:** Monday, February 03, 2020 6:18 AM  
**To:** Julia Sawyer  
**Cc:** Teri Drew  
**Subject:** RE: WDB Membership Renewal

Appreciate being part of the WDB this past year. Moving forward, busy schedule just does not allow the time needed for me to continue to participate. Thanks, and again, my sincere appreciation and respect for all you do on behalf of Yavapai County and especially the Verde Valley.

Regards,

Dee  
2/3/2020



Dee [REDACTED]  
General Manager/Financial Analyst - Quintus  
684 Industrial Dr, Camp Verde, AZ 86322

Phone: [REDACTED] Ext: [REDACTED] FAX: [REDACTED]  
Email address: [REDACTED]

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**From:** Julia Sawyer [<mailto:jsawyer@nacog.org>]  
**Sent:** Thursday, January 30, 2020 3:20 PM  
**To:** Dee [REDACTED]  
**Cc:** Teri Drew  
**Subject:** WDB Membership Renewal



Hello [REDACTED]

On behalf of Teri Drew, please find attached a letter regarding the renewal of your WDB membership and an Application for Membership.

A hard copy will also be mailed to you.

Best Regards,



**Julia Sawyer**, Executive Assistant to Teri Drew  
NACOG | 221 N. Marina St., Ste 201 | Prescott, AZ 86301 | 928.778.1422  
Connect with us:   [nacog.org](http://nacog.org)

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BY: [Signature]

# Yavapai County Workforce Development Board Membership Application

Please read the **WDB Overview** Document *before* completing this application. You may utilize the back of this page if additional space is needed in providing information for the questions listed below. **PLEASE PRINT.**

Name: Bascom

Sector Representation: (Please check one):

- Private Sector
- Local Education
- Labor Organization
- Economic Development
- One Stop Partner

Resident of Yavapai County?  Yes If "Yes", how many years? \_\_\_\_\_  
 No

Phone: Work \_\_\_\_\_ Home (\_\_\_\_)\_\_\_\_-\_\_\_\_ Cell \_\_\_\_\_  
Email \_\_\_\_\_

Business: Fann Contracting, Inc. Job Title: HR/Safety/Compliance Director

Type of Business: Heavy Highway Construction - Civil

Job Responsibilities: Management level company executive, department head, apprenticeship coordinator, recruiting, hiring, safety training, company policy review/enforcement, safety committee, and corporate compliance.

Are you an "optimum policy maker" for your business?  Yes  No

Please describe: Responsible for all recruiting, interviews, candidate selection, on-boarding, apprentice program, company safety training, regulatory compliance and policy development implementation.

*A representative with optimum policy-making authority is an individual who can reasonably be expected to speak affirmatively on behalf of the entity he or she represents and to commit that entity to a chosen course of action, including hiring authority.*

Please provide a brief description of your interest and qualifications to be a WDB member (experience, desire, profession, etc.) See resume. I should be able to soundly assist with the tenants of the Workforce Innovation and Opportunity Act to include guidance in the development of state sanctioned apprenticeship programs for businesses, familiarity in working with ADOT, and Y.C.C.A. Able to provide the board with guidance for other business leaders who are ready to start their own specialized in-house talent pipeline training programs.

Briefly describe your knowledge of Yavapai County's labor market (workforce skills needed, industry/business trends, needs of employers, etc.) Twelve plus years HR/Safety experience recruiting, hiring and training workers in Yavapai County. Familiarity with the local labor shortages. Have experience working with other businesses to address these shortages. This would mainly be involved with the construction and trucking trades in our area of AZ. 30 plus year resident of Yavapai County.

How many hours per month can you contribute to WDB activities? Open with limitations

Please Attach a Current Resume and Letter of Recommendation

## Professional Achievements to date:

- Currently: HR, Safety & Compliance Director – Fann Contracting, Inc. Prescott, Arizona
- 2015-2016 Credit Union Board Member - Jemez Valley Credit Union, Jemez Springs, New Mexico.
- 2014-2016 Volunteer Board Member – Sandoval County New Mexico Economic Development & Tourism Department, Bernalillo, New Mexico.
- B&B Business Owner
- 2016-2017 Workforce Shortage Task Force Member - Prescott Valley Economic Development Foundation (PVEDF), Prescott Valley, Arizona.
- 2010-2020 Member, Prescott Area Human Resources Association, Prescott, Arizona.

## HR/Safety/Compliance Director - Fann Contracting, Inc., Prescott, Arizona

11-1996 to 11-2013 and 8-2016 to Present

Served on the Executive Board for the \$75-\$100 million dollar corporation in the Human Resources/Safety Department in developing sustainable workplace programs and a motivational culture to encourage productivity and deliver desired outcomes. Sharp business acumen and experienced in managing broad scope of HR operations, from coordinating employee onboarding & development programs, benefits, implementing departmental program audits and preparing safety training strategies. Actively engaged with Corporate Management regarding federal, state and policy compliance. Duties include:

- Serve as the initial point of contact for applicants and employees.
- Operating Engineers & Mechanics Apprenticeship Program Coordinator/Director
- Responsible for advertising, recruiting, job fairs, interviews, candidate selection and onboarding for new employees regarding HR and safety policies and procedures.
- Company safety training and policy development initiatives.
- Annual hiring of up to 175 workers to match the cyclical patterns of the construction industry.
- Provide daily guidance, problem resolution in areas of employee relations, performance and corrective action/discipline.
- Advise both employee and managers regarding Safety issues, EEOC, employee relations policies, procedures, and documentation.
- National Safety Council Training Instructor for Highway Flagger safety courses.
- Train, support and enforce Title IX and conduct all workplace-related complaint investigations.
- Development of performance improvement plans and provide workers with coaching tips on how to better manage conflict situations.
- Manage legal responses to unemployment claims, EEOC or other related issues in collaboration with the company President, CEO, EEO Officer and General Counsel.
- Oversees company-wide annual performance reviews.
- Coordinates with other construction industry workforce clusters/entities regarding workforce needs and issues.
- Organized and refined orientation and on-boarding programs for new employees with diversity & inclusion requirements.

**LLC Secretary, Co-Owner, Elk Mountain Lodge, LLC, Jemez Springs, NM**

11-2013 to 8-2016

Co-owner of the 5-room bed & breakfast/lodge in Jemez Springs, NM. My wife Robin and I moved to NM to help revitalize, remodel and increase profits for this family owned venture. Duties included:

- Organized a legal team to develop and implement an LLC for limiting our liability and protection of assets.
- Board Member - Jemez Valley Credit Union, Jemez Springs, New Mexico.
- Volunteer Board Member, Sandoval County Tourism & Economic Development
- Board Member - Jemez Valley Credit Union, Jemez Springs, New Mexico.
- Cooperative oversight (with co-owners) of B&B, small gift shop, property.
- E-commerce oversight/development of advertising, marketing, branding.
- Maintains full website, Facebook and Twitter accounts for the B&B
- Computer literate, Mac user, Word, Excel, PowerPoint, etc....
- Recommends to the LLC Board new direction and business opportunities.
- Trains, hires, supervises, and evaluates workers/employees.
- Oversees coordination of B&B vendors, services and sub-contractors.
- Coordinating with other local businesses to provide services for guests.
- Public relations, bi-monthly blog for the B&B
- Performs related duties assigned by LLC Board.

**Human Resource Director, Fann Contracting, Inc., Prescott, Arizona**

11-1996 to 11-2013

Hired as an equipment operator, promoted to foreman, then superintendent. Duties included full charge of contractual project operations building infrastructure for Arizona Department of Transportation, City of Prescott, Yavapai County, Chinó Valley, Prescott Valley, and City of Cottonwood. Promoted to Human Resource/ Personnel Director in 2005.

**Heavy Equipment Operator/Foreman, FNF, Inc., Tempe, Arizona**

12-1995 to 11-1996

Paving and dirt operations, statewide foreman position, also operated excavator, gannon, screed, wind-row elevator, rollers and dump-man/yield calculations.

**Heavy Equipment Operator, C.S. McCrossan Inc., Maple Grove, Minnesota**

6-95 to 12-95

Worked throughout the state of Arizona operating a motor grader, loader, dozer, backhoe, 815 roller, water truck,

**Heavy Equipment Operator, Asphalt Paving & Supply Inc., Prescott Valley, Arizona**

6-91 to 6-95

Asphalt roller, gannon, loader, motor grader, dirt grades for paving & laborer

**Laborer/Heavy Equipment Operator, Anderson Reclamation Inc., Scottsdale, Arizona**

12-90 to 6-91

Re-vegetation/drainage and 404 waterways reinforcement/stabilization.

**Absentee Co-Owner, Elk Mountain Lodge, LLC, Jemez Springs, New Mexico**

12-90 to present (2020)

Helped the family build the La Cueva Steakhouse; later remodeled and renamed the Elk Mountain Lodge B & B; a multi-unit commercial bed and breakfast business. This business is currently for sale.

**Education:**

1977-80 New Mexico Military Institute, Roswell, NM (Sandia HS, Albuquerque)

1988-90 Embry-Riddle Aeronautical University, Prescott, AZ – Studies in Corporate Management/Flight

1986-88 Yavapai College, Student and Tutor, Prescott, AZ – AA equivalent in Business

1980-81 Albuquerque Technical-Vocational Institute – Electrical Circuitry Applications

2002-02 Conversational Spanish – Yavapai College, Prescott, AZ

2003-17 Numerous business seminars and legal training classes including:

- NPEA (Navajo Preference in Employment Act).
- Tribal Employment Rights Office Contracts/Agreements.
- E-Verify; Hiring for Employers with Federal Contracts.
- Reasonable Suspicion Drug & Alcohol Testing.
- OSHA & National Safety Council (NSC) Training.
- Certified Highway Flagger Training Instructor (NSC).
- Arizona Apprenticeship Office training seminars
- AGC Construction HR & Training Professionals Conferences
- EEOC Phoenix District Office Update Seminars
- Prescott Area Human Resources Association (PAHRA) Member, quarterly training meetings

**Computer/Software & General Skills:**

- MacBook Pro, iMac and Microsoft Windows platforms
- Proficient in all facets of Microsoft office
- Vista (Viewpoint) Enterprise Resource Planning (ERP) for Construction Management & Employee Tracking
- SAMSARA Trucking/Fleet Management Software
- WordPress Website Management Software
- Strong networking and teambuilding abilities
- Negotiating & communication
- De-escalation techniques

**References:**

- **Bill Ferrier**, Yavapai County Building Inspector, Prescott, AZ, 928-710-0011
- **Abe Guepel**, Project Manager, Fann Contracting, Inc. Prescott, AZ, 928-499-1498
- **Tim Carter**, Yavapai County School Superintendent, Prescott, AZ 928-925-6560
- **Antoinette Vigil**, Sandoval County Economic Development, Bernalillo, New Mexico, 505-404-5825
- **Tina Trujillo**, CEO/Manager, Jemez Valley Credit Union, Jemez Springs, New Mexico, 575-829-3366

**Interests:**

- Being a husband, dad and grandparent
- Creating wealth
- Philanthropy

**Hobbies:**

- Traveling
- Fishing & Boating
- Hunting
- Photography



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FEB 13 2020

BY: [Signature]

# Yavapai County Workforce Development Board Membership Application

Please read the **WDB Overview** Document *before* completing this application. You may utilize the back of this page if additional space is needed in providing information for the questions listed below. **PLEASE PRINT.**

Name: [Redacted] Silvernake

**Sector Representation:** (Please check one):

- Private Sector       Local Education       Labor Organization  
 Economic Development       One Stop Partner

**Resident of Yavapai County?**  Yes If "Yes", how many years? 46  
 No

**Phone:** Work [Redacted] Home (\_\_\_\_)\_\_\_\_-\_\_\_\_ Cell [Redacted]  
Email \_\_\_\_\_

**Business:** Prescott Transit      **Job Title:** CEO / Owner

**Type of Business:** Transportation

**Job Responsibilities:** HR, Accounting, Legal and General management of all divisions.

**Are you an "optimum policy maker" for your business?**  Yes       No

**Please describe:** Owner

*A representative with optimum policy-making authority is an individual who can reasonably be expected to speak affirmatively on behalf of the entity he or she represents and to commit that entity to a chosen course of action, including hiring authority.*

**Please provide a brief description of your interest and qualifications to be a WDB member (experience, desire, profession, etc.)** Have served in this capacity for over 30 yrs locally.

**Briefly describe your knowledge of Yavapai County's labor market (workforce skills needed, industry/business trends, needs of employers, etc.)** Employers willing to work and trained in basic job skills (soft) to specific skills of construction and technology currently missing in our communities

**How many hours per month can you contribute to WDB activities?** 10-20

Please Attach a Current Resume and Letter of Recommendation

[REDACTED] **SILVERNALE**

8/11/2015

[REDACTED]  
**Prescott, Arizona 86301**

**Home** [REDACTED], **Office** [REDACTED]

**GOALS**

Establish a self supporting Transit System for the City of Prescott and surrounding area, enabling the transit dependent of the Tri-City Area with economical alternatives to total area access and increased independence in their quality of life.

Provide a mechanism to assist people in unfortunate circumstances with a second chance at a stable and responsible life through the expansion of employment opportunities.

**SUMMARY OF QUALIFICATIONS**

Over forty four years of successful management positions both in government service and the private sector, including extensive experience in: product/service development, marketing, planning, leadership, budgeting, forecasting, analysis, accounting, tax preparation, insurance, risk management, legal issues, acquisitions, staff supervision, training, financing, contract negotiation and administration. The industries experienced include: Manufacturing, Defense, Construction, Transportation, Retail Sales, Automation and Real Estate.

**SUMMARY OF JOB ASSIGNMENTS**

Private Industry:

- 1960-1970 All facets of vertical construction to include framing, layout, roofing, sheet rock and block work.
- 1970-72 Checker Auto Parts, Phoenix, AZ Senior Parts Specialist
- 1981-Present Prescott Transit, Prescott, AZ, CEO
  - Consolidated separate transportation companies establishing a coordinated fixed route and demand response service to the City of Prescott. Integrated interstate service through contracts with Greyhound Lines and established intercity service between Prescott and Phoenix. Implemented Para-transit services within the organizations' existing capabilities utilizing excess equipment hours and availability. Increased wheel chair accessibility by the addition of accessible equipment and expanded service by charter bus, van and limousines. Fixed costs by establishing a central repair facility that includes all mechanical, tires, electrical and body work in house. Reduced liability through driver and staff training programs, background checks and drug/alcohol screening program. Current service produces over 124,497 passenger trips, 1,836,649 vehicle miles in 82,129 service hours at a cost of \$0.85 per mile and \$18.98 per hour.
- 1992-93 TIER Corporation, San Francisco, CA Partner and COO
  - Developed a startup consulting corporation with 8 partners. Provided funding and structural background as well as sales support. Responsibilities included all legal, insurance, facilities, equipment procurement and sales. Developed strategic partnership with Texas Instruments and provided services to fortune 100 clients. Matson Navigation, Levi Straus, Chevron, United Airlines, Intel and Tandem Computers were the initial private clients with multiple government clients such as many State Departments of Transportation and Child Services.



Government Service:

- 1972-74 US Army, Private First Class (Officer Candidate)
- 1974-75 US Army, Ft. Belvoir VA. Engineer Officer Basic, 2<sup>nd</sup> Lieutenant
- 1975-78 US Army, Stuttgart, Federal Republic of Germany, 1<sup>st</sup> Lieutenant  
586<sup>th</sup> Maintenance Company, Property Book Officer, Mess Officer, Tax Officer, Platoon Leader-  
Engineer Equipment Repair Shop, Communications Repair Shop, Readiness and Mobilization  
Officer, Company Executive Officer. Responsibilities included 2<sup>nd</sup> in Command for this 250 man  
company, their equipment, re-supply, training, personnel section, payroll and welfare. TS Clearance
- 1978-79 US Army, 62<sup>nd</sup> Engineer Battalion, (Combat Heavy), Ft. Hood TX, 1<sup>st</sup> Lieutenant  
A and B Companies, 62<sup>nd</sup> Engineer Battalion Platoon Leader, Maintenance and Horizontal  
Platoons. Responsible for maintenance of all Heavy Construction equipment and the construction  
of over 100 miles of roadway, 3 airfields (including the east/west runway for the City of Hamilton  
TX), 4 levies and the operation of a borrow pit supporting the entire post. TS Clearance
- 1979-80 US Army, 62<sup>nd</sup> Engineer Battalion, (Combat Heavy), Ft. Hood TX, Captain  
62<sup>nd</sup> Engineer Battalion S-4 (Supply Officer) responsible for all issued equipment (\$300 million  
value) and re-supply of this 1000 plus man Battalion including an attached ADM Company (\$1  
million annual budget). TS Clearance
- 1980-81 US Army, HQ III Corps, Ft. Hood TX, Captain  
HQ III Corps, Engineer Staff Section responsible for all Corps Engineering Assets of over 50,000  
soldiers for training and logistics and the first 12 hrs of battle for the III Corps Engineers. Wrote  
deployment, mobilization and battle plans as well as evaluated all assigned and Capstone Units.  
CTS Clearance
- 1981-82 US Army Engineer School, Ft. Belvoir VA, Captain  
Instructor at the Engineer Officers Basic Course. Taught all phases of field construction,  
demolition, maintenance and unit security. CTS Clearance
- 1982-83 US Army Facilities Engineer, Ft. Ord CA, Captain. CTS Clearance  
Engineering assignment to mobilize and redesign the Post for full deployment.
- 1984-85 US Army Engineer School, Ft. Belvoir VA, Captain  
Engineer Officer Advanced Course completion, and installation of TRADOC Schoolhouse System  
for the Post. Installed VAX 11750 and all communication hardware to automate the Engineer  
School. Evaluated small unit computer systems for the Pentagon Procurement award and provided  
recommendations on systems for company sized organizations. CTS Clearance
- 1985-95 US Army Defense Logistics Agency, Lexington Army Depot, Major  
Chief Engineer responsible for all design and maintenance of facilities including water, sewer,  
streets, water purification plant, airfields, heliports, power generation, industrial design, industrial  
buildings, housing units, fuel facilities and environmental. Program of projects for the 2 facilities  
located 45 miles apart totaled over \$498 million which was coordinated through Congress for  
approval and implementation. CTS Clearance
- 1995-96 US Army Defense Logistics Agency, Corpus Christi Army Depot, Major  
Deputy Facility Engineer responsible for Facility maintenance scheduling and programming of  
funds in concert with Naval Facilities Engineer. CTS Clearance

## PROFESSIONAL ACHIEVEMENTS

### Product/Service Development:

- Developed the "Toaster Tong" as a viable product in concert with IBM advisers at the age of 17, resulting in annual sales of \$35,000.00 as a part time company staffed by high school students. The company performed all phases of manufacturing from development and design to unit production to retail sales. Junior Achievement.
- Identified the Market Gap in transportation alternatives for both passengers and freight (to include package express) in the Prescott Arizona area and established a coordinated transit system to serve this need. The results are current annual sales of over \$1,879,000.00 with a net surplus since 1981 where a net deficit had existed previously.
- Identified shortfalls in the Defense Data Network as pertains to the Military Construction Army, (MCA) Program, for design and acquisition of facilities under \$200,000.00 and developed a data base control system for the Lexington Army Depot's administration of over \$4.6 million in construction annually. The result was a savings of 20% in initial design and 8% in labor costs.
- Established a C.A.S.E. (Computer Aided Software Engineering) Consultant Corporation to provide personnel resources to major (Fortune 100) companies, develop utilities, methodology and client/server based architecture. Gross Sales (92-94) \$50 Million per year.

### Marketing:

- Produced market profile and available distribution machinery in support of marketing efforts and sales staff to include a marketing plan as a Management by Objectives (MBO) document resulting in public awareness, name recognition, increased productivity and sales for Prescott Transit Authority.
- Produced news releases, advertising copy, logo, stationary and directed artwork for all phases of the marketing plan.
- Established an incentive based Management by Motivation (MBM) program in all areas of sales and operations which had the immediate effect of controlling cost of goods and services sold as well as maximizing the sales pricing.
- Assisted in the production of the Marketing Plan for a startup C.A.S.E Consultancy that resulted in overnight success (\$1.5 Million Gross Receipts 1st year) and worldwide growth. The Marketing Plan was developed as a team/committee effort built in modules. Established strategic partnership with Texas Instruments.

### Planning and Leadership:

- Established and chaired a Transit Advisory Board to solicit public input to transit plans and services.
- Chaired several users groups and steering committees in the U.S. Department of Defense for varying programs of automation, construction, resource management and operations.

- Produced and implemented the Master Plan, Capital Improvement Program (Program of Projects totaling over \$498 Million) and the Depot Integrated Modernization Plan for the Lexington Army Depot, Defense Logistics Agency.
- Produced and executed mobilization plans for three Army Installations and various military units, as well as war plans for Corps level operations. Possess CTS Clearance.
- Prepared and implemented expansion plans for the Transit Authority inclusive of routes, schedules, service types, fee structures and acquisitions.
- Prepared and implemented the Business Plan for a startup C.A.S.E Consultancy that resulted in a net profit of 22% to investors and 148% to the owners.
- Currently Past Chair of the Yavapai County Local Workforce Investment Board. Served as Vice Chair and Chair and have been a member for over 25 years. Assisted in re-write of By-Laws to reflect stronger role of private industry and bringing about public sector unity within the board.
- Served two years as member of the Governor of Arizona's Workforce Advisory Council (WAC) for workforce development appointed by Governor Brewer.

#### Financial Management:

- Established both standard accrual and cost accounting systems for the Transit Authority. Each system was departmentalized and cross-linked to operating budgets by department creating a Management by Exception (MBE) control system, which reduced the time requirements for analysis by 33 percent.
- Prepared all Transit System budgets and forecasts on both an incremental and zero based method. The final product reflected both the organizations actual objectives and a realistic expectation of the financial requirements as well as the proforma performance statistics.
- Established the organizational structure and departmentalized accounting system for a private transportation company with ten interrelated divisions organized vertically and horizontally to capture and control all aspects of their market.
- Identified and programmed all budgetary requirements for the total construction efforts of Lexington Army Depot for the Fiscal Years 91 thru 98, representing approximately \$4.6 million per year.
- Conducted financial analysis of business operations to include break-even, operating margin, cash flow, and cost-volume-profit charts as well as operational performance comparisons.
- Prepared a large variety of tax forms to include employment, excise, sales, individual, partnerships, corporations, trusts, and non-profit returns as well as all associated schedules. Established the required payroll accounts and completed all filings with the appropriate agencies both state and federal governments.

- Executed and managed commercial loans, grants and credit lines of over \$1.4 million for both acquisitions of equipment and real estate as well as operations.

#### Contracts and Legal:

- Negotiated and administered construction contracts for the Department of Defense with a value range of \$10,000. to over \$100 million per project. Established and monitored criteria for contract less than \$10,000.

- Negotiated and secured operating contracts and grants from the federal and state government for the Transit Authority in excess of \$1,000,000.00 over a two year period.

- Successfully defended over 80 liability and tort claims by personal research and active risk management techniques thereby reducing overall operating expenses and financial exposure.

- Developed and acquired operational contracts with other service providers on both a state and national level with both private sector and governmental organizations.

- Identified all available organizational structures and their associated tax liabilities, developed a multi-level structure of a C-Corporation with individual and group ownership consisting of an out of state Partnership, multi-state trusts and S-Corporations linked by contracts for services thereby distributing the taxation to the lowest level and avoiding double taxation.

- Developed and negotiated individual services contracts at fortune 100 corporate levels involving over \$1.5 million in sales of services per contract with total sales of over \$50 million.

#### Staff Supervision and Training:

- Programmed and evaluated the training of over 50,000 engineers, coordinating mission tasking with individual and group skill requirements.

- Supervised staffs of varied skills (both professional and blue collar) ranging in size from 20 to 500 people. Established procurement policies, personnel guidelines and standard operational procedures for numerous organizations.

#### **RELATED PROFESSIONAL ACTIVITIES**

US Army Reserve, Major, Corps of Engineers.  
Executive Director, Prescott Transit Authority.  
Member, Society of American Military Engineers. (SAME)  
Member, Arizona Transit Association. (ATA)  
Secretary, Downtown Prescott Association. (DPA)  
Member, Taxicab Limousine and Paratransit Association. (TLPA)  
Member, Taxicab and Paratransit Association of California. (TPAC)  
Member, National Limousine Association. (NLA)  
Member, Arizona Limousine Association. (ALA)  
Member, United Motor Coach Association (UMA)



Member, American Bus Association (ABA)  
Member, National Bus Ticketing Association (NBTA)

### **SPECIAL SKILLS**

Personal computers including; Basic Language, DOS, Accounting Systems (BPI, MYOB), Lotus, Word Perfect, DBASE IV, Harvard Graphics, Project Manager, ProComm, Windows, All related windows programs (Word, Excel, Act, Access, Work Groups for Windows, Power Point), Carbon Copy and Multiple AutoCAD programs. Networked environments, including design and implementation of communication systems including VOIP and DATA LANS / VLANS with high capacity Network Attached Storage (NAS).

### **PUBLICATIONS**

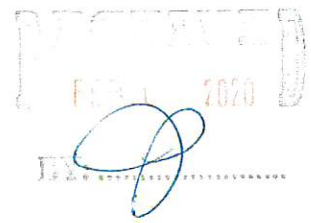
1991 - "New Construction vs. Rehabilitation of Facilities" (Actual Practice due to Congressional Constraints) – DOD (White Paper to Congress)

1980 - "Bridging Assets in the European Theater" - DOD

1978 - "Commanders Role in Property Accountability" - DOD

### **EDUCATION**

- AA Business, New Mexico Military Institute, Roswell NM, 1974
- Engineer Officer Basic Course, Ft Belvoir VA, 1974
- University of Maryland, Stuttgart FROG, 1974-1977
  - Non Degreed Courses in Construction Design and Drafting.
- BS Mechanical Engineering, Somerset University, Somerset UK, 1980
- BS Civil Engineering, Somerset University, Somerset UK, 1982
- Engineer Officer Advance Course, Ft Belvoir VA, 1984
- Yavapai College, Prescott AZ, 1982-1989
  - Various Business courses in Marketing, Accounting and Computer Science.
- MS Business Administration, Somerset University, Somerset UK, 1991
- U.S. Army, 1972-1996
  - Numerous management schools of diverse subject material in various duration's.
- A myriad of Seminars on Tort/Business Law, Transportation Management and Trusts/Asset Protection.



# Yavapai County Workforce Development Board Membership Application

Please read the **WDB Overview** Document *before* completing this application. You may utilize the back of this page if additional space is needed in providing information for the questions listed below. **PLEASE PRINT.**

**Name:** \_\_\_\_\_ TIMM \_\_\_\_\_

**Sector Representation:** (Please check one):

- Private Sector
- Local Education
- Labor Organization
- Economic Development
- One Stop Partner

**Resident of Yavapai County?**  Yes If "Yes", how many years? 19 YEARS  
 No

**Phone:** Work \_\_\_\_\_ Home (\_\_\_\_)\_\_\_\_-\_\_\_\_ Cell \_\_\_\_\_  
Email \_\_\_\_\_

**Business:** YAVAPAI REGIONAL MEDICAL CENTER **Job Title:** CHIEF HR OFFICER

**Type of Business:** HEALTHCARE/HOSPITAL

**Job Responsibilities:** OVERSIGHT FOR SUPPORT SERVICES AREAS INCLUDING HUMAN RESOURCES, EDUCATION AND VOLUNTEER SERVICES. RESPONSIBLE FOR ANNUAL BUDGETS IN EXCESS OF \$35M.

**Are you an "optimum policy maker" for your business?**  Yes  No

**Please describe:** A MEMBER OF THE HOSPITAL'S SENIOR LEADERSHIP TEAM.

*A representative with optimum policy-making authority is an individual who can reasonably be expected to speak affirmatively on behalf of the entity he or she represents and to commit that entity to a chosen course of action, including hiring authority.*

**Please provide a brief description of your interest and qualifications to be a WDB member (experience, desire, profession, etc.)** I AM ATTRACTED TO NACOG WORKFORCE DEVELOPMENT BOARD'S COMMITMENT TO THE COMMUNITY AND I LOOK FORWARD TO THE OPPORTUNITY TO PARTICIPATE ON THE BOARD, AS A MEANS TO GIVE BACK TO THE COMMUNITY'S WORKFORCE.

**Briefly describe your knowledge of Yavapai County's labor market (workforce skills needed, industry/business trends, needs of employers, etc.)** AS THE LARGEST EMPLOYER IN YAVAPAI COUNTY, THERE ARE NUMEROUS HEALTHCARE CAREER OPPORTUNITIES AND NEEDS. THERE IS A LARGE EDUCATION SECTOR AND A GROWING MANUFACTURING SECTOR. EMPLOYERS HAVE A NEED FOR A DIVERSE SKILLED WORKFORCE.

**How many hours per month can you contribute to WDB activities?** 1-3 HOURS PER MONTH

**Please Attach a Current Resume and Letter of Recommendation**

# TIMM

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**A seasoned Human Resources Professional with over 20 years of relevant experience and achievements in a regional/community based hospital system**

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## SUMMARY OF QUALIFICATIONS

- HR management experience in organizations from 250-4500 employees, multiple facility locations, up to 12 direct reports and departmental budgeting experience.
  - A leader in many HR projects that support successful employee recruitment and knowledgeable of compliance with Federal, State and Healthcare-related regulations.
  - Established
- 

## PROFESSIONAL EXPERIENCE

### CHIEF HUMAN RESOURCES OFFICER

January 2020 to Present

### EXECUTIVE DIRECTOR OF HUMAN RESOURCES

October 2007 to December 2019

Prescott, AZ

*Annual Revenue of \$245 million, A multi facility regional health care delivery system providing a broad spectrum of care including emergent, acute inpatient, rehabilitative care, home / hospice care and outpatient services.*

- Oversight for support services areas including; Human Resources, Education, Chaplain and Volunteer services.
- Responsible for annual budgets in excess of 35 million dollars.
- Member of the hospital's senior leadership team

### EMPLOYMENT/EMPLOYEE RELATIONS MANAGER

February 2003 to October 2007

Prescott, AZ

- Working with the Human Resources Director, hospital leadership and HR team, serve as a primary liaison with department managers, staff and physicians regarding recruitment and retention related issues.
  - Accountable for planning and coordinating the employment brand, candidate sourcing methods, and on-boarding processes for all staff.
  - Responsible for facilitating and maintaining programs and processes that support positive employee relations and staff retention.
  - Served as project leader for new HR system installation (Navigator), which allows electronic applications, paperless open enrollment, employee self-service and improved HR reporting.
  - Implemented new background check policy to improve the quality of new hires.
  - Helped lead efforts to successfully staff new East Campus Hospital in Prescott Valley (2006) as well as the Cardiovascular program (2007).
  - Track record of utilizing interpersonal and collaborative skills in order to successfully resolve numerous internal disputes, grievances as well as regulatory and legal charges.
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**HUMAN RESOURCES MANAGER**

November 2001 to February 2003  
 Prescott, AZ

*Multi-campus university with residential teaching facilities in Daytona Beach, FL and Prescott, AZ. Over 450 employees serving 1800 students on the Prescott Campus.*

- Working with the Human Resources Director (located in Daytona Beach) and the Chancellor of the Prescott Campus, worked to build effective HR programs and practices to support the University's strategic and operational goals.
- Responsible for all human resources functions for campus staff.
- Developed initial Affirmative Action Plans for the campus to facilitate compliance with OFCCP guidelines.
- Redesigned job description design and review process for campus.
- Reviewed, created and updated human resources policies for Prescott Campus.
- Implemented new progressive discipline and documentation process.

**EMPLOYMENT/EMPLOYEE RELATIONS MANAGER**

May 1995 to November 2001  
 Tucson, AZ

Carondelet Health Network is a 3-hospital, not-for-profit organization which is now partnered with Asenson Health. Carondelet Health Network has 911 acute care beds and 4,500 employees serving Tucson and Southern Arizona.

- Effectively maintained 1.5 million dollar budget
- Developed internal intranet page to improve internal customer service
- Successful oversight of all regulatory investigations; OFCCP, EEOC, ACRD, Wage & Hour
- Opened second recruitment office resulting in 100% increase in applicant flow

**EDUCATION AND CERTIFICATION**

**BSBA, HUMAN RESOURCES MANAGEMENT**  
 UNIVERSITY OF ARIZONA

TUCSON, AZ

**COMMUNITY INVOLVEMENT**

**ARIZONA HEALTHCARE FACILITIES AUTHORITY**  
 Board of Trustees

2007-2012

**ARIZONA HEALTHCARE HUMAN RESOURCES ASSOCIATION**  
 Board Member

2017 – Present

**YAVAPAI COUNTY WORKFORCE DEVELOPMENT BOARD**  
 Board Member

2017 – Present



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## PROFESSIONAL AFFILIATIONS

- **SOCIETY OF HUMAN RESOURCE MANAGEMENT (SHRM)**  
Member since 1987
  - **Society of Human Resources – Greater Tucson**  
*Board Member – 1998-2000*
  - **Prescott Area Human Resources Association**  
*Human Resources Professional of the Year – 2006*
  
- **AMERICAN SOCIETY FOR HEALTHCARE HUMAN RESOURCES ADMINISTRATION (ASHHRA)**  
Member since 2003



**YAVAPAI REGIONAL  
MEDICAL CENTER**

*Two Great Hospitals ... One Caring Spirit*

Main Switchboard (928)445-2700 • [www.yrmc.org](http://www.yrmc.org)

February 19, 2020

Yavapai County Workforce Development Board  
221 N Marina Street, Suite 201  
Prescott, AZ 86302

Subject: Letter of Recommendation for [REDACTED] Timm

To Whom It May Concern:

It is with great pleasure that I am writing this letter of recommendation for [REDACTED], Chief Human Resources Officer at Yavapai Regional Medical Center (YRMC).

[REDACTED] core strength lies in understanding that people create business success and he knows how to leverage human resource functions such as employment, compensation, employee relations, benefits, recruitment, training and employee engagement to support achievement of strategic goals. It is my belief that [REDACTED] will be an asset to serve on the Board for the Yavapai County Workforce Development Board.

[REDACTED] has the support of YRMC to set aside the time necessary to attend Board meetings and functions of the Yavapai County Workforce Development Board. Please feel free to contact me directly if you have any questions about the information provided.

Sincerely,

A handwritten signature in black ink, appearing to read 'John Amos'.

John Amos  
President & CEO

YRMC West  
1003 WILLOW CREEK RD.  
PRESCOTT, AZ 86301

YRMC East  
7700 E. FLORENTINE RD.  
PRESCOTT VALLEY, AZ 86314

YRMC Del E. Webb  
Outpatient Center  
3262 N. WINDSONG DR.  
PRESCOTT VALLEY, AZ 86314

YRMC Wellness Center  
930 DIVISION ST.  
PRESCOTT, AZ 86301