



NOMINATIONS COMMITTEE MEETING

Workforce Solutions Alamo
100 N. Santa Rosa St., Suite 120, Boardroom
San Antonio, TX 78207
November 19, 2024
9:00AM

AGENDA

Agenda items may not be considered in the order they appear.

Citizens may appear before the Committee to speak for or against any item on the Agenda in accordance with procedural rules governing meetings. Speakers are limited to three (3) minutes on each topic (6 minutes if translation is needed) if they register at the beginning of the meeting. Questions relating to these rules may be directed to Teresa Chavez at (210) 452-9405.

The Chair of the Committee will be at the Host Location. The Host location is specified above. Meetings will be visible and audible to the public at the Host location, and there will be a visual or audio recording of the meeting. There will be two-way audio and video of the meeting between each Board member sufficient that Board members and the public can hear and see them. WSA will comply with all Videoconferencing Guidelines.

For those members of the public that would like to participate and cannot attend in person at the host location, please call toll-free 1-877-858-6860, which will provide two-way communications through a speaker phone. For additional information, please call Teresa Chavez, (210) 452-9405.

Please join WebEx meeting from your computer, tablet, or smartphone.

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During the Public Comments portion of the meeting (Agenda Item 4), the public may type their name into the chat box or unmute themselves and state their name. The meeting host will call each member of the public for comments, in the order their names were submitted.

Workforce Solutions Alamo is an equal opportunity employer/program. Persons with disabilities who plan to attend this meeting and who may need auxiliary aids, services, or special accommodations should contact Teresa Chavez at (210) 452-9405 so that appropriate arrangements can be made. Relay Texas: 1-800-735-2969 (TDD) or 711 (Voice).

- I. CALL TO ORDER
Presenter: Anthony Magaro, Committee Chair
- II. ROLL CALL AND QUORUM DETERMINATION
Presenter: Anthony Magaro, Committee Chair
- III. DECLARATIONS OF CONFLICT OF INTEREST
Presenter: Anthony Magaro, Committee Chair
- IV. PUBLIC COMMENT
Presenter: Anthony Magaro, Committee Chair
- V. DISCUSSION AND POSSIBLE ACTION ON MINUTES FROM NOVEMBER 5, 2024, NOMINATIONS COMMITTEE MEETING
Presenter: Anthony Magaro, Committee Chair
- VI. DISCUSSION AND POSSIBLE ACTION TO NOMINATE SLATE OF OFFICERS FOR 2025 (CHAIR, VICE CHAIR, AND SECRETARY)
Presenter: Anthony Magaro, Committee Chair
- VII. EXECUTIVE SESSION:
Pursuant to Chapter 551 of the Texas Open Meetings Act, the Committee may move into Executive Session for discussion on any issue for which there is an exception to the Act as set out in section 551.071 et. seq. including, but not limited to, the following:
 - a. Government Code §551.072 – Discussions Regarding Purchase, Exchange, Lease, or Value of Real Property if Deliberation in an Open Meeting Would Have a Detrimental Effect on the Position of Workforce Solutions Alamo in Negotiations with a Third Party;
 - b. Government Code §551.071 – All Matters Where Workforce Solutions Alamo Seeks the Advice of its Attorney as Privileged Communications Under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas;
 - c. Pending or Contemplated Litigation;
 - d. Government Code §551.074 – Personnel Matters Involving Senior Executive Staff and Employees of Workforce Solutions Alamo; and
 - e. Government Code §551.089 – Discussions Regarding Security Devices or Audits.
- VIII. ADJOURNMENT
Presenter: Anthony Magaro, Committee Chair

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NOMINATION COMMITTEE MEETING-MINUTES

Workforce Solutions Alamo
100 N Santa Rosa Ave
San Antonio, TX 78207
November 5, 2024
11:00AM

BOARD OF DIRECTORS: Anthony Magaro (Chair), Ana DeHoyos O'Connor, Jr. Trevino

STAFF: Adrian Lopez, Teresa Chavez, Ruby Sanders, Avis Burrow, Vanessa Garcia

PARTNER STAFF: None

LEGAL COUNSEL: None

GUESTS: None

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I. CALL TO ORDER

Presenter: Anthony Magaro, Committee Chair

Call to order at 11:05 AM., Chair Anthony Magaro called the meeting to order

II. ROLL CALL AND QUORUM DETERMINATION

Presenter: Anthony Magaro, Committee Chair

The roll was called, and a quorum was declared present.

III. DECLARATIONS OF CONFLICT OF INTEREST

Presenter: Anthony Magaro, Committee Chair

NONE

IV. PUBLIC COMMENT

Presenter: Anthony Magaro, Committee Chair

NONE

V. DISCUSSION AND POSSIBLE ACTION ON MINUTES FROM OCTOBER 26, 2023, NOMINATIONS COMMITTEE MEETING

Presenter: Anthony Magaro, Committee Chair

Upon motion by Ana DeHoyos O'Connor and seconded by JR Trevino, the Committee unanimously approved the minutes from October 26, 2023, Nominations Committee Meeting

- 1st motion – Anna DeHoyos O'Connor
- 2nd motion – Jr. Trevino
- All in favor – YES
- No opposed
- No abstentions

VI. DISCUSSION AND POSSIBLE ACTION TO NOMINATE SLATE OF OFFICERS FOR 2025 (CHAIR, VICE CHAIR, AND SECRETARY)

Presenter: Anthony Magaro, Committee Chair

- The officers of the organization will be - a Chair, Vice Chair and Secretary. Officers will be elected by the board to a 1 calendar term year and the board shall elect its officers from the nominations slate and from any nominations from the floor for each office.
- Tony - as we approach the election timelines Teresa will send an email with the nomination/election's timelines. Everyone will need to provide their nomination. Please send your nomination to Teresa and Maria.

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- Tony - on November 19 at 9:00am when the nominating committee is all there, we will review eligibility of all nominees and slate candidates so we can be ready for the Nov 22 Board Meeting when elections take place. He said the meeting will be short, about 30 minutes.
- Tony asked if there were any questions or concerns about election.
 - Ana mentioned people can self-nominate – once Teresa sends out email timeline.
- Tony – we have 1 week to get nominations in – again email reminder from Teresa will be sent – Teresa and Tony will personalize the message.
- Tony asked if there were any other questions – Ana and Jr both stated they were good.
- Tony – ok since there is nothing further to discuss -
- Motion to close meeting at 11:17 AM
 - 1st motion – Jr.
 - 2nd motion – Ana
 - All in favor - Yes

VII. EXECUTIVE SESSION:

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- c. Pending or Contemplated Litigation;
- d. Government Code §551.074 – Personnel Matters Involving Senior Executive Staff and Employees of Workforce Solutions Alamo; and
- e. Government Code §551.089 – Discussions Regarding Security Devices or Audits.

VIII. ADJOURNMENT

Presenter: Anthony Magaro, Committee Chair

LAST	FIRST	Category	Company	Industry	Gender	Race	Hisp	Expires	Vacant	O.O.C.	Vet
Addison	Yvonne K.	prv sector	Addison Prime, LLC	Construction	F	White	Yes	12/31/26			No
Batch	Mary K.	prv sector	Caterpillar ISPD	Manufacturing	F	White	No	12/31/25			Yes
Camarillo	Charles	education	Poteet ISD	Educational Servi	M	White	Yes	12/31/26			No
Cantu	Leslie Suzanne	prv sector	Toyotetsu Texas Inc (TT	Manufacturing	F	White	No	12/31/26			No
Cooper	Eric	CBO	San Antonio Food Bank	Health Care, Soci	M	White	No	12/31/24			No
Corso	Chris	prv sector	Joeris General Contracto	Construction	M	White	No	12/31/26			No
Denn	Mitchell Shane	labor	San Antonio Building Tra	Other Services	M	White	No	12/31/24			No
DeOliveira	Angelique	ABE	Goodwill Industries of Sa	Health Care, Soci	F	White	No	12/31/26			No
Dixon	Dawn	rehab	Warm Springs Foundatio	Health Care, Soci	F	White	No	12/31/26			No
Graeber	Jerry	prv sector	Leonard Contracting	Construction	M	White	No	12/31/24			No
Grant	Eunice	CCW	Life Church Child Develo	Health Care, Soci	F	Black	No	12/31/26			No
Greer-Francis	Allison L.	pub assist	The Center for Health Ca	Health Care, Soci	F	White	No	12/31/26			No
Kassim	Yousef	prv sector	EasyExpunctions.com(E-	Professional, Tec	M	Other	No	12/31/26			No
Keig	Lowell	pub emplo	Texas Workforce Commi	Public Administrati	M	White	No	12/31/24			No
Lange	Jennifer	prv sector	Accenture Federal Servic	Professional, Tec	F	sian Indi	No	12/31/26			No
Lutz	Elizabeth	CBO	Bexar County Communit	Health Care, Soci	F	White	Yes	12/31/25			No
Magaro	Anthony	prv sector	Southwest Research Inst	Professional, Tec	M	White	No	12/31/26			No
Morrill	Sammi M.	education	Alamo Colleges District (Educational Servi	F	White	No	12/31/25			No
Munoz	Betty	prv sector	JW Marriott San Antonio	Accomodation, Fo	F	White	Yes	12/31/24			No
Navarro-Gonzal	Lisa	prv sector	Forma, LLC	Manufacturing	F	White	Yes	12/31/26			No
O'Connor	Ana DeHoyos	CBO	YMCA	Other Services	F	White	Yes	12/31/24			No
Perez	Esmeralda	prv sector	CHRISTUS Santa Rosa	Health Care, Soci	F	White	Yes	12/31/24			No
Rhodes	Kelli G.	literacy	Restore Education	Educational Servi	F	White	No	12/31/24			No
Robertson	Jim	prv sector	Valor Crane & Equipmen	Construction	M	White	No	12/31/26			No
Schmidt	Tasha	prv sector	IBM	Wholesale Trade	F	White	Yes	12/31/26			No
Schneuker	Josh	econ devl	Seguin Economic Develo	Public Administrati	M	White	Yes	12/31/24			No
Trevino	Edward JR	prv sector	Treco Enterprise, Inc	Construction	M	White	Yes	12/31/24			No

Current Members	27
Operating Size:	25 - 30
Term:	3

BOARD:	Female	Hispanic	Black	Priv Sect:	Vet Reps	CBO/Lab:
	16	10	1	14	1	4
	59%	37%	4%	51.9%		14.8%
WDA:	58%	48%	5%			

Priv Sect: 14 Education: 2 Labor: 1 Rehab: 1 CBO: 3 Econ Dev: 1 Pub Employ: 1 Pub Asst: 1 Lit: 1 ABE: 1 CCW: 1

LOCAL WORKFORCE DEVELOPMENT BOARD PROFILE REPORT
July 26, 2024

WFS ALAMO										
TOTAL MEMBERS		EXISTING BOARD								
RACE	# BOARD	MALE			FEMALE			TOTAL		
		BOARD %	WD AREA %	# BOARD	BOARD %	WD AREA %	# BOARD	BOARD %	WD Area %	
White	7	25.93%	21.54%	7	25.93%	18.64%	14	51.85%	40.18%	
Hispanic Ethnicity	3	11.11%	27.26%	7	25.93%	23.77%	10	37.04%	51.03%	
Black/African American			2.81%	1	3.70%	2.83%	1	3.70%	5.64%	
American Indian/Alaska Native			0.10%			0.09%			0.19%	
Asian/Pacific Islander			0.99%	1	3.70%	0.98%	1	3.70%	1.97%	
Some Other Race	1	3.70%	0.54%			0.45%	1	3.70%	0.99%	
TOTAL	11	40.74%	53.24%	16	59.26%	46.76%	27	100.00%	100.00%	

NEW BOARD										
RACE	# BOARD	MALE			FEMALE			TOTAL		
		BOARD %	WD AREA %	# BOARD	BOARD %	WD AREA %	# BOARD	BOARD %	WD Area %	
White	7	25.93%	21.54%	7	25.93%	18.64%	14	51.85%	40.18%	
Hispanic Ethnicity	3	11.11%	27.26%	7	25.93%	23.77%	10	37.04%	51.03%	
Black/African American			2.81%	1	3.70%	2.83%	1	3.70%	5.64%	
American Indian/Alaska Native			0.10%			0.09%			0.19%	
Asian/Pacific Islander			0.99%	1	3.70%	0.98%	1	3.70%	1.97%	
Some Other Race	1	3.70%	0.54%			0.45%	1	3.70%	0.99%	
TOTAL	11	40.74%	53.24%	16	59.26%	46.76%	27	100.00%	100.00%	

* **Bold** typeface indicates Board % significantly out of line with WD Area %.

CATEGORY	Board #	% Total
Priv Sect	14	51.85%
CBO+Labor	4	14.81%
CBO	3	
Labor	1	
Other	9	33.33%
TOTAL	27	100.0%

WORKFORCE SOLUTIONS ALAMO BOARD
2024 ATTENDANCE

Place #	WSA BOARD MEMBER	CATEGORY	CURRENT TERM	OCT '23	NOV '23	DEC '23	JAN '24	FEB '24	MAR '24	APR '24	MAY '24	JUNE '24	JUL '24	AUG '24	SEPT '24	OCT '24	NOV '24	Number of Meetings	Meetings Attended/Excused	Number of Unexcused Absences	Total %	
1	Mary Batch (VICE CHAIR)	Private Sect.	01/25/2023-12/31/2025															27	25	2	93%	
	BOARD OF DIRECTORS			Y	Y				Y	Y		Y	Y		Y							
	EXECUTIVE COMMITTEE			Y				Y		Y		Y	U		Y							
	AUDIT & FINANCE COMMITTEE (CHAIR)			Y	Y			Y		Y	Y		U		E		Y					
	HR COMMITTEE																					
YOUTH COMMITTEE							Y	Y		Y	Y				Y	Y						
2	Betty Munoz	Private Sect.	01/01/2022 - 12/31/2024															16	11	5	69%	
	BOARD OF DIRECTORS			Y	E				Y	E		Y	U		U							
	EARLY CARE & EDUCATION COMMITTEE				Y		Y		Y		Y	Y		U		U						
	HR COMMITTEE																					
	NOMINATIONS COMMITTEE			Y													U					
3	Chris Corso	Private Sect.	01/01/2024-12/31/2025															10	8	2	80%	
	BOARD OF DIRECTORS								Y	Y		Y	U		Y							
	YOUTH COMMITTEE								Y		Y	Y			Y	U						
4	Leslie Cantu (CHAIR)	Private Sect.	01/01/2024-12/31/2026															48	45	3	94%	
	BOARD OF DIRECTORS			Y	Y				Y	Y		Y	Y		Y							
	EXECUTIVE COMMITTEE			Y				Y		Y		Y	Y		Y							
	AUDIT & FINANCE COMMITTEE			Y	Y			E		Y	Y	Y	Y		Y		Y					
	EARLY CARE & EDUCATION COMMITTEE						Y		E		Y	U		U		U						
	HR COMMITTEE (CHAIR)																					
	OVERSIGHT COMMITTEE			Y	Y			E		Y	Y		Y		Y		Y					
	STRATEGIC COMMITTEE				Y			Y	Y			Y		E		Y						
YOUTH COMMITTEE							Y	Y		Y	Y			Y	Y							
5	Esmeralda Perez	Private Sect.	01/01/2022 - 12/31/2024															15	13	2	87%	
	BOARD OF DIRECTORS			Y	Y				Y	Y		U	Y		Y							
	OVERSIGHT COMMITTEE			Y	Y			E		E	U		Y		E		Y					
6	Anthony Magaro	Private Sect.	01/01/2024-12/31/2026															27	26	1	96%	
	BOARD OF DIRECTORS			Y	Y				Y	Y		Y	Y		Y							
	EXECUTIVE COMMITTEE			Y				Y		Y		Y	Y		Y							
	HR COMMITTEE																					
	NOMINATIONS COMMITTEE (CHAIR)			Y													Y					
	STRATEGIC COMMITTEE				Y			Y	Y			U		Y		Y						
YOUTH COMMITTEE							Y	Y		Y	Y			Y	Y							
7	Yousef Kassim (SECRETARY)	Private Sect.	01/01/2024-12/31/2026															28	26	2	93%	
	BOARD OF DIRECTORS			Y	Y				Y	Y		U	Y		Y							
	EXECUTIVE COMMITTEE			Y				Y		Y		Y	Y		Y							
	AUDIT & FINANCE COMMITTEE			Y	Y			Y		E	Y	Y	Y		Y		Y					
	EARLY CARE & EDUCATION COMMITTEE				Y		E		E		Y	Y		U		Y						
8	Jennifer Lange	Private Sect.	01/01/2024-12/31/2026															15	12	3	80%	
	BOARD OF DIRECTORS								Y	Y		Y	U		Y							
	OVERSIGHT COMMITTEE									Y	Y		Y		Y		U					
	YOUTH COMMITTEE								Y		Y	U			Y	Y						
9	Jerry Graeber	Private Sect.	09/01/2022-12/31/2024															7	6	1	86%	
	BOARD OF DIRECTORS			Y	U				Y	E		Y	Y		Y							
10	Lowell Keig	Public Empl.	05/01/2022-12/31/2024															13	13	0	100%	
	BOARD OF DIRECTORS			Y	Y				Y	Y		Y	Y		Y							
	STRATEGIC COMMITTEE				Y			Y	Y			Y		Y		Y						
11	Jim Robertson	Private Sect.	01/01/2024-12/31/2026															14	10	4	71%	
	BOARD OF DIRECTORS								Y	Y		Y	U		U							
	STRATEGIC COMMITTEE								Y			Y		Y		Y						
	YOUTH COMMITTEE								U		Y	Y			U	Y						

Submitted by:Anthony Magaro	
WSA BOARD MEMBER	PLEASE SELECT FROM THE DROP DOWN BOX TO SELF NOMINATE OR NOMINATE A BOARD MEMBER
Leslie Cantu	CHAIR
Mary Batch	
Yousef Kassim	
Betty Munoz	
Chris Corso	
Esmeralda Perez	
Anthony Magaro	
Jennifer Lange	VICE CHAIR
Jerry Graeber	
Lowell Keig	
Jim Robertson	
Tasha Schmidt	
Lisa Navarro Gonzales	
Eric Cooper	
Elizabeth Lutz	
Ana DeHoyos O'Connor	
Charles Camarillo	
Dr. Sammi Morrill	
Angelique De Oliveira	
Josh Schneuker	
Mitchell Shane Denn	
Kelli Rhodes	
Allison Greer Francis	
JR Trevino	SECRETARY
Dawn Dixon	
Eunice Grant	

WSA BOARD MEMBER	PLEASE SELECT FROM THE DROP DOWN BOX TO SELF NOMINATE OR NOMINATE A BOARD MEMBER
Yvonne Addison	

Submitted by: Chris Corso	
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Mary Batch	VICE CHAIR
Yousef Kassim	SECRETARY
Betty Munoz	
Chris Corso	
Esmeralda Perez	
Anthony Magaro	
Jennifer Lange	
Jerry Graeber	
Lowell Keig	
Jim Robertson	
Tasha Schmidt	
Lisa Navarro Gonzales	
Eric Cooper	
Elizabeth Lutz	
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Charles Camarillo	
Dr. Sammi Morrill	
Angelique De Oliveira	
Josh Schneuker	
Mitchell Shane Denn	
Kelli Rhodes	
Allison Greer Francis	
JR Trevino	
Dawn Dixon	
Eunice Grant	
Yvonne Addison	

Submitted by: Dawn Dixon	
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Mitchell Shane Denn	
Kelli Rhodes	
Allison Greer Francis	
JR Trevino	
Dawn Dixon	
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Yvonne Addison	

Submitted by: Dr. Sammi Morrill	
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Mitchell Shane Denn	
Kelli Rhodes	
Allison Greer Francis	
JR Trevino	
Dawn Dixon	
Eunice Grant	
Yvonne Addison	
	A8B1A1:B56A2:B56

Submitted by: Eric Cooper	
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Submitted by: Jim Robertson	
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Dawn Dixon	
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WSA BOARD MEMBER	PLEASE SELECT FROM THE DROP DOWN BOX TO SELF NOMINATE OR NOMINATE A BOARD MEMBER
Yvonne Addison	SECRETARY

Submitted by: Lowell Keig	
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Mitchell Shane Denn	
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Allison Greer Francis	
JR Trevino	
Dawn Dixon	
Eunice Grant	
Yvonne Addison	

Submitted by: Lisa Navarro-Gonzales

WSA BOARD MEMBER	PLEASE SELECT FROM THE DROP DOWN BOX TO SELF NOMINATE OR NOMINATE A BOARD MEMBER
Leslie Cantu	CHAIR
Mary Batch	SECRETARY
Yousef Kassim	VICE CHAIR
Betty Munoz	
Chris Corso	
Esmeralda Perez	
Anthony Magaro	
Jennifer Lange	
Jerry Graeber	
Lowell Keig	
Jim Robertson	
Tasha Schmidt	
Lisa Navarro Gonzales	
Eric Cooper	
Elizabeth Lutz	
Ana DeHoyos O'Connor	
Charles Camarillo	
Dr. Sammi Morrill	
Angelique De Oliveira	
Josh Schneuker	
Mitchell Shane Denn	
Kelli Rhodes	
Allison Greer Francis	
JR Trevino	
Dawn Dixon	
Eunice Grant	
Yvonne Addison	

Submitted by: Leslie Cantu	
WSA BOARD MEMBER	PLEASE SELECT FROM THE DROP DOWN BOX TO SELF NOMINATE OR NOMINATE A BOARD MEMBER
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Allison Greer Francis	
JR Trevino	
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Eunice Grant	
Yvonne Addison	

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Attached is my resume.

From: Maria Martinez <mmartinez@wsalamo.org>
Sent: Thursday, November 14, 2024 7:08 AM
To: Leslie Cantu (TTTX) <lcantu@ttna.com>
Cc: tmagaro@swri.org <tmagaro@swri.org>; Teresa Chavez <tchavez1@wsalamo.org>
Subject: RE: Board of Director Chair Nomination

CAUTION: This email originated from outside of the Toyotetsu organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good morning Leslie,

Thank you for your response. May we have a copy of your resume?

Respectfully,

Maria Martinez
Human Resources Generalist
Office: (210) 581-1078
mmartinez@wsalamo.org

Relay Texas: 1-800-735-2989 (TDD)
or 1-800-735-2988 or 711 (voice)



Career Center/ Address:



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From: Leslie Cantu (TTTX) <lcantu@ttna.com>
Sent: Thursday, November 14, 2024 7:05 AM
To: Maria Martinez <mmartinez@wsalamo.org>
Cc: tmagaro@swri.org; Teresa Chavez <tchavez1@wsalamo.org>
Subject: Re: Board of Director Chair Nomination

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Good morning. Yes, I accept the nomination.

Thank you!

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From: Maria Martinez <mmartinez@wsalamo.org>
Sent: Thursday, November 14, 2024 7:04:12 AM
To: Leslie Cantu (TTTX) <lcantu@ttna.com>
Cc: tmagaro@swri.org <tmagaro@swri.org>; Teresa Chavez <tchavez1@wsalamo.org>
Subject: Board of Director Chair Nomination

CAUTION: This email originated from outside of the Toyotetsu organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hello Leslie,

Hope all is well. You have been nominated for the Chair position for the WSA Board of Directors for the 2025 calendar year.

Do you accept this nomination?

Respectfully,

Leslie Suzanne Cantu

1691 West Ditto Rd Poteet, Texas 78065 • (210) 464-5750

Qualifications Summary:

Workforce professional experienced working in office and manufacturing environments demanding strong management, technical, and interpersonal skills. Consummate professional dedicated to quality results. Multi-tasked, detail-oriented and resourceful in completing projects effectively. Capabilities include:

- *Management & Supervision*
- *Project Management*
- *Employee Relations*
- *Contract Negotiations*
- *Effective Communicator*
- *Change Management*
- *Placement/Staffing*
- *Strong Work Ethic*
- *Grant/Proposal Collaboration*
- *Strategic Thinker*
- *Critical Problem Solver*
- *Training and Mentoring*
- *Proactive/Innovative Leader*
- *Conflict Resolution*
- *Public Speaking*

Experience Highlights:

Human Resources

- Human resources oversight for over 900 exempt, non-exempt and variable workforce employees in a non union automotive manufacturing environment at two separate sites.
- Responsible for all staffing needs as well as handling workforce issues.
- Handled all EEOC, UI, ADA, FMLA and legal issues.
- Developed employee reward and recognition programs.
- Benefit administrator and 401k plan administrator.
- Managed policy development and implementation.
- Development & implementation of innovative recruiting stream programs for targeted populations such as justice involved, opportunity youth, intellectual & developmental disabilities, homeless veterans and low-income residents.

Environmental, Health, Safety & Security (EHSS)

- Oversight of ISO 14001 environmental program and policies
- Support ongoing audit programs and countermeasure development
- Administration of workers compensation program
- Corporate lead for EHSS collaborative working group for all North American facilities

Accounting

- Assist in overall company budget development
- Support financial target and goal setting activities for departments
- Lead profit improvement and cost reduction activities

Workforce Development

- Assisted in the oversight of One-Stop Center Contract in excess of 14 million dollars.
- Provided recommendations and provisions based on contract obligations and performance measures.
- Served as a liaison for governing board and contractor for all internal and external monitoring.
- Oversight and development of the assigned programs at the Texas Workforce Centers by utilizing automated data systems, fiscal management and strategic planning information to analyze issues and make vital program decisions - instituted critical program changes.
- Coordinated on grant proposal writing teams for alternative funding projects.

Employment History:

Toyotetsu Texas, Inc: 6/16 - present

- *General Manager - Administration (June 2016 - April 2017)*
- *Assistant Vice President - Administration (May 2017 - May 2023)*
- *Vice President - Administration (June 2023 - present)*

Vutex Inc: 4/07 - 6/16

- *Human Resources and Employee Relations Senior Manager (April 2007 - October 2015)*
- *Assistant Plant Manager (November 2015 to June 2016)*

Alamo WorkSource Career Center, SER Jobs for Progress, Inc.: 11/01 - 4/07

- *Center Manager*
- *Assistant Center Manager*
- *Quality/Training Coordinator*
- *Training Manager*
- *WIA/Choices Supervisor*
- *Career Development Specialist*

Education and Training:

B.S. Psychology Texas A&M University - May 2001
Unique to the World – Supervisor Training – June 2007
Positive Employee Relations Training – October 2007
ISO 14001: 2015 Lead EMS Auditor Training – December 2018
The Manufacturing Institute’s Women Make America Mentoring Program – 2022
Trauma Response and Understanding for Employers – December 2022
The Manufacturing Institute’s Women Make Honoree Leadership Program – April 2023
Creating Psychological Safety in the Workplace – May 2023

Community Involvement:

- San Antonio Women’s Chamber of Commerce - Board of Directors 2008 – 2011
- Alamo Labor Properties, Inc. - Board Chair 2010 - 2013
- TX FAME – Founding Member and Board of Directors
Treasurer – 2016 - 2018
President – 2019 to present
- Workforce Solutions Alamo – Board of Directors 2018 to present
Vice Chair – 2020
Chair – 2021 to present
- National FAME Advisory Council 2020 – 2021
- Highlands High School P-Tech Industry Advisory Board - 2020 to present
- Texas Association of Workforce Boards
Board Member - 2021 to 2022
External Relations Committee Member - 2021 to 2022
- Texas Department of Criminal Justice Industry Advisory Committee – 2022
- Texas Workforce Commission Adult Education and Literacy Advisory Committee – 2022 to present
- Kronkosky Second Chance Hiring Place-Based Initiative Advisory Committee - 2023

Speaking Engagements:

- *Understanding Performance Measures*, Workforce Development Conference (June 2006)
- *HR Best Practices – The Interview Process*, Toyota Motor Manufacturing Texas Onsite Supplier Lunch & Learn Session (July 2014)
- *There must be 50 Ways to Leave Your Lover...and it Seems Like Even More for Employees Seeking Leave From Their Employer*, Strasburger’s Labor & Employment Breakfast Series (September 2015)
- *A Systematic Approach to Team Member Retention* – Toyota Motor Manufacturing Texas Team Texas Joint Meeting (April 2018)
- *Talent 2020: Growing Your Pipeline Through Smart HR and New Partnerships* - Toyota Supplier Executive Conference (May 2019)
- *Recruiting and Retention Strategies* - Toyota Supplier Executive Conference (May 2019)
- *A Holistic Approach to Workforce Innovation* – National Career Pathways Network Conference (October 2019)
- *Best Practice Sharing – Diversity Hiring Strategy*, Toyota Motor Manufacturing Texas Onsite Supplier Lunch & Learn Session (February 2020)
- *Workforce Development Initiative Panel Discussion* - San Antonio Manufacturers Association Luncheon (June 2021)
- *House Education & Labor Committee/Higher Education & Workforce Investment Subcommittee Testimony on TTTX 2nd Chance Hiring Program* (June 2021)
- *Sa Worx: Mind the Gap Series: Made in San Antonio: Manufacturing Made Better Panel Discussion* (October 2021)
- *Manufacturing Training Programs Panel Discussion* - San Antonio Manufacturers Association Luncheon (February 2022)
- *Fighting Poverty. Creating Opportunity. Panel Discussion– Goodwill Industries of San Antonio Leadership Retreat* (February 2022)

- *Texas Workforce Commission GRACE Conference – Panel Discussion: Businesses Successfully Hiring Second Chance Individuals (July 2022)*
- *City of San Antonio Ready to Work Justice Involved Employer Roundtable Panelist (August 2022)*
- *City of San Antonio Ready to Work Employer Engagement Panel with San Antonio Mayor Ron Nirenburg; Congressman Joaquin Castro; and US Secretary of Labor Marty Walsh (August 2022)*
- *LEAP HR Manufacturing Conference: What More Can We Learn from Innovators in Manufacturing Re-Thinking How to Attract & Inspire their Most Critical Production Line Talent – Panelist: AND Fireside Chat: Pioneering Talent Initiatives with the Manufacturing Institute and Toyotetsu (September 2022)*
- *SA Worx Employer Roundtable Webinar: National Disability Employment Awareness Month (October 2022)*
- *Texas Workforce Commission Texas Interns Unite InternAbility Conference- Employer Panel Discussion: Internships for People with Disabilities (February 2023)*
- *San Antonio Manufacturers Association Workforce Training Seminar: Employer Best Practice Partnership with Texas Workforce Commission Vocational Rehabilitation Services and Toyotetsu Texas(April 2023)*
- *The Manufacturing Institute Panel Discussion: Developing Partnerships & Sustaining Program (April 2023)*
- *Aspen Workforce Leadership Academy: Partnerships and Collaboration (May 2023)*
- *Texas Economic Development Council Conference: Panelist (June 2023)*
- *CAST Live Speaker: Leadership Journey (August 2023)*

RE: Secretary Nomination

From JR Trevino <etrevino.jr@treco tx.com>
Date Fri 11/15/2024 10:04 AM
To Maria Martinez <mmartinez@wsalamo.org>
Cc tmagaro@swri.org <tmagaro@swri.org>; Teresa Chavez <tchavez1@wsalamo.org>

1 attachment (188 KB)
JRT CV 2024 .pdf;

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Good morning Ms. Martinez,

I am honored to accept the nomination. Please see my attached CV.

Best,

JR Treviño
Chief Operating Officer
LSA 38, 43, 45



Office 210.377.3131
Fax 210.377.2266
www.trecotx.com

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From: Maria Martinez <mmartinez@wsalamo.org>
Sent: Thursday, November 14, 2024 7:02 AM
To: JR Trevino <etrevino.jr@trecotx.com>
Cc: tmagaro@swri.org; Teresa Chavez <tchavez1@wsalamo.org>
Subject: Secretary Nomination
Importance: High

Hello Mr. Trevino,

Hope all is well. You have been nominated for the Secretary position for the WSA Board of Directors for the 2025 calendar year.

Do you accept this nomination?

Respectfully,

Maria Martinez
Human Resources Generalist
Office: (210) 581-1078
mmartinez@wsalamo.org

Relay Texas: 1-800-735-2989 (TDD)
or 1-800-735-2988 or 711 (voice)



AmericanJobCenter

Career Center/ Address:



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JR TREVIÑO

210.669.4677

Mail@JRTrevino.com

PERSONAL SUMMARY

As a professional that thrives in a fast-paced environment; I take pride in utilizing my business, governmental, and community experience coupled with my relationships to find successful resolutions to unique challenges. Recognized as a servant leader civically engaged in economic development, community relations, and strategic planning.

EDUCATION

Baylor University's Hankamer School of Business - Waco, TX

- **Bachelor of Arts in Business Administration – Graduated in 3 years.**
- **Double Major: Marketing and Management**

FOUNDATIONAL WORK EXPERIENCES

Treco Enterprises Inc., - Chief Operating Officer (Aug 2008 – Present)

As COO for Treco Enterprises Inc, responsible for managing daily operations and identifying future revenue opportunities for the 34-year-old company.

- Earned and developed collective revenues over \$70 million while simultaneously diversifying the company portfolio by creating the real estate division –allowing the construction firm to capitalize on previously non-billable hours.
- Optimized expenditures and forecasting which repeatedly resulted in greater profits, coupled with strategic year-end tax mitigating analysis resulting in reduced tax burden.
- Assisted in federal, municipal, and private sector contract acquisition, negotiations, and successful execution for over 200 projects.

Castle Hills City Council – Mayor (May 2019 – Present)/ Alderman Place 1 (May 2016 – May 2018)

Serve as Mayor of the 4,500-resident community with an operating budget of over \$7M. Implemented steadyhanded leadership resulting in civility and progress to a City fraught with turmoil for the last 20 years, resulting in last 2 elections being uncontested.

- Founded the [Texas Municipal Officers ERCOT Advisory Board](#) opening lines of communication between ERCOT and municipal leaders, as a result of Weather Event Uri. Unanimously voted to serve as the inaugural Chairman of the board.
- Championed the City of Castle Hills first issuance of debt in the City's history to finance essential infrastructure repairs.
- Authored the City's first Traffic Impact Analysis ordinance - requiring new developments to perform a traffic study promoting responsible development by ensuring required mitigation.
- Collaborated with Texas State Senator Jose Menendez and State Representative Diego Bernal to file Senate Bill 1373 and House Bill 3573 during the 85th legislative session. The bills were designed to protect small municipalities from zoning loopholes.

San Antonio Hispanic Chamber of Commerce – Interim President and CEO (July 2023 – Present)

Pursuant to Board succession plan, appointed as Interim to provide executive leadership and stability to the Nation's oldest Hispanic Chamber. Worked with staff to fundraise, produce events, expand membership and restore relations with stakeholders.

- Fully programmed and executed the inaugural Avanzar Capacity Building Program.
- Partnered with Frost Bank to create and fully fund the Chamber's first scholarship endowment for the Alexander Briseno Leadership Development Program as a step towards financial sustainability.
- Successfully funded, programmed, and produced the 94th annual gala in only 65 days, realizing 101% of the net profit goal.

HONORABLE RECOGNITIONS, LEADERSHIP PROGRAMS, ADVANCED LEARNING

- Alexander Briseno Leadership Development Program 2012 and 2017
- Leadership San Antonio Class 38, 43, and 45
- Rey Feo Consejo – Educational foundation benefitting LULAC #2 – 2017
- Elected Board President for the Hispanic Contractors Association– 2017
- San Antonio Business Journal [“40 Under 40 Movers and Shakers”](#) in San Antonio – 2019
- Chosen for Texas Lyceum cohort – 2020
- Invited to serve on the Mayor Nirenberg and Judge Wolff's COVID-19 [Business and Employment Community Action Group](#) – 2020
- Invited to serve as Honorary Commander for Joint Base San Antonio – 2021
- Elected to serve as the 2023 Chairman for the San Antonio Hispanic Chamber of Commerce – 2021
- SAWS Customer Experience Committee - 2022
- CPS Energy's Rate Advisory Committee – 2023
- Elected to serve as 2026 Texas Lyceum President - 2024
- Completed 26-hour Project Management Professional Course – Recognized by the Project Management Institute
- Texas Christian University - Neeley Executive Education - Adaptive Leadership Program Certificate
- Alamo Community Colleges – Advanced Business Courses – List available upon request

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I accept the vice chair nomination.

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Caterpillar: Confidential Green

From: Maria Martinez <mmartinez@wsalamo.org>
Sent: Thursday, November 14, 2024 7:03:17 AM
To: Mary Batch <Mary.Batch@cat.com>
Cc: tmagaro@swri.org <tmagaro@swri.org>; Teresa Chavez <tchavez1@wsalamo.org>
Subject: Vice Chair Nomination

CAUTION: EXTERNAL EMAIL
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Use caution when opening unexpected emails and do not click on links or attachments from unknown senders.
For more resources, visit security.cat.com/phishing.

Hello Mary,

Hope all is well. You have been nominated for the Vice Chair position for the WSA Board of Directors for the 2025 calendar year.

Do you accept this nomination?

Respectfully,

Maria Martinez
Human Resources Generalist
Office: (210) 581-1078
mmartinez@wsalamo.org

Relay Texas: 1-800-735-2989 (TDD)
or 1-800-735-2988 or 711 (voice)



Career Center/ Address:



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MARY K. BATCH

2353 A1 Hill Road
Aransas Pass, TX 78336
Cell: 361-230-3221

marybatch@gmail.com
mary_batch@cat.com

SUMMARY

Human Resources Talent Pipeline Consultant and leader experienced in development, growth and skill-up initiatives with focus on the enablement and engagement of the current and future workforce. Inclusive of communication techniques, instructional design, and program management. With strengths in fostering relationships (external and internal) through coaching, mentoring, developing team members and educating the community to meet business needs through organizational development and by addressing workforce issues with developing systems that encourage cross functional collaborations and a diverse workforce.

Developed strategic business cases and best practices to support community and business needs:

- Developed and implemented a Maintenance Fundamental Skills Training (MFST) program.
- Founding member of Texas Federation of Advanced Manufacturing Education (TX FAME) Alamo chapter and now establishing TX FAME Lone Star chapter in Comal & Guadalupe counties.
- Provided High School summer internships with STEM education partners since 2011. Author "High School Internship Toolkit"
- Established the Advanced Manufacturing Technician (AMT) & Advanced Technology and Manufacturing Academy (ATMA) for workforce future pipeline.
- Negotiate Contractual MOAs & Skills Grants between state agencies, local service providers & business legal teams.

EXPERIENCE:

Caterpillar, Texas, Talent Pipeline Consultant – current

Seguin, Texas

Primary strategic partner to the business, developing talent pipeline strategy for a sustainable source of talent in Texas. Collaborating with the HR Business Partners and Talent Acquisition team, this role will develop and implement a strategy and workplans to build a strong talent pipeline for future hiring needs. Responsible for defining, creating, and implementing people programs that focus on future talent with technical schools, military programs, higher education institutions, school districts, and non-profit organizations to support short-term and fulfill the longer-term talent demands of our organization.

Excellent interpersonal skills are essential to establish strong relationships and influence others inside and outside the organization. The position will seek out, evaluate, and build strategic relationships and networks to support the strategy. This role also requires strong internal collaboration with HR and Recruiting teams to develop and execute successful events that build our diversity and employer brand.

Toyota Motor Manufacturing, Texas, Human Resources Talent Management Manager (16 years)

San Antonio, Texas

Support HR – Human Resources Development in the recommendation, development and implementation of core and fundamental training and development & workforce programs for all team members & future pipelines that contributes to long-term individual growth that supports the development based on business needs that leads to self-reliance. Through commitment and meeting daily challenges by responsibly creating a positive learning

environment that will support a diverse culture that respects people by maintaining the following principles: Effective teaching and coaching on a timely basis, maintaining flexibility and daily commitment to Teamwork and Cooperation.

- Successfully expanded the AMT program to the region and formed the TX FAME (non-profit) board with 16 companies strong; with 5 as founding companies that sponsor interns in a two-year working scholarship program to address future pipeline gaps. Board greatest milestones 1) is the Department of Labor recognizing the program as an apprenticeship. Detailed standards have been drafted and approved by the board and DOL. 2) Received IRS non-profit status June 2022.
- Developed individual specialists' capabilities on problem solving, technical skills and project management by ensuring all have completed TBP thorough panel completion; sustain problem solving skills by utilizing FMDS and understand development opportunities utilizing CDP and one on one weekly meetings.
- As part of our backyard strategy successfully launch the Advanced Manufacturing Technician (AMT) program to develop a future generational multi-skilled maintenance workforce in the recruitment and sponsorship of diverse students. Two graduated classes have yielded 20 STM hires with 22 in the pipeline.
- Fostering existing and new relationships at Alamo Colleges Systems in the collaboration of a new degree program that includes AMTEC national curriculum/certification for the training model for a robust AMT program.
- Develop a strategic plan and gained cross-functional consensus and approval with maintenance, manufacturing, and administration in establishing a skilled maintenance variable workforce hiring pathway to support closing plant maintenance gap.
- Team Member to Team Leader Development Program (TM_TLDP) project successfully launched April 2012 and currently in second phase. Results of program to date: 44 TMs promoted to TL
- Cross-functional collaboration project with HR T&D and TPS teams that gained approval to initiate and support local community in manufacturing awareness by developing the Advanced Technology and Manufacturing Academy (ATMA) high school internship during the summer months at TMMTX – currently three consecutive summers have provided internships for 24 students at TMMTX.
- Cross-functional working group with Accounting & Finance, Alamo Colleges, and Texas Workforce Commission (TWC) to meet contractual and project management requirements with the awarded \$8.6M Skills Development Training Grant that supported the Tacoma launch (both production & maintenance TMs); activities included contractual amendments, monthly KPI reports to TWC. A standardized process and framework were established regarding the Skills Development Training Grant that will be valuable in the event another grant opportunity is available to TMMTX; this included the format for training rosters that aligned with TWC TIF requirements.
- Established the first HR and administrative FMDS board to manage team in Hoshin targets and daily KPI's; resulted in above target quarterly audits pass two years; team development of ownership of KPI's and understanding of PDCA; team successful achievements of meeting or exceeding Hoshin end year targets. Specifically, QCC participation rate has exceeded NA KPI's two years straight; OJD for managers went from 9% complete to 100% through reflection.

Palo Alto Community College, Technical Trainer III (Supervisor & HR Support) (2 years)

San Antonio, Texas

Supported and lead direct reports; including daily coaching and teaching based on individual development plans; monitored and reported progress; generated performance indicators, reported trends and best practices to meet customer needs. Management skills included resolving conflict, coaching, and developing of others, promoting teamwork, and performance management.

- Recruited, interviewed, hired, and terminated technical instructors.

- Managed and supervised a team of technical instructors that provided customized technical training for industry partners at the community college.
- Managed performance of direct reports, monitoring of individual performance and behavior through a standardized Performance Appraisal process.
- Conducted performance reviews, provided coaching, recommended instructor contract renewals.
- Supervised the development and delivery of competency-based, industrial technology contract training courses which meet current and anticipated industry needs for client/student demand. Supervise the scheduling and course development of the instructors.
- Conducted training audits and provided appropriate feedback.
- Train the trainer to cross train instructors in the industry field to deliver quality instruction.
- Coordinated and facilitated training schedules and curriculum strategies to meet the learning objectives goals for the CE Industrial Training Program(s).
- Analysis of training and development needs, definition of training programs content and identification of suppliers for the provision of development activities.

Beam Tech Corporation, Principal Investigator (Engineer, Supervisor & HR support) (2 years)

San Antonio, Texas

Reported directly to the CEO. Responsible in bringing new products to market by implementation of design & development, analyzing proposed product requirements and product development programs; establishing time schedules with engineering and manufacturing. · Introduced and marketed new products by developing time-integrated plans with sales, advertising, and production

- Skills including resolving conflict, coaching, and developing others, promoting teamwork, and performance management. Recruitment & Selection: job analysis, identification of requirements, person specifications, method of recruitment, production of advertising, liaison with external suppliers, short-listing and criteria-based interviewing.
- Managed staff to achieve performance goals. People management skills included conflict resolution, coached, and developed others, promoted teamwork, and performance management.
- Responsible for developmental and evaluation measures for assigning salary grades, analyzing, and conducting intermittent salary reviews.
- Completed operational requirements by scheduling and assigning employees; monitored project plan, communicated monthly, quarterly, and annual key performance indicators and reports.
- Lead to establish company policies, standard operating procedures, safety, and security protocol.
- Suggested suitable resolutions regarding employee relations problems and inferring company policies.
- Trained staff in the industry research field to deliver quality research analysis and product to support the SBIR (Small Business Innovative Research) grant.
- Performed analysis of training and development needs, defined training programs content.
- New hire orientation

University of Texas Health Science Center, BIST IV (Engineer & Supervisor support) (12 years)

San Antonio, Texas

Reported to the Director of Automatic Informatics Services. Responsibilities included the support of biomedical research and design strategies of prototypes. Worked directly with clients and business partners; supervised developed & evaluated technicians and engineers.

- Lead Engineer for the R&D division and implemented biomedical technology that meet the needs of the resident researchers at the Health Science Center.
- Project manager for most prototype projects – handled several projects concurrently.

- Consulted on proposed grants regarding support & design services.
- Supervisor and trainer for electronic/engineering technicians and St. Phillip's Bio-medical students.
- Managed staff to achieve performance indicators. Conflict resolution, coached and developed technicians, promoted teamwork.
- Interviewed, hired, cross-trained & made recommendations for terminations of biomedical technician's engineers and student co-ops.
- Provided technical support and training in the design, fabrication, and assembly, debugging and re-engineering of prototypes and existing biomedical instrumentation for researchers.
- Provided engineering design and support service in the areas of engineering research, consulting, design and fabrication of electro-mechanical/electronic instrumentation and systems, such as, embedded controllers, data acquisition, interfaces, digital/analog, etc.
- Developed training strategies for end users on the operation of biomedical/medical prototypes.
- Developed the servicing of pipette/pipetman(s) strategy and implementation plan within the Machining Division; including trained technician in the repair and calibration procedures; automated the certification of the calibration thorough software and hardware.

Key Points

- Have acquired over 20 years of generalized experience in the field of human resource management.
- Have acquired over 28 years of manufacturing (TMMTX, Beam Tech Corporation, Rockwell, Safetrans and Lockheed, Toyota, Caterpillar)
- Have acquired over 27 years of supervisory experience (TMMTX, Palo Alto, Beam Tech Corporation and UT Health Science Ctr)
- Have significant academic background and training (18 years) in soft & technical skills.
- Have outstanding interpersonal and communication skills in both verbal and written.
- Demonstrated the ability to work independently to develop solutions to complex problems throughout current and previous employment.
- Have well-built positive employee relationships by creating a positive learning, coaching, and mentoring environment, while maintaining flexibility.
- Supports a diverse culture that respects & values people.
- Well organized and committed to teamwork and cooperation.

Organizations and Groups

- | | |
|---|--|
| <ul style="list-style-type: none"> ➤ TX FAME Alamo Chapter-Founding member and Treasurer ➤ TX FAME Lone Star Chapter-Founding member ➤ Appointed to Workforce Solutions Alamo (WSA) board – Vice Chair | <ul style="list-style-type: none"> ➤ WSA Audit and Finance Committee - Chair ➤ San Antonio Manufacturers Association (SAMA) Education Committee - Chair ➤ Manufacturing Skills Standard Council Executive board |
|---|--|

From: Yvonne Addison <Yvonne.Addison@addisonprime.com>
Sent: Friday, November 15, 2024 8:53 AM
To: Maria Martinez <mmartinez@wsalamo.org>
Cc: tmagaro@swri.org; Teresa Chavez <tchavez1@wsalamo.org>
Subject: Re: Secretary Nomination

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Hello Maria,

Thank you for the notification. I am happy to accept the nomination.

Thank you,

Yvonne Addison
President

Main: 210-951-6520
Cell: 361-765-9330

From: Maria Martinez <mmartinez@wsalamo.org>
Sent: Thursday, November 14, 2024 7:01 AM
To: Yvonne Addison <Yvonne.Addison@addisonprime.com>
Cc: tmagaro@swri.org <tmagaro@swri.org>; Teresa Chavez <tchavez1@wsalamo.org>
Subject: Secretary Nomination

Hello Yvonne,

Hope all is well. You have been nominated for the Secretary position for the WSA Board of Directors for the 2025 calendar year.

Do you accept this nomination?

Respectfully,

Maria Martinez

Human Resources Generalist

Office: (210) 581-1078

mmartinez@wsalamo.org

Relay Texas: 1-800-735-2989 (TDD)

or 1-800-735-2988 or 711 (voice)



AmericanJobCenter

Career Center/ Address:



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Yvonne K. Addison

President

Addison Prime

(361) 765-9330

yvonne.addison@addisonprime.com

EDUCATION and CERTIFICATIONS

Construction Manager-in-Training Certificate The University of Texas at San Antonio	December 2020 San Antonio, Texas
Master of Business Administration	May 2018
Certified Lean Facilitator, StandardAero	November 2013
Project Management Professional Certificate	PMP No. 1654600 July 2013
Villanova University Masters Certificate in Applied Project Management	December 2012
The University of Texas at San Antonio Bachelor of Science in Mechanical Engineering	San Antonio, Texas May 2009

CAREER HISTORY

- Addison Prime, LLC, San Antonio, Texas
President February 2020 – Present
 - Manages day-to-day operations of organization
 - Project Manager for owners, general contractors, and subcontractors in support of commercial construction projects
 - Oversees Addison Prime's bidding process to ensure the team is well-versed in understanding the clients' needs and the result is a comprehensive and cost-effective solution tailored for each project
 - Work with engineering support to develop engineering design solutions to meet customer needs
- Vaquero Group, San Antonio, Texas
Director of Operations and Development August 2019 – December 2020
 - Develop and manage company business development strategy, evaluate opportunities, and implement business development organizational structure for a local commercial general contractor.
 - Manage bidding strategy and bid submissions, including pre-bid activities and engagements with owners.
 - Work closely with sub-contractors regarding pricing estimations in preparation for bid submittals.
 - Implement formal project management tools and techniques in bid process and project execution.
 - Work with customers and prime general contractors to ensure all contract paperwork, submittals, permits, and inspection reports are executed per requirements.
 - Develop and maintain all project schedules using MS Project and Gantt Chart applications – work with site supervision to ensure activities are accurately updated and projects are on-time.

- StandardAero, San Antonio, Texas
Project Manager, RB211 Project January 2019 – March 2019

 - Manage overall project activities associated with the implantation of the RB211 engine maintenance, repair, and overhaul production line in San Antonio over a 10-week timeline.
 - Design and manage project Work Breakdown Structure – coordinate and report on activity updates with cross-functional team.
 - Oversee application and maintenance of team's tasks with APEX® Project Task Tracker.
 - Reported to Site Leadership, Sector President and Executive Leadership on overall project management status on a weekly basis.

Site Lead, Sales and Operations Planning August 2018 – January 2019

 - Oversee the Sales and Operations Planning concept site implementation in San Antonio.
 - Worked with APEX® developer staff to build forecasting tool to provide monthly labor hour requirements and sales projections through a 3-year view.
 - Managed monthly Demand and Supply Planning, Pre-S&OP and Executive S&OP reviews with stakeholders and Leads.
- StandardAero Limited
Program Manager, Vector Aerospace Integration Project November 2017 – July 2018

 - Provide Program Management support for global integration of a \$700MM acquisition by StandardAero.
 - Coordinate Technical Leads' team activities to ensure cross-functional communication and support from engineering, facilities, human resources, compliance, environmental management, and procurement
 - Manage and track project status utilizing the Workfront® project management platform.
 - Provide weekly project status and data in presentations to Steering Committee and prepare materials for Board of Directors' presentation.
- StandardAero, San Antonio, Texas
Kelly Aviation Center Integration Manager July 2017 – November 2017

 - Oversee the integration of facilities, water treatment, site security, test cell fuel farm management, fire and alarm systems integration, and network connectivity for 560,000 ft² facility and 65,000 ft² test cell.
 - Work with Port of San Antonio and city regarding capital improvements, permitting and vendor support.
 - Manage weekly meetings with Lockheed Martin transition leadership to provide progress updates and elevate concerns, discuss, and implement solutions.
 - Work with General Electric leadership to explore and execute on business growth opportunities.

Manager, Strategy and Business Development November 2016 – July 2017

 - Responsible for the day-to-day management of Military and Energy (M&E) sector strategies/campaigns, in order to shape requirements associated with our business interests, and grow the M&E sector annual sales
 - Identify potential partnerships and acquisitions required to achieve growth objectives and market expansion
 - Manages M&E Gate and Bid Approval Process and scheduling.
 - Assists with the CRM tool, weekly opportunity/sales meetings and monthly pipeline reviews as required.
 - Engage closely with Port of San Antonio leadership, City of San Antonio and Bexar County Economic Development leaders to secure support needed for long-term strategic growth and expansion

Service Engineer- Engines August 2013 - October 2016

 - Primary Engineering support for the Power Section, Reduction Gearbox and Torquemeter Modules
 - Lead technical team for work scopes of Power Sections and Quick Engine Change Assemblies (QECA) to determine most comprehensive and cost-effective repairs for incoming engines.
 - Kaizen Facilitator – facilitated a Kaizen to optimize induction process to reduce non-value-added process steps and unnecessary documentation by up to 40%.

-Kaizen Lead – lead a Kaizen to determine those additional inspections, routings, and materials necessary to perform module-level inspections at intermediate maintenance-level resulting in an average labor hours reduction by up to 300 hours and material by up to \$22k.

Reliability Engineer - Engineering Services

July 2010 – August 2013

- Program Manager – Analytical Condition Inspections
 - > Overhaul Performance Loss Investigations: Lead a technical team to correlate the condition of gas-path components to the engine performance on 5 in-bound and out-bound engines; average 25% project profitability per engine.
 - > Low Power Engine Investigations: Lead effort to collect component condition data on 8 low performing engines during tear-down; improved overall inspection time by 53% by streamlining detailed work instructions and developing a shop order packet tracking system.
- Engineering Support for Customer Service Engineering projects including Statement of Work development and project management support.
- Project Management techniques resulted in direct contribution of 62.5% of the overall profit margin for San Antonio Engineering Services in 2012.

PROFESSIONAL and VOLUNTEER ACTIVITIES

- Project Management Institute®, Alamo Chapter, Member since September 2013
- San Antonio Chamber of Commerce - Aerospace Committee Member, 2015-2018
- UTSA Alumni Association Executive Committee Member-at-Large, 2017-2019
- UTSA Alumni Association President, 2020-2021
- South San Antonio Chamber of Commerce Board Member, 2016-2018
- Centers for Applied Science and Technology (CAST) STEM Industry Advisory Council Member, 2017-Present
- UTSA's Who's Who list, 2018
- UTSA Research External Advisory Council Member, 2018-2021
- Co-Founder of UTSA's College of Engineering Alumni Council, 2017
- Junior League of San Antonio Member, 2010-Present
 - Board Member, VP of Fund Development 2015-2016
 - Board Member, Treasurer-Elect 2016-2017
 - Board Member, Treasurer 2017-2018
 - Board Member, President-Elect 2018-2019
 - Board Member, President 2019-2020
 - Real Estate Task Force Member 2016-2017, 2017- 2018
 - Presidents of Large Leagues (POLL) Treasurer 2021-2022
 - POLL Nominating Committee 2023-2025
- UTSA Vice President for Development and Alumni Relations – Search Committee Member - 2019
- UTSA 50th Anniversary “50 Roadrunners You Should Know” list – 2019
- UTSA Development Board Member 2021-President
- UTSA Klesse College of Engineering and Integrated Design Advisory Council Member, Present
- Workforce Solutions Alamo Board Member, 2023 – Present
- UT System Chancellor's Centurions Member, 2022 – Present
- Girls Inc. of San Antonio Board Member, 2021 - Present

Re: Resume

From Yousef Kassim <yousef@easyexpunctions.com>

Date Fri 11/15/2024 2:10 PM

To Maria Martinez <mmartinez@wsalamo.org>

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For the nominations, I accept nomination for vice chair.

On Nov 15, 2024, at 2:08 PM, Yousef Kassim <yousef@easyexpunctions.com> wrote:

Hey Maria,

I accept the nominations. Can I send an updated resume Monday?

Thanks,

Yousef
Sent from my iPhone

On Nov 15, 2024, at 1:27 PM, Maria Martinez <mmartinez@wsalamo.org> wrote:

Good afternoon Yousef,

Following up on your nomination. Can you please let us know your response as we are finalizing our packet to submit?

Respectfully,

Maria Martinez

Human Resources Generalist

Office: (210) 581-1078

mmartinez@wsalamo.org

Relay Texas: 1-800-735-2989 (TDD)
or 1-800-735-2988 or 711 (voice)

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From: Maria Martinez

Sent: Friday, November 15, 2024 9:25 AM

To: Yousef Kassim <yousef@easyexpunctions.com>

Subject: Resume

Importance: High

Hi Yousef,

Attached is the resume we have on file. With your acceptance, we can add your resume to the nomination.

Thank you,

Maria Martinez

Human Resources Generalist

Office: (210) 581-1078

mmartinez@wsalamo.org

Relay Texas: 1-800-735-2989 (TDD)
or 1-800-735-2988 or 711 (voice)

Yousef K. Kassim

(979)-824-3178 | yousef@easyexpunctions.com | 219 E Houston Street Suite 200, San Antonio, TX 78205
<http://www.linkedin.com/in/kassim>

Special Skills

- Licensed to practice law in Texas since 02/2014 (Bar No. 24075359)
- Fluent in Arabic (written and spoken); Some Spanish
- Financial modeling and analysis
- Leadership
- Software Development
- Extensive international travel experience throughout Europe, North America, and the Middle East.

Professional Experience

EasyExpunctions.com (Founder & CEO) Austin, TX then San Antonio, TX

October 2013–Present

- Invented a system, method, and process for the automatic generation of documents (Patent No.: 20150212997 published on 07/30/15).
- Responsible for day-to-day operations, the vision, and the development and release of new products.
- Secured Venture Capital and angel investments from leading investors totalling over \$5MM.
- Grew business from idea to Texas state leader in first year.

KPMG LLP, Advisory Practice (Associate) Austin, TX

June 2009–July 2010

- Worked within the Advisory Group of a Big 4 Accounting and Consulting firm serving major public and private sector clients to help identify performance improvement opportunities within their Information Technology framework.
- Led the Advisory Team effort of the Annual KPMG Giving Campaign where we raised over \$70,000 for local charities through office events that encouraged employees to give through challenges and incentive programs designed by our team.

BearingPoint Consulting, Global Energy and Chemicals (Business Analyst) Houston, TX

June 2008–March 2009

- Provided consulting services to the IT functional group for a leading global engineering, construction and services company supporting the energy, petrochemicals, government services and civil infrastructure sectors. Worked in tandem with a small team that was appointed with the change management of the company's global SAP system and transition of the legacy system of a major Construction company acquisition. The functional areas include Accounting and Finance, Procurement of Materials and Services, Treasury, Time Management, and Project Control/Execution. Responsibilities were also communication with business end users, requirement analysis, assisting the compilation of detailed functional design, creation of various business process relevant documentation (e.g. Business Process Flow, Business Process Procedures), and functional testing post change implementation.
- Acted as a liaison between the business end users and technical developers within an organization during the client's acquisition of a major engineering, construction, and maintenance services company.

Education and Certifications

Trinity University, San Antonio, Texas (May 2008)

Bachelor of Science, Finance & International Business

St. Mary's University, San Antonio, Texas (May 2013)

Juris Doctorate (J.D.)

Awards and Achievements

- 2019 St. Mary's University School of Law Graduates of the Last Decade (GOLD) Council: Selected as a top 10 graduate of the last decade.
- 2019 American City Business Journals Influencers: Law: Selected to be on a national list of 100 attorneys by editors and staff writers across The Business Journals' network of more than 40 publications.

Current Board of Directors Obligations

Workforce Solutions Alamo

Crosspoint, Inc.

E-Legal, Inc.

Maria Martinez

From: Jim Robertson <jrobertson@americraneusa.com>
Sent: Thursday, November 14, 2024 7:33 AM
To: Maria Martinez
Cc: tmagaro@swri.org; Teresa Chavez
Subject: RE: Vice Chair Nomination

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Thank you, all is well, and I hope you're doing great.

If this is the wish of the board, I would be honored to serve as Vice Chair.

Jim

James Robertson - CEO/President



AMERICRANE

STRENGTH THROUGH PASSION

Cell: (954) 275-5241
San Antonio Office: (210) 651-3644
Houston Office: (281) 962-2099
Austin Office: (512)-343-0543
Fort Denaud Office: (210) 651-3644
www.americraneusa.com

San Antonio*Houston*Austin*Fort Denaud, FL



From: Maria Martinez <mmartinez@wsalamo.org>
Sent: Thursday, November 14, 2024 7:03 AM
To: Jim Robertson <jrobertson@americraneusa.com>
Cc: tmagaro@swri.org; Teresa Chavez <tchavez1@wsalamo.org>
Subject: Vice Chair Nomination
Importance: High

Hello Jim,

Hope all is well. You have been nominated for the Vice Chair position for the WSA Board of Directors for the 2025 calendar year.

Do you accept this nomination?

Respectfully,

Maria Martinez
Human Resources Generalist
Office: (210) 581-1078
mmartinez@wsalamo.org

Relay Texas: 1-800-735-2989 (TDD)
or 1-800-735-2988 or 711 (voice)



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Jim Robertson began his professional career in the crane industry in Florida over 40 years ago. In 1982, he joined General Crane USA where he worked his way to the top, ultimately becoming the company's Owner and Managing Partner in 2002. In 2010, Jim developed and built Allegiance Crane & Equipment as their Chief Executive Officer and President. Allegiance enjoyed

unprecedented growth and industry successes under Jim's leadership and accomplished its mission of being the preferred single source provider of crane, rigging and hoisting services within the Florida and Texas markets. Jim launched and branded Allegiance from birth into a household name in just a few years with his innovative style of cultural strategies. In 2019, after a private equity sale of Allegiance, Jim moved to his next venture and purchased Americrane based in San Antonio. Americrane has already tripled in size with four locations and others in the works. Jim has generated well over a billion dollars in revenue in his career and obtained staggering EBITDA for his owners and investors.

Jim's ability to build high-performance cultures from within has fueled results, both financial and non-financial, across the board. The protocols that Jim developed has allowed him to be well known as the best in class with his all hands-on deck, team unity approach to creating a positive and productive work environment. Jim is most proud of his ability to build people both on and off the job.

Jim is held in high regard by his industry peers and his contributions to the field date back to 1988, when he was inducted as National Director of the Associated Builders and Contractors (ABC). Jim went on to be elected President of ABC Gold Coast Chapter, and thereafter, ABC Florida State President. Jim's industry accomplishments don't end there. He was a founding Chair of the Florida Crane Owners Council (FCOC), and he served as President of the Construction Association of South Florida (CASF). He is also recognized as the driving force behind the 2003 Worker's Comp Reform Bill which changed the face of Worker's Comp in the state

of Florida, specifically the restoration of the 1974 abolishment of horizontal immunity.

Jim's involvement in community service is unrivaled. His commitment to the Boys & Girls Clubs of Broward County is what led to his appointment as a Lifetime Board Member, an honor only granted to a few. Jim helped develop the "Generals Club." The Generals Club is a program that promotes and educates young adults in all mentoring and employment aspects of the Construction industry. He has since introduced this trades initiative to the Boys & Girls Clubs of San Antonio which is already proving successful.

Most recently, Jim was appointed to the Workforce Solutions Alamo Board. His selection to this esteemed organization is a true testament to his outstanding leadership, dedication and commitment to the community. Jim is also currently an Executive Board Member for South Texas ABC preparing for excellence in training and government and industry representation.

Jim has also been actively involved with a variety of other organizations such as Warrior Health, Operation Lift Hope (Founder), Sheriff's Advisory Council, Nova Southeastern University's Ambassador's Board, Operation Comfort, Joe DiMaggio Children's Hospital, St. Jude, Mothers Against Drunk Driving (MADD), Healthy Mother's Healthy Babies, Sheridan House and 4Kids of South Florida to name a few.

Looking ahead, Jim continues to pledge to make a difference in Texas by remaining involved in initiatives including those that impact Veterans and at-risk youth.

**WORKFORCE SOLUTIONS ALAMO BOARD OF DIRECTORS
OFFICER NOMINATION SLATE**

CHAIR

PLAC E #	BOARD MEMBER	CATEGORY	COMPANY	INDUSTRY	INITIAL CERTIFICATION	CURRENT TERM	GENDE R	RACE	HISP	VET
4	Leslie Cantu	Private Sector	Toyotetsu Texas INC.	Manufacturin g	12/5/2017	01/01/2024-12/31/2026	F	White	N	N

VICE CHAIR

PLAC E #	BOARD MEMBER	CATEGORY	COMPANY	INDUSTRY	INITIAL CERTIFICATION	CURRENT TERM	GENDE R	RACE	HISP	VET
1	Mary Batch	Private Sector	Caterpillar	Manufacturin g	11/16/2025	01/25/2023-12/31/2025	F	White	N	Y
7	Yousef Kassim	Private Sector	E-Legal, Inc.- EasyExpun	Professional, Tech	12/5/2017	01/01/2024-12/31/2026	M	Other	N	N
11	Jim Robertson	Private Sector	Valor Crane & Equipment	Construction	1/9/2024	01/01/2024-12/31/2026	M	White	N	N

SECRETARY

PLAC E #	BOARD MEMBER	CATEGORY	COMPANY	INDUSTRY	INITIAL CERTIFICATION	CURRENT TERM	GENDE R	RACE	HISP	VET
24	JR Trevino	Private Sector	Treco Enterprise, INC	Construction	9/14/2022	09/01/2022-12/31/2024	M	White	Y	N
27	Yvonne Addison	Private Secor	Addison Prime, LLC	Construction	1/9/2024	01/01/2024-12/31/2026	F	White	Y	N