

NEVADA STATE BOARD
of
DENTAL EXAMINERS



EMPLOYMENT COMMITTEE
TELECONFERENCE MEETING

WEDNESDAY, JULY 24TH, 2024

6:00 P.M.

PUBLIC BOOK

Nevada State Board of Dental Examiners



2651 N. Green Valley Pkwy, Ste. 104 • Henderson, NV 89014 • (702) 486-7044 • (800) DDS-EXAM • Fax (702) 486-7046

Notice of Public Meeting and Agenda for the Employment Committee

Meeting Date & Time

Wednesday, July 24, 2024
6:00 p.m.

Meeting Location:

Nevada State Board of Dental Examiners
2651 N. Green Valley Pkwy., Suite 104
Henderson, NV 89014

Video Conferencing / Teleconferencing Available

To access by phone, call **Zoom** teleconference Phone Number: (669) 900 6833

To access by video webinar, visit **www.zoom.com** or use the Zoom app

Zoom Webinar/Meeting ID#: **816 7272 9400**

Zoom Webinar/Meeting Passcode: **600208**

PUBLIC NOTICE:

Public Comment by pre-submitted email/written form and Live Public Comment and by teleconference is available after roll call (beginning of meeting and prior to adjournment (end of meeting)). Live Public Comment is limited to three (3) minutes for each individual.

Members of the public may submit public comment in written form to: **Nevada State Board of Dental Examiners, 2651 N. Green Valley Pkwy, Ste. 104, Henderson, NV 89014; FAX number (702) 486-7046; e-mail address nsbde@dental.nv.gov**. Written submissions received by the Board on or before **Tuesday, July 23, 2024 by 4:00 p.m.** may be entered into the record during the meeting. Any other written public comment submissions received prior to the adjournment of the meeting will be included in the permanent record.

The Nevada State Board of Dental Examiners may 1) address agenda items out of sequence to accommodate persons appearing before the Board or to aid the efficiency or effectiveness of the meeting; 2) combine items for consideration by the public body; 3) pull or remove items from the agenda at any time. The Board may convene in closed session to consider the character, alleged misconduct, professional competence or physical or mental health of a person. See NRS 241.030. Prior to the commencement and conclusion of a contested case or a quasi-judicial proceeding that may affect the due process rights of an individual the board may refuse to consider public comment. See NRS 233B.126.

Persons/facilities who want to be on the mailing list must submit a written request every six (6) months to the Nevada State Board of Dental Examiners at the address listed in the previous paragraph. With regard to any board meeting or telephone conference, it is possible that an amended agenda will be published adding new items to the original agenda. Amended Nevada notices will be posted in compliance with the Open Meeting Law.

We are pleased to make reasonable accommodations for members of the public who are disabled and wish to attend the meeting. If special arrangements for the meeting are necessary, please notify the Board, at (702) 486-7044, no later than 48 hours prior to the meeting. Requests for special arrangements made after this time frame cannot be guaranteed.

Pursuant to NRS 241.020(2) you may contact at (702) 486-7044, to request supporting materials for the public body or you may download the supporting materials for the public body from the Board's website at <http://dental.nv.gov> In addition, the supporting materials for the public body are available at the Board's office located at 2651 N. Green Valley Pkwy, Ste. 104, Henderson, NV 89014.

Note: Asterisks (*) "**For Possible Action**" denotes items on which the Board may take action.

Note: Action by the Board on an item may be to approve, deny, amend, or tabled.

1. Call to Order

- Roll call/Quorum

2. Public Comment (Live public comment, by teleconference, and pre-submitted email/written form):

The public comment period is limited to matters specifically noticed on the agenda. No action may be taken upon the matter raised during public comment unless the matter itself has been specifically included on the agenda as an action item. Comments by the public may be limited to three (3) minutes as a reasonable time, place and manner restriction, but may not be limited based upon viewpoint. The Chairperson may allow additional time at his/her discretion.

Members of the public may submit public comment via email to nsbde@dental.nv.gov, or by mailing/faxing messages to the Board office. Written submissions received by the Board on or before **Tuesday, July 23, 2024 by 4:00 p.m.** may be entered into the record during the meeting. Any other written public comment submissions received prior to the adjournment of the meeting will be included in the permanent record.

In accordance with Attorney General Opinion No. 00-047, as restated in the Attorney General's Open Meeting Law Manual, the Chair may prohibit comment if the content of that comment is a topic that is not relevant to, or within the authority of, the Nevada State Board of Dental Examiners, or if the content is willfully disruptive of the meeting by being irrelevant, repetitious, slanderous, offensive, inflammatory, irrational, or amounting to personal attacks or interfering with the rights of other speakers.

***3. Chairman's Report: David Lee, DMD (For Possible Action)**

***a. Request to Remove Agenda Item(s)** (For Possible Action)

***b. Approve Agenda** (For Possible Action)

***4. New Business: (For Possible Action)**

***a. Committee to Conduct Interviews with Each Applicant for the Unclassified Executive Director Position for Selection and Recommendation to the Board – NRS 631.190/NRS 622.220** (For Possible Action)

- (1) Eric Preiss
- (2) Lisa Levine
- (3) Adam Higginbotham
- (4) Tolin Garcia
- (5) Ted Candalino
- (6) David Archer

5. Public Comment (Live public comment and by teleconference): This public comment period is for any matter that is within the jurisdiction of the public body. No action may be taken upon the matter raised during public comment unless the matter itself has been specifically included on the agenda as an action item. Comments by the public may be limited to three (3) minutes as a reasonable time, place and manner restriction, but may not be limited based upon viewpoint. The Chairperson may allow additional time at his/her discretion.

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6. Announcements***7. Adjournment (For Possible Action)**

PUBLIC NOTICE POSTING LOCATIONS

Office of the N.S.B.D.E., 2651 N. Green Valley Pkwy, Ste. 104, Henderson, NV 89014
Nevada State Board of Dental Examiners website: www.dental.nv.gov
Nevada Public Posting Website: www.notice.nv.gov

Agenda Item 4(a):

**Committee to Conduct Interviews With Each Application
for the Unclassified Executive Director Position for
Selection and Recommendation to the Board
NRS 631.190; NRS 622.220
(*For Possible Action*)**

Nevada State Board of Dental Examiners



2651 N Green Valley Parkway, Ste.104 • Henderson, NV 89014 • (702) 486-7044 • (800) DDS-EXAM • Fax (702) 486-7046

Unclassified Position Announcement

Nevada State Board of Dental Examiners

Position Title: Executive Director

Position Status: Full-time

Gross Salary: Salary range, DOE: \$110,000 - \$145,000 (Employee-Employer Paid PERS)

Location: Las Vegas. Travel throughout Nevada is required.

Position: Unclassified position entitled to standard state benefits; serves at the will of the Nevada State Board of Dental Examiners. The position is funded through profession licensing fees.

Position Summary/Scope of Work: Report to the Nevada State Board of Dental Examiners, this unclassified position is responsible for the day-to-day administrative operation of the Board office. The Executive Director is expected to facilitate and ensure the logistics of: Board meetings, agendas, meeting minutes, Board budgets, interim and yearly Board financials, state audits, employee payroll, employee benefits, outside contracts, calibration of Infection Control and Anesthesia Inspectors, compliance with NRS and NAC Chapter 631, notifying Board members of legislative matters, licensure application process, present to Board members Advisory Opinion and Declaratory Judgement requests, acting as a liaison to state agencies (PERS, PEBP, Purchasing, Attorney General and Legislative Counsel Bureau), the execution of suspensions/revocations/subpoenas, yearly reviews of all Board forms and applications, all complaints are efficiently handled by the Board, monitoring of stipulation agreements (payments, CE's, daily logs), confirming CE's pursuant to stipulation agreements, attending AADA and AADB meetings, LCB quarterly reporting and to all State Agencies, reporting to NPDB, reports to Interim Finance, Secretary of State, State Controllers and State Archives, attending Informal Hearings and acting liaison to the Board's licensing software vendor. This position requires the use of standard office equipment, ability to communicate in person and over the telephone. Further, the position may have direct supervisory responsibilities over Board staff. The selected candidate may not concurrently work for another employer, possess any other employment, or be engaged in private professional practice.

Minimum Education & Licenses Required: A minimum of an accredited four (4) year college or university degree with a master's degree in business administration (MBA) including preferably legal and/or administrative and/or management components.

Preferred Experience: Preferred applicants will have experience as a certified public accountant (CPA) and/or bookkeeping experience. Preferred candidates will also possess experience in understanding statutes, rules, regulations and their implementation along with experience in reviewing documents for accuracy and applying the terms of those contracts.

Unclassified Position Announcement – Executive Director
Nevada State Board of Dental Examiners
Page 2

Skills Required: Applicants must demonstrate proficiency in the interpretation and implementation of NRS rules and NAC regulations in Chapter 631. Applicants must be skilled in verbal and written communications, planning, computer software, prioritizing and executing deadlines without need for supervision. Applicants must be highly professional, well-organized and self-motivated.

Note: This position announcement lists the major duties and requirements of the job and is not all-inclusive. The successful applicant will be expected to perform additional job-related duties and may be required to have or develop additional specific job-related knowledge and skills.

Interested applicants must submit their cover letter, resume, completed application form, and a list of three professional references to:

Nevada State Board of Dental Examiners
C/O Employment Committee Chair
2651 N. Green Valley Parkway, Suite 104
Henderson, NV 89014
Email: nsbde@dental.nv.gov

NRS 631.190 Powers and duties. [Effective January 1, 2020.] In addition to the powers and duties provided in this chapter, the Board shall:

1. Adopt rules and regulations necessary to carry out the provisions of this chapter.
2. Appoint such committees, review panels, examiners, officers, employees, agents, attorneys, investigators and other professional consultants and define their duties and incur such expense as it may deem proper or necessary to carry out the provisions of this chapter, the expense to be paid as provided in this chapter.
3. Fix the time and place for and conduct examinations for the granting of licenses to practice dentistry, dental hygiene and dental therapy.
4. Examine applicants for licenses to practice dentistry, dental hygiene and dental therapy.
5. Collect and apply fees as provided in this chapter.
6. Keep a register of all dentists, dental hygienists and dental therapists licensed in this State, together with their addresses, license numbers and renewal certificate numbers.
7. Have and use a common seal.
8. Keep such records as may be necessary to report the acts and proceedings of the Board. Except as otherwise provided in [NRS 631.368](#), the records must be open to public inspection.
9. Maintain offices in as many localities in the State as it finds necessary to carry out the provisions of this chapter.
10. Have discretion to examine work authorizations in dental offices or dental laboratories.

[Part 4:152:1951; A [1953, 363](#)] — (NRS A [1963, 150](#); [1967, 865](#); [1993, 2743](#); [2009, 3002](#); [2017, 989, 2848](#); [2019, 3205](#), effective January 1, 2020)

NRS 622.220 is hereby amended to read as follows:

622.220 If a regulatory body employs a person as an executive director or executive secretary or in a position with powers and duties similar to those of an executive director or executive secretary, the person:

1. Must possess a level of education or experience, or a combination of both, to qualify the person to perform the administrative and managerial tasks required of the position;

2. *Must be a resident of this State;*

3. *Must not be employed by another regulatory body as an executive director or executive secretary or in a position with powers and duties similar to those of an executive director or executive secretary;* and

~~4.~~ 4. Must not be the immediate relative of:

(a) A member or employee of the regulatory body; or

(b) A licensee of the regulatory body.

Sec. 5. Chapter 622A of NRS is hereby amended by adding thereto the provisions set forth as sections 6 and 7 of this act.

Sec. 6. *If a deputy attorney general prosecutes a contested case for a regulatory body, he or she may not also act as legal counsel for the regulatory body when the regulatory body considers or makes decisions concerning the contested case.*

Sec. 7. *If a regulatory body employs or retains an attorney to serve as legal counsel for and advise the regulatory body on any and all matters, and the attorney prosecutes a contested case for the regulatory body, the attorney may not also act as legal counsel for the regulatory body when the regulatory body considers or makes a decision regarding the contested case.*

Agenda Item 4(a)(1):

Eric Preiss

David Archer

Consummate Finance Professional

[REDACTED]

With over 17 years with Fortune 500 companies in several Financial roles and over ten years, as President/CEO for Chambers of Commerce, collaborating with City Governments, Business Leaders, and the Community Members, I believe my uniquely diversified experiences make me an ideal candidate for this position.

My pertinent responsibilities gained through my experience include: leading several Strategic Planning exercises, Zero Based Budgets, Monthly SG&A Forecasts, Product and Portfolio Profitability, and Leading cross Functional profitability efforts. Additionally, I have honed several skills/attributes throughout my career such as, team leadership, attention to detail, critical thinking, decision making, and communication skills.

Willing to relocate: Anywhere

Authorized to work in the US for any employer

Work Experience

President/CEO

Manhattan Beach Chamber of Commerce-Manhattan Beach, CA
October 2021 to Present

- Profit and Loss oversight of over \$0.5 million in operating budget and 21 team members.
- Revived the fractured City/Chamber relationship, implemented a new Visitor Center Website, and developed a community newspaper, The MB Pier Review, as a direct marketing piece to residents and an exclusive Member Only Benefit.
- Successfully negotiated overseeing a Business Improvement District (BID) in North Manhattan Beach and coordinating the creation of a Business Association to work hand in hand with the BID.
- Act as business and community liaison by interacting with Federal, State, and Local Elected Officials, the City of Manhattan Beach Staff and other regional government entities on behalf of the community and Member base. Participate in a coalition of 17 South Bay Chambers (SBACC) and BizFed for LA County.
- Worked closely with City Staff on several initiatives, including outdoor dining following COVID, renovating the Jocelyn Center, creating a Corridor Committee to coalesce the Businesses on Sepulveda Blvd, the main artery through Manhattan Beach, and Parking to name a few.
- Facilitate bi-monthly Board of Directors and Executive Committee meetings, including analyses, P&L reporting, and gaining consensus on the strategic direction of the Chamber.
- Daily administrative functions including the overall operations of the Chamber, website maintenance, payroll, performance management, develop policies & procedures, and compensation plans, contract negotiations, financial reporting, and community outreach.

Owner/Agent

Archer Financial Agency-San Luis Obispo, CA
October 2019 to September 2021

- Own and operate an Independent Insurance Agency specializing in Mortgage Protection, Final Expenses, Fixed Indexed Annuities, and Medicare Advantage.
- Contracted with several insurance carriers including Foresters, Mutual of Omaha, and Columbian Financial Group, to name a few.

President/CEO

Pismo Beach Chamber of Commerce-Pismo Beach, CA
March 2018 to September 2019

- Profit and Loss oversight of over \$0.4 million in operating budget and nine team members.
- Revived the fractured City/Chamber relationship, created new office space, implemented a new website, rebranded the Chamber and logo, and developed a community newspaper to enhance Chamber profitability.
- Created a retail, shared workspace of offering members the ability to have an office with enhanced amenities.
- Act as business/community liaison interacting with Federal, State, and Local Elected Officials, the City of Pismo Beach Staff and other regional government entities on behalf of the community and Member base.
- Worked closely with City Staff on several key initiatives: paid parking, street renovations and developing programs to stimulate the local economy to benefit businesses and residents affected by the renovations.
- Lead the monthly Board of Directors and Executive Committee meetings, including detailed P&L and cashflow analyses, accounting close, and developing/reporting on the strategic Budget.
- Daily administrative functions including the overall operations of the Chamber, website maintenance, payroll, performance management, develop/implement policies & procedures, compensation plans, contract negotiations, financial reporting, event production, and community outreach.

President/CEO

Sausalito Chamber of Commerce-Sausalito, CA
September 2016 to March 2018

- Profit and Loss oversight of over \$0.5 million in operating budget and eight team members.
- Act as business community liaison by interacting with Federal, State, and Local Elected Officials, the City of Sausalito Staff and other regional government entities on behalf of the community and Member base.
- Develop programs with the Golden Gate Ferry District to mitigate bike congestion, stimulate the local economy that enhanced business profitability and visitor/resident experience.
- Facilitate monthly Board of Directors and Executive Committee meetings, including detailed P&L and cash flow analyses, accounting close, and strategic planning to replace a \$100,000 loss of revenue by 2020.
- Daily administrative functions including the overall operations of the Chamber, website maintenance, payroll, performance management, develop policies & procedures, and compensation plans, contract negotiations, financial reporting, event production, and community outreach.

Owner/Agent

DLA Independent Insurance Agency-Riverside, CA
September 2015 to August 2016

- Own and operate an Independent Insurance Agency specializing in Mortgage Protection, Final Expenses, and Fixed Indexed Annuities.
- Contracted with several insurance carriers including Foresters, Mutual of Omaha, and Columbian Financial Group to name a few.

President/CEO

La Quinta Chamber of Commerce-La Quinta, CA
February 2008 to August 2015

- Profit and Loss oversight of over \$0.5 million in operating budget and fifteen team members.
- Act as business community liaison by interacting with Federal, State, and Local Elected Officials, the City of La Quinta Staff and other regional government entities on behalf of the community and Member base.
- Developed programs to stimulate the local economy and benefit businesses during the "off " season and capitalizing on Coachella Fest & Stagecoach, PGA Tour Event, and the Indian Wells Tennis Tournament.
- Coordinate and facilitate monthly Board of Directors and Executive Committee meetings, including analyses, P&L reporting, and gaining consensus on the strategic direction of the Chamber.
- Daily administrative functions including the overall operations of the Chamber, website maintenance, payroll, performance management, develop policies & procedures, and compensation plans, contract negotiations, and financial reporting.

Vice President of Business Development

Sunrise Community Bank-Palm Desert, CA
November 2006 to May 2007

- Assisted in opening a new Bank under Capitol Banc Corporation.
- Presented the "initial" offering to raise capital of over \$4.0 million to fully capitalize the new bank.
- Cultivated new clients and transitioned over \$1.5 million in demand deposits, CD's, and money market accounts in less than 3 months.

Investment Representative

Edward Jones-St. Louis, MO
November 2004 to October 2006

- Opened a single broker Edward Jones Branch in "Old Town" La Quinta California, which entailed meeting individuals and business owners throughout the community by "walking around" neighborhoods.
- Accumulated over \$4.0 million in assets, created 1,200 contacts, and opened over 120 accounts.
- Planned and promoted numerous informational seminars to educate and assist prospective clients.
- Provide investment advice and financial planning to assist clients in accumulating and growing their wealth while planning for their retirements and/or educational requirements.

Director of Finance

PacifiCare Dental and Vision-Santa Ana, CA
May 1999 to June 2004

- Accountable for the oversight and direction of the Finance team. The team's responsibilities include all aspects of budgeting and forecasting, management reporting, the creation and maintenance of the data warehouse, monthly capitation to providers of over \$1.5 million, calculation of sales commissions, and contract review and negotiations.
- Direct the monthly close process including, review of accounting entries, determine appropriateness of current reserves, review of outstanding items, and the preparation and presentation of the "close package" to corporate senior management.
- Developed and implemented PacifiCare Dental and Vision's three-year Strategic Plan of approximately \$116 million in operating revenue, \$34 million in SG&A including, 220 employees, and membership projections at 1.9 million at year end CY 2004.

Systems Operations Project Manager

Bank of America Mortgage, National Servicing
January 1997 to May 1999

- Developed, implemented, and managed detailed operational project plans related to various strategic initiatives within BankAmerica Mortgage that enhanced workflow and process improvement.
- Managed technology initiatives pertaining to the: Foreclosure workflow engine, collections auto dialer, customer service workflow and task tracking engine, demands issued through the Host FAX, post payoff workstation, universal workstation "model bank," and database ad hoc reporting software.

Manager of Finance & Planning

Bank of America Mortgage, National Servicing
July 1993 to December 1996

- Developed and implemented BankAmerica Mortgage's three-year Strategic Plan of approximately \$55 million in expenses, which included 691 employees, \$184 million in revenue, and a \$600 million balance sheet.
- Forecasted mortgage payoffs, and analyzed portfolio performance on 800,000 mortgage loans or \$82 billion in outstanding principal.
- Assisted departmental managers in analyzing workflow and process improvements within servicing, including outsourcing opportunities, technology implementation, and leveraging of internal resources.
- Prepared and presented the monthly Financial Review to the National Servicing Manager and the Executive Committee comprised of the Division Finance Officer and the Group Executive Vice President.
- Coordinated project plans on expense reduction and/or revenue enhancing initiatives, with detailed financial impacts and implementation plans.

Manager of Acquisitions & Analysis

Bank of America Mortgage, National Servicing
August 1990 to June 1993

- Prepared the buy/sell analyses on potential mortgage servicing portfolios that included \$15 billion in Purchased Mortgage Servicing Rights (PMSR) related to the Security Pacific Merger.
- Other noteworthy institutional acquisitions were Benjamin Franklin, HonFed, Valley Mortgage, and Arbor.
- Detailed analyses were performed to prevent exposure due to mortgage prepayments and interest rate risk.

Cost Accountant

Glendale Federal Bank-Glendale, CA
1989 to 1990

Corporate Planning & Reporting, Cost Accounting, and Product Profitability.

Cost Controller

Northrop Grumman Corporation-Pico Rivera, CA
1987 to 1989

Planning and Reporting at the B-2/Advanced Systems Division.

Education

Bachelor's Degree in Business Administration

Vanguard University - Costa Mesa, CA

1983 to 1987

Skills

- Administered the company "Ethics" training course for PacifiCare
- Senior Executive National Director of the National TaeKwonDo Association (Fifth Degree Black Belt) (10+ years)
- Past President of the Rotary Club of La Quinta (1 year)
- Graduate of "Academy" Leadership Program (2012) (3 years)
- Microsoft Office (10+ years)
- Agile
- Business Analysis
- Data Warehouse
- Mortgage Servicing
- Process Improvement
- Project Implementation
- Microsoft Office
- SAP ERP
- Data Warehouse (4 years)
- Financial Planning
- Quality Assurance
- Forecasting
- Team Management
- Performance Management
- Requirements Gathering
- Microsoft Excel
- Profit & loss
- Account reconciliation
- Supervising experience
- Management
- Financial accounting
- Process mapping
- Accounting
- Public speaking
- Fundraising
- Financial management
- Leadership

- General ledger accounting
- Microsoft Word
- Financial report writing
- Financial accounting
- General ledger accounting
- Account reconciliation
- Balance sheet reconciliation
- General ledger reconciliation
- Financial management
- Management reporting
- Financial planning
- ERP systems
- Bookkeeping
- Forecasting
- Payroll
- Profit & loss
- Negotiation
- Supervising experience
- E-commerce
- Leadership
- SQL
- Quality assurance
- Marketing
- Sales
- Website maintenance
- Agile
- Driving
- Cash handling
- Procurement
- Project management
- Presentation skills
- Microsoft Access
- Business development
- SAP
- Customer relationship management
- Business analysis
- Team management
- Oracle
- Banking
- Requirements gathering

- Budgeting
- Project implementation
- QuickBooks
- SAP ERP
- Hyperion
- GAAP
- Accounting
- Financial modeling
- Relationship management
- Mortgage servicing
- Analysis skills
- Debits & credits
- GAAP
- Microsoft Office
- Accounting software

Agenda Item 4(a)(2):

Lisa Levine

LISA C. LEVINE



SKILLS SUMMARY

Organizational Leadership:

- Executive experience leading strategic development for corporate, nonprofit, and government organizations in healthcare, education, and workforce development;
- Proficient in change management from adapting through company merger, leading a state agency post-election, and shifting organizational objectives and priorities;
- Expertise in building high achieving culture to produce stronger performance outcomes and deliverables that are aligned with board stakeholders;

Operations & Project Management:

- Development and implementation of organizational performance goals, short and long-term operational plans, and strategic financial decision-making for organizations;
- Building and executing planned strategies to maximize revenue and reduce risk;
- Managed \$300 million real estate portfolio and an agency's \$50 million budget;

Development & Growth:

- Accomplished in driving revenue for public and private organizations, including through procurement, government grants, political campaign and non-profit fundraising, contract negotiations, and tenant lease agreements;
- Supported non-profit capital raise campaigns and management of \$100 million with public and private financing; won \$35 million of competitive government grants; led multi-state expansion of gaming procurement contracts for a publicly traded company; and raised millions from corporate gifts toward academic scholarships;

Public Affairs & External Relations:

- 15 years of coalition building, community relations to advance public policy initiatives, and managing public relations, lobbying, compliance, and regulatory issues;
- Seasoned public speaking professional with leadership in deploying communications campaigns to control messaging using local and national outlets, including experience in crisis communications, re-branding, and marketing;
- Skilled in leveraging polling and academic research to understand public attitudes for implementing marketing campaigns to influence behavior of target populations;

EDUCATION

- **Doctor of Philosophy (PhD)** – Public Affairs, UNLV A.B.D.
- **Master of Business Administration (MBA)** – Healthcare Management, UNLV
- **Master of Public Administration (MPA)** – Program Evaluation, UNLV
- **Bachelor of Arts (BA)** – Political Science, UNLV

PROFESSIONAL EXPERIENCE

Chief Operating Officer & Chief Development Officer *2023 – Present*
NEVADA HEALTH AND BIOSCIENCE ASSET CORPORATION, Las Vegas, NV

- In executive leadership reporting to the President & CEO of a non-profit development corporation that builds public health infrastructure including \$300 million in capital projects;
- Manage portfolio of real estate assets that include a \$125 million medical education building and oversee the construction of a \$70 million research lab and \$100 million ambulatory care clinic;
- I build innovative partnerships that generate revenue, negotiate public and private capital gifts, and oversee organizational public affairs, media relations, partner and tenant relationships, and lead tours of capital projects for key stakeholders and public officials.

Executive Director *2022 – 2023*
GOVERNOR'S OFFICE OF WORKFORCE INNOVATION, Las Vegas/Carson City, NV

- Reported to the Governor of Nevada and was a cabinet-level appointment, served two governors of both political parties, brought on to reduce labor force issues post-pandemic;
- Managed a \$50 million agency budget that included competitive grants, 20 statewide employees in northern and southern Nevada offices, and 10 external vendors;
- Rebranded agency and launched state-wide marketing campaign to encourage labor force participation that reached 1 million Nevadans in just the first 6 months by developing a modern consumer-friendly website, launching a bilingual communications plan that included earned and paid digital media; and created a superhero ambassador program to build trust;
- Liaison to State's 33-member Governor's Workforce Development Board, presented quarterly on behalf of Governor and launched special committees to advance State priorities;
- Grew the agency's budget by 25% in competitive grants launching several new programs;

President & Founder *2021 – Present*
SAGEBRUSH STRATEGIES, Las Vegas, NV

- Public affairs and business development firm representing clients in healthcare, gaming, professional sports, education, and local government.
- Services have included organizational public relations, government affairs, and fiscal management and operations, including capital campaigns for scholarships and infrastructure projects, corporate giving and social impact consulting, and political advising;

Director of Government & Community Relations *2018 - 2021*
INTERNATIONAL GAME TECHNOLOGY (IGT), Las Vegas, NV

- Reported to the Senior Vice President of Public Affairs and was responsible for managing multi-state government affairs, community relations, and business development predominantly on the west coast that required 60% travel for sales meetings and conferences;
- Built coalitions and led multi-state lobbying to advance initiatives in public procurement and commercial contracts in sports betting, traditional and interactive gaming, and lottery;
- Led teams that won the First in the West sports betting contract with a tribal casino, two-multimillion-dollar contracts to start the Mississippi lottery, contract renewals for Reno Airport's gaming concession license and New York lottery, and launched Vax Nevada Days;
- Public affairs work included relaunching political action committee and advocated for public policy at the federal, state, and local levels.
- Voted by peers to chair IGT's C-Suite Leadership Council that assisted the Company with corporate social responsibility initiatives, and was nominated to serve on IGT's Executive Women's Council to support diversity and inclusion efforts;
- Served on several national and local trade associations representing the company.

Senior Advisor

2013 - 2018

CONGRESSIONAL OFFICE OF DINA TITUS (NV-01), Las Vegas, NV/Washington, DC

- Direct report to member of congress providing strategic decision-making & recommendations on policy positions, engagement in coalitions, and speech writing;
- Responsible for external affairs with a concentration on hospitality and gaming, workforce and economic development, transportation and infrastructure, and other policy areas;
- Hosted constituent service meetings, policy roundtables, and grant workshops;
- Staffed congressional meetings and gave public speeches on behalf of member;
- Worked with bi-partisan congressional offices to launch the House App Challenge that was adopted by 51 districts across the country.

Political Director

2008 - 2018

CAMPAIGN ELECTING DINA TITUS FOR CONGRESS, Las Vegas, NV

- Responsible for managing the day-to-day operations and was the campaign spokesperson; responsibilities included speech writing, media relations and press releases, marketing materials and social media, policy research, campaign strategic planning, and candidate scheduling;
- Served combined role between political and official offices for 6 campaign cycles;
- Started as the deputy finance director overseeing fundraising and regulatory compliance.

Community Organizer

2007 - 2008

PRESIDENTIAL CAMPAIGN FOR HILLARY CLINTON, Las Vegas/Reno, NV

- Built and implemented voter outreach and volunteer engagement plans during the 2008 Presidential Caucuses;
- Involved in event planning for high-level surrogates with tens of thousands of attendees that were open to national and local media outlets;
- Staffed national surrogates that included former presidents, cabinet-members, and actors.

AWARDS & ACHIEVEMENTS

- Education Nominee, Vegas Inc's Top Tech Awards
- Woman of Distinction Award in Corporate and Government Services, NAWBO
- Community Service Award, Battle Born Progress
- Research on Women and Politics, Carrie Chapman Catt Prize

BUSINESS LEADERSHIP

CURRENT

- Las Vegas Chamber of Commerce, Healthcare Policy Committee

PAST

- Mining Center of Excellence Stakeholder Advisory Council
- Las Vegas Chamber of Commerce, Government Affairs Committee
- Reno Airport Regional Air Services Corporation Board
- IGT Las Vegas Leadership Council, Past Chair
- IGT Women Inclusion Network Executive Committee
- American Gaming Association, Public Policy and NextGen Committees
- Association of Gaming Equipment Manufacturers, Government Affairs Committee

CIVIC LEADERSHIP

PAST

- State of Nevada Governor’s Workforce Development Board, Governor’s Designee
- P-20 Workforce Research Data System Advisory Board, Governor’s Designee
- Nevada Equal Rights Commission, Gubernatorial Appointee
- Nevada System of Higher Education Board of Regents, Gubernatorial Appointee
- Nevada Committee on Industrial Programs, Legislative Appointee
- Clark County, Nevada Animal Advisory Board, County Commission Appointee

COMMUNITY ENGAGEMENT

CURRENT

- UNLV Alumni Association Advocacy Committee, Past Chair

PAST

- UNLV Alumni Association Board of Directors
- Women’s Research Institute of Nevada, Past Chair
- Nevada Digital Government Advisory Board
- U.S.D.A. National Institute of Food and Agriculture NEXTGEN Grant Reviewer
- Million Women Mentors of Nevada, Founding Board Member
- Public Education Foundation Board

REFERENCES

- Maureen Schafer, CEO of OnKai Health Foundation
 - Former president of NHBC, was my direct report and hired me.
 - [REDACTED]
- Yvanna Cancela, Chief of Staff to Congressman Steven Horsford
 - Former Chief of Staff to Governor Sisolak and hired me for GOWINN.
 - [REDACTED]
- Michael Naft, Commissioner for Clark County District A
 - Former District Director for Congresswoman Titus and hired me.
 - [REDACTED]
- Jeremy Aguero, President & CEO of Applied Analysis
 - We work closely together on community development projects.
 - [REDACTED]
- Tina Quigley, President & CEO of the Las Vegas Global Economic Alliance
 - We work closely together on community development projects.
 - [REDACTED]

Agenda Item 4(a)(3):

Adam Higginbotham

ADAM HIGGINBOTHAM, MBA

Objective

Seeking the Executive Director role where I can utilize my extensive experience in operations management, legislative processes, occupational licensing, compliance enforcement, and technical innovation. Aiming to leverage my expertise in navigating complex regulatory landscapes in multiple industries, leading efficient and effective teams, and implementing cutting-edge technology solutions to drive organizational excellence, influence policy development, and ensure rigorous compliance standards. Eager to apply my strategic vision and technical acumen to foster impactful legislative changes, enhance operational efficiencies, and promote a culture of transparency and accountability within a forward-thinking organization.

Professional Experience

Compliance and Data Consultant, Consulting Services 2023 - Present

- Authored detailed reports and standard operating procedures with a focus on precision and regulatory adherence, offering strategic recommendations for process improvement and risk mitigation.
- Demonstrated a proactive approach to regulatory compliance by closely monitoring state legislative changes and promptly implementing necessary updates to operational procedures, ensuring alignment with evolving regulatory requirements and maintaining adherence to state statutes and regulations.
- Led comprehensive analyses of operational data collection, record retention, and procedures within a highly-regulated industry, ensuring compliance with state and local regulations and fostering a culture of continuous improvement.
- Designed databases and data collection procedures tailored to regulatory nuances, improving operational efficiency and ensuring compliance.
- Engineered and implemented specialized functions within an ERP system to manage a broad spectrum of operational compliance tasks, including discrepancy tracking, cycle count management, and incident reporting, thereby streamlining operational efficiency.
- Spearheaded the observation and analysis of inventory management operations within a regulated industry, significantly reducing shrinkage and enhancing the accuracy of inventory cycle counts.
- Innovated by developing and training an AI chatbot on a GPT platform, equipped to provide regulatory guidance with precise citations, enhancing user navigation through complex regulatory environments.

Executive Director, State of Maryland Board of Professional Counselors and Therapists 2023 - 2024

- Directed board staff in licensing, compliance enforcement, and investigation activities, aligning with organizational policies and enhancing operational efficiency.
- Led the preparation, execution, and follow-up of board meetings, ensuring meticulous oversight of licensing programs and enforcement actions.
- Managed comprehensive board office functions, including computer capabilities, human resources, administrative tasks, public relations, legislative functions, and public information dissemination.

- Coordinated activities of agency programs unique to the organization's mission, such as social services or health services, establishing and enforcing overall policies and procedures.
- Developed and implemented program goals, standards, and controls, effectively overseeing personnel and financial resources to meet objectives.
- Supervised subordinate supervisors, planned and evaluated their work, and developed strategic plans for program operations and resource allocation.
- Served as a department liaison with managers and officials of other agencies, promoting program objectives and fostering positive relations with stakeholders.
- Managed program budgets and expenditures, ensuring financial integrity and accountability in program operations.

***Compliance Manager: Data Systems Administrator, Nevada Organic Remedies
2021 - 2023***

- Drafted and implemented standard operating procedures (SOPs) for business tasks, ensuring compliance with regulations and guidelines, and fostering interdepartmental collaboration through extensive system interfaces and reports.
- Designed and built a security and compliance data management software system, centralizing security and compliance data in accordance with state regulations.
- Demonstrated a proactive approach to regulatory compliance by closely monitoring state legislative changes and promptly implementing necessary updates to operational procedures, ensuring alignment with evolving regulatory requirements and maintaining adherence to state statutes and regulations.
- Managed regulatory security, compliance operations data, and licensing, maintaining direct communication with government authorities for incident and request handling.
- Led the design and implementation of a comprehensive compliance and operational data collection management system using low-code applications, improving efficiency across multiple departments including HR, licensing, and quality control.
- Constructed a secure data storage system, ensuring the retention of records for mandated periods, enhancing data security and compliance.
- Developed and managed automated notifications for critical time-sensitive processes, streamlining business operations and improving real-time communication.
- Oversaw the review and approval of third-party software and hardware for compliance and operational efficiency, facilitating seamless integration and user training.
- Spearheaded the development of inventory cycle count data reporting and API connectivity, optimizing data analysis and reporting processes.
- Transitioned paper-based processes to electronic formats, significantly increasing operational efficiency and accuracy across various business functions.
- Innovated a security and compliance data management system using Airtable/Zapier, saving over 1100+ hours, supporting regulatory compliance across nine facilities.

***Deputy Executive Director, State of Nevada Board of Cosmetology
2014 - 2021***

- Directed a dynamic team in delivering licensing, inspection, and compliance services, contributing to strategic decision-making and budget management.
- Enhanced informational awareness and outreach programs through the approval of software applications for data reporting, using infographic and video materials to improve licensee, legislative members, and consumer understanding.

- Managed hardware procurement, vendor contracts, and networking services, ensuring optimal functionality and reliability of business systems.
- Achieved an 80% reduction in application and service processing times, increasing the volume of inspections and compliance reviews, demonstrating exceptional leadership in operational efficiency and strategic planning.
- Provided legislative support for 10+ bills related to occupational licensing boards, including conducting research, drafting summaries, and offering strategic recommendations.
- Presented reports and information to legislative subcommittees tasked with reviewing occupational licensing boards and legislative changes, effectively communicating the impact of proposed legislation and advocating for the board's interests.
- Developed a multi-state data collection system for a government research project and authored the report, utilizing infographics to highlight consumer risks, enhancing public awareness and legislative understanding of industry risks.
- Orchestrated the planning, design, and deployment of a custom-built software application, enhancing business operations such as licensing, inspections, complaint management, and financial reporting, significantly improving process efficiency and stakeholder engagement.
- Implemented rigorous security measures and managed the release of public information, adhering to regulatory compliance standards.
- Led staff training on hardware and software utilization, optimizing business task completion and enhancing operational efficiency.
- Supervised VOIP services, optimizing communication processes and ensuring efficient management of the phone directory and tree.
- Created and managed a public-facing website and an internal staff-facing intranet, significantly improving access to information and fostering a collaborative knowledge-sharing culture.
- Spearheaded technological enhancements and operational restructuring, leading to significant improvements in service delivery to licensed professionals.

***Executive Director, State of West Virginia Board of Barbers and Cosmetologists
2008 - 2014***

- Led the legislative process, contributing to the drafting and implementation of public policy developments for 20+ bills, and ensuring regulatory compliance and public safety.
- Orchestrated a financial turnaround for a struggling agency through cost control measures and the adoption of an ERP system, restoring financial stability and positioning the agency for sustained growth.
- Achieved significant reductions in processing times for testing and licensing services through strategic operational restructuring and the implementation of a custom ERP software, increasing annual inspections by 60% and reducing processing times by 80%.
- Directed a team of 11 office staff and inspectors, overseeing efficient licensing, inspection, and compliance services within the beauty service industry, and advocating for technological innovation to enhance service delivery.
- Managed public notices and agenda documentation for board meetings, ensuring effective communication and preparation for decision-making processes.
- Led the development and implementation of a custom-built software application, streamlining business functions such as licensing, inspections, and consumer complaint management, significantly improving operational efficiency.
- Spearheaded the design and maintenance of a public-facing website, enhancing stakeholder access to essential information and services, and promoting transparency and engagement.

- Managed hardware procurement and vendor relations, ensuring the reliability and efficiency of technological systems and services.
- Transitioned traditional paper-based processes to electronic formats, optimizing efficiency, accuracy, and record-keeping across multiple business functions.
- Achieved significant reductions in processing times for testing and licensing services through strategic operational restructuring and the implementation of a custom ERP software, increasing annual inspections by 60% and reducing processing times by 80%.
- Collaborated on ERP software design, developing a comprehensive system for applicant data collection and management, leading to enhanced efficiency in inspections and licensing processes.
- Developed and managed comprehensive informational services for consumers and licensed professionals, improving communication on health & safety, testing, licensing, and compliance.
- Orchestrated a financial turnaround for a struggling agency through cost control measures and the adoption of an ERP system, restoring financial stability and positioning the agency for sustained growth.
- Led the development of a user-friendly public-facing website, significantly enhancing stakeholder access to regulatory processes and vital information.
- Managed the relocation and modernization of office space, optimizing the work environment for enhanced productivity and employee well-being.
- Directed the digitization of historical licensing records, ensuring the preservation and accessibility of critical data for over 70,000 licenses.
- Optimized administrative, licensing, inspection, and legislative operations, driving improvements in customer service and processing times.
- Developed and oversaw a quarterly newsletter, raising awareness of legislative and operational changes, fostering transparency and stakeholder engagement.

***Purchasing and Contracts Manager, Charleston-Kanawha Housing Authority
2007 - 2008***

- Coordinated with the CFO on budgeting and expense management for 12 public housing developments, ensuring efficient use of resources and alignment with financial objectives.
- Led purchasing and contract operations for a \$25M+ government agency, managing monthly purchases exceeding \$55,000 and overseeing on-time vendor payments in collaboration with the Accounts Payable department.
- Administered over 50 service contracts and large purchases ranging from \$10K to \$100K, developing and implementing procurement strategies that enhanced operational efficiency and cost-effectiveness.
- Managed the RFP and RFQ processes from drafting to contract award, evaluating proposals and bids to ensure the best value and compliance with federal purchasing requirements.
- Oversaw inventory control and asset management across multiple developments, enhancing the accuracy and reliability of asset tracking and reporting.
- Negotiated key financial and operational terms with businesses, securing favorable conditions for government contracts and contributing to the successful delivery of services.
- Played a critical role in the comprehensive redevelopment of three public housing properties, leading procurement efforts to replace aging structures with modern, energy-efficient housing, significantly improving resident living conditions while adhering to sustainable practices.
- Supported the CFO in budget forecasting, contributing to accurate financial planning and resource allocation for housing development projects, enhancing the organization's ability to meet its redevelopment and operational goals.

- Spearheaded the development of a sophisticated database system for contract management, improving transparency, accountability, and compliance tracking, and ensuring timely renewals and adherence to contractual obligations.

Skills

- Financial Management
- Procurement and Contract Administration
- Project Management
- Strategic Planning
- Legislation Outreach
- Compliance Management
- Vendor Management
- Analytical Skills
- Technology Implementation
- Team Leadership
- Communication Skills
- Problem-Solving Skills
- Adaptability

Education and Training

- **Master of Business Administration (MBA): General Administration**
 - Liberty University, 2005-2007
- **Bachelor of Arts (B.A.) in English: Technical Writing**
 - Marshall University, 2000-2004
- **Bachelor of Arts (B.A.) in Political Science: Public and Private Administration**
 - Marshall University, 2000-2005
- **Certification in Housing and Property Inspection**
 - West Virginia University - Parkersburg, 2008
- **Online Certification in Data Analytics**
 - Google, 2022
- **Online Coursework in Foundations in Artificial Intelligence**
 - Google, 2023

Agenda Item 4(a)(4):

Tolin Garcia

TOLIN K. GARCIA

QUALIFICATION SUMMARY

15+ years of medical administrative experience. 11+ years of operational and supervisory oversight of multiple ancillary programs consisting of Radiology, Pathology, Laboratory, Pharmacy, and Pain Medicine. Certified Project Manager (PPM). Proven record of facilitating services and managing a fast-paced operation. Strong organizational and communication skills with the ability to concurrently direct multiple programs in several different states. Mission driven skills that transfer into any healthcare operational setting to create and maintain high levels of efficiency and productivity. Advanced understanding of customer service and patient care needs with diligent attention to detail, resulting in superior levels of satisfaction for internal and external success.

EXPERIENCE

Vice President of Operations (NV/CO) - Radiology Partners

September 2019 – Present

Red Rock Radiology Associates (NV), Desert Radiology (NV), Mountain Radiology (CO), Western Colorado Radiologic Associates (CO), Rad Reserve West (Voyager),

- Leads 150 regional radiologist over multiple states, while being the primary relationship leader for our physician clients which include 10 Healthcare facilities in Nevada and 14 healthcare facilities in Colorado. This includes: 12 Hospitals, 8 outpatient centers, and 4 Standalone Eds, totaling 2.3M exams annually.
- Operates and maintains multitude of practices in several states, while traveling 30% annually.
- Responsible for building effective, service driven relationships and providing innovative business solutions to complex matters in the practice, including managed care negotiations, payor mix strategy, and locums staffing support.
- Successfully implemented the first ACGME accredited radiology residency program in Nevada, which includes 20 residents and an ESIR slot.
- Responsible for the day-to day operational leadership and customer satisfaction of regional facilities.
- Maintains and builds strategic relationships with clients to forge new business. These relationships led to a successful client support from our largest healthcare system.
- Pioneered a remote reading team that supports California, Arizona, Nevada, Idaho, Alaska, and Washington. This remote reading team is able to shift capacity to support high demand imaging volumes, by state.
- Implemented a regional new physician and support team cradle to grave onboarding, while ensuring each new radiology associate has a mentor to ensure a positive transition into the practice.
- Directs and communicates the new quality management programs to all clinical and non-clinical staff while concurrently meeting our MIPS MACRA measures, to maximize reimbursement from CMS.
- Manages and maintains regular meetings with all practice clients and c-suite personnel, this ensures the quality of patient care and optimal service levels are at the frontline of excellence.
- YOY positive EBITA, allowing a healthy operation for growth across the enterprise, including developing and implementing strategies to increase revenue and reduce costs.

- Optimized human resources processes including regional recruiting, while streamlining the overall experience from physicians to support teammates.
- Develops and adheres to the regional budget by communicating with our national finance and revenue control team, which includes strategic meetings to optimize the performance goals of the region.
- Supports a strong and productive team-oriented environment for all radiologists and support teammates.
- Consistent regional practice communication between our associates, partners, and local leadership.
- Oversees local and regional radiology meetings including local practice board, quality, shareholders, technology, recruitment, finance, legal, patient safety, and revenue control management.
- Years of experience working closely with the Local Practice Boards (LPBs), physicians, and understanding the dynamics of a practice to achieve all goals and initiatives set forth to transform radiology.
- Works directly with the national growth team, handles strategic planning, while enhancing profitability, productivity, and efficiency throughout the practice's operation.
- Thorough understanding of customer relationship management, entrepreneurial based service delivery and an ability to adapt to a rapidly growing environment.
- Independently developed, monitored, and implemented imaging initiatives to improve the patient care experience while increasing physician workflow satisfaction.
- Proven regional leadership in a management environment with core skills of detail orientation, follow through, process design, excellent communication, and relationship management.
- Sponsors and oversees the quarterly operations onboarding training for all operators who join the organization. These operators include regional vice presidents, associate vice presidents, directors, and managers. Works closely with these leaders after onboarding as a mentor, to ensure operational consistency across the enterprise.
- Computer skills include Adobe, Microsoft Outlook, Word, Excel, PowerPoint, One Note, One Drive, SharePoint, Teams, Power BI, SmartSheet, Tableau, UltiPro, Taleo, OKTA, CSC, Kronos, Powerscribe, GE Centricity, Citrix Receiver, Clario, Intelrad PACS, RP Cloud, and Agiloft legal software.

**Vice President of Operations, Ancillary Services – Radiology, Pathology, Laboratory, Pharmacy, & Pain
April 2008 – September 2019**

Department of Veteran Affairs, VA Southern Nevada Healthcare Systems
6900 North Pecos Road, North Las Vegas, Nevada 89086

- Led a team of 220 FTEs consisting of Imaging, Lab, Pharmacy, and Pain Medicine. 110 of 220 full time employees were physicians.
- Implemented cost-saving measures resulting in a 20% reduction in operational expenses while maintaining service quality standards.
- Developed and executed strategic initiatives to improve workflow efficiency, resulting in a 15% increase in patient throughput.
- Implemented scheduling optimizations that reduced wait times for diagnostic services by 30 minutes, improving patient satisfaction ratings.
- Fostered a culture of collaboration and accountability, leading to improved team performance and morale.
- Established and maintained strong working relationships with departmental staff, physicians, and other healthcare professionals to ensure seamless delivery of ancillary services.
- Directly managed 27 different clinics within Imaging and Pain Medicine, handling over 30,000 scheduled orders a month resulting in 360,000 plus scheduled exams a year. These clinics range from low complexity to high complexity imaging, requiring extensive research and protocol reviews prior to exam completion in: Chiropractic, Pain management, Mammography, Ultrasound, Vascular, Magnetic Resonance Imaging (MRI), Position Emission Tomography–Computed Tomography (PET-CT), Computed Tomography (CT), Nuclear Medicine, Cardiac Stress Test, Interventional Radiology (IR), General X-Ray and Community Care Radiology Consult.
- Established and piloted the modernization of the Radiology to Community Care One Consult process. Making the VA Southern Nevada the first in the nation to have this ability. This practice grants Radiology orders to be converted to Community Care Consults, when we're unable to see the veteran within 30 days, they live more than 40 miles from the nearest VA facility, or we're unable to provide the service. Granting Veterans expedited access to the care in the community while efficiently retrieving results from the community resulting in faster patient care turn-around times.
- Effectively managed clinical utilization by monitoring the wait-times for each clinic/modality, while simultaneously following all scheduling mandates and clinical time slot management.
- Proficient in profile management and the requirements of correct coding of ICD-10 codes, proper workload capture and its direct relation to provider clinical labor mapping.
- Experienced user of clinic cancellation process. Utilizing the proper cancellation work group email as well as the Leaf process. Developing clinical plans for patients and providers prior to clinical cancellation.

COMMITTEE'S AND ACHIEVEMENTS

- Employee Engagement Committee
- National Radiology Project Team
- SAIL AES Committee
- Lean Six Sigma Black Belt Graduate 2015
- National Radiology Orders Management Team
- National Radiology One Consult Team
- Hygiene Committee
- Automated External Defibrillator Committee
- Emergency Management Committee
- Vice President Academy of Graduates
- Talent Management System Super User
- Leaders Developing Leaders Instructor
- Nuts & Bolts Supervisor Graduate
- Emergency Management Evacuation Teacher and Surveyor
- Contracting Certifications in: FAC-COR Level I & II /FAC-PPM
- Certified Project Manager – Graduate 2015

EDUCATION

2003 - 2007

Mojave High School A College Precatory Academy
Graduate – High Honors Diploma - GPA 4.12

2007 – 2012

Burlington College - Vermont
Bachelor of Arts – Criminal Justice
Minor – Business Management

PROFESSIONAL REFERENCES

Dr. William Weathers, Radiology Partners, President of Mountain Radiology (CO)

██████████ ██████████ (Professional Reference)

Dr. Ronald Sauer, Radiology Partners, President of Red Rock Radiology Associates (NV)

██████████ ██████████ (Professional Reference)

Dr. Samuel Steury, Radiology Partners, President of Western Colorado Radiologic Associates (CO)

██████████ ██████████ (Professional Reference)

(Personal References Upon Request)

Agenda Item 4(a)(5):

Ted Candalino

TED CANDALINO

email: [REDACTED]

CAREER OBJECTIVE Continue my career combining years of legal knowledge, legal support, information technology, technical writing, project and product management in a support or managerial role.

PROFESSIONAL EXPERIENCE **September 2023-Present** **Porat Firm LLC**
Legal Administrator **Philadelphia, Pennsylvania (REMOTE)**

Small boutique law firm specializing in plaintiff's defense, pharmaceutical litigation, and consulting. Supervised other administrative employees. Performing accounting and budgeting tasks. Responsible for running payroll, order supplies, and ensuring all non-legal staff is trained and tasks are properly assigned. Handled a variety of Human Resource issues. Trained all staff members on CLIO. Conducted legal research as requested. Well-versed in drafting all legal documents including contracts, administrative filings, and litigation filings. Communicated to management various legal reports.

August 2020 – September 2023 **Mission Support and Test Services**
Manager / Nuclear Testing Archive **North Las Vegas, Nevada**

Managed a staff of twelve employees. Implemented formalized scope definition, risk assessment, budget tracking timelines and functional requirements documentation in anticipation of digitizing one million classified and non-classified documents per the National Archives and Records Administration (NARA) requirements. Compliance liaison for the Department of Energy/MSTS. Responsible for drafting internal controls related to document restoration and storage. Responsible for processing and handling all FOIA requests.

Responsible for providing employee files to the Department of Labor's Energy Employees Occupational Illness Compensation Program Act (EEOICPA), which protects the interests of workers who were injured or became ill on the job due to atomic testing and chemical contamination. Through detailed budgeting, cross-training, reassignment of duties, a savings of \$1M occurred for fiscal year 2023 for the EEOICPA program. Holder of Q Clearance by the United States Department of Energy.

July 2015 – July 2020 **Teva Pharmaceuticals USA**
Global Legal Support Manager **Horsham, Pennsylvania**
Litigation and Commercial

Implemented document management systems for Teva legal worldwide. Instrumental in creating beta testing requirements and user support group for proprietary document management system go-live of July 2020. Assist in identification, implementation, and administration of new Legal department tools and technology solutions including, but not limited to, contract management and knowledge management software. Restructured budget requirements for legal support staff and communicated same to Chief Legal Officer and Executive Management. Work with legal and business teams to identify new legal process workflows and iterate on existing workflows. Prepare and maintain training materials and best practices documentation on legal process workflows system functionality. Serve as legal team's main point of contact for all legal process questions and ensure that processes are being followed and agreements and/or requests are moving expeditiously through the review workflows (including ensuring timely and proper ownership of legal requests). Participate in negotiating and modifying various contracts including, but not necessarily limited to, Non-Disclosure Agreements (NDAs), office

TED CANDALINO

email: [REDACTED]

operations contracts, and certain vendor renewals. Responsible for complying and processing all FOIA requests.

Case Manager for opioid litigation directing outside counsel staff, defining budgetary requirements and document productions, Case Manager for all employment, foreign corruption, product liability and Office of Business Integrity matters. Responsible for all phases of cases from engagement to trial including budgetary and invoice review, outside counsel direction, eDocument production and meetings.

October 2014 – June 2015
Sr. Litigation Paralegal

Drinker Biddle & Reath, LLP
Philadelphia, Pennsylvania

Lead Paralegal for litigation cases within the product liability practice group, paralegal on multi-state, mass tort product liability cases through pre-trial and trial preparation. Responsible for proprietary document database and CaseMap software. Heavy cite and record checks for all filings. Coordinated with eDiscovery vendors on all document productions.

December 2005 – September 2014
Sr. Litigation Paralegal

Lionel Sawyers & Collins
Las Vegas, Nevada

Paralegal on several, high-profile medical malpractice and product liability matters. Responsible for all phases of discovery utilizing case management software. Draft all responsive documents for attorney review. Project lead for file room database conversion, electronic docketing process, author of internal eDiscovery handbook. Standardized protocol for proofreading, editing, filing, and Blue Book review. Thorough knowledge of document management software. Review pre-bills for expense reporting and budgeting. *Assigned to the Hard Rock Hotel for a period of more than one year as Interim Risk Manager.*

EDUCATION**University of Nevada Las Vegas**

Bachelor of Science in Business Administration
Major: Information Technology; Minor: English
Degree Conferred

SKILLS

- Microsoft SQL Certification
- Savvy on Legal Technology
- Introspect
- Relativity
- Concordance
- Microsoft Project
- Kepner-Trego Project Management
- Legal Writing and Proofreading
- Electronic Filing
- Adobe Acrobat
- Adobe FrameMaker
- Microsoft Office
- CaseMap
- Trial Director/Sanctions
- PA Courts / 3rd Circuit
- Harvard Blue Book
- FRCP/NRCP
- Legal Writing

TED CANDALINO



email: 

References

Porat Firm LLC

- Galia Porat
Managing Partner



Mission Support and Test Services

- Regina Griego-Kelleher
Department of Energy/Worker Advocacy Program Manager
- Daniel Frayer
Program Manager for Nuclear Testing Archive
- Holly Hebert
Chief of Staff – Quality Division



Teva Pharmaceuticals USA

- Rachel Gallagher
Associate General Counsel for Teleflex
- Scott Cullen
Vice President Corporate Compliance at Amneal
- Thomas McDonough
Head, Office of Global Compliance and Ethics
Teva Pharmaceuticals USA, Inc.
- Galia Porat
Managing Partner
The Porat Firm



Agenda Item 4(a)(6):

David Archer

David Archer

Consummate Finance Professional



With over 17 years with Fortune 500 companies in several Financial roles and over ten years, as President/CEO for Chambers of Commerce, collaborating with City Governments, Business Leaders, and the Community Members, I believe my uniquely diversified experiences make me an ideal candidate for this position.

My pertinent responsibilities gained through my experience include: leading several Strategic Planning exercises, Zero Based Budgets, Monthly SG&A Forecasts, Product and Portfolio Profitability, and Leading cross Functional profitability efforts. Additionally, I have honed several skills/attributes throughout my career such as, team leadership, attention to detail, critical thinking, decision making, and communication skills.

Willing to relocate: Anywhere

Authorized to work in the US for any employer

Work Experience

President/CEO

Manhattan Beach Chamber of Commerce-Manhattan Beach, CA
October 2021 to Present

- Profit and Loss oversight of over \$0.5 million in operating budget and 21 team members.
- Revived the fractured City/Chamber relationship, implemented a new Visitor Center Website, and developed a community newspaper, The MB Pier Review, as a direct marketing piece to residents and an exclusive Member Only Benefit.
- Successfully negotiated overseeing a Business Improvement District (BID) in North Manhattan Beach and coordinating the creation of a Business Association to work hand in hand with the BID.
- Act as business and community liaison by interacting with Federal, State, and Local Elected Officials, the City of Manhattan Beach Staff and other regional government entities on behalf of the community and Member base. Participate in a coalition of 17 South Bay Chambers (SBACC) and BizFed for LA County.
- Worked closely with City Staff on several initiatives, including outdoor dining following COVID, renovating the Jocelyn Center, creating a Corridor Committee to coalesce the Businesses on Sepulveda Blvd, the main artery through Manhattan Beach, and Parking to name a few.
- Facilitate bi-monthly Board of Directors and Executive Committee meetings, including analyses, P&L reporting, and gaining consensus on the strategic direction of the Chamber.
- Daily administrative functions including the overall operations of the Chamber, website maintenance, payroll, performance management, develop policies & procedures, and compensation plans, contract negotiations, financial reporting, and community outreach.

Owner/Agent

Archer Financial Agency-San Luis Obispo, CA
October 2019 to September 2021

- Own and operate an Independent Insurance Agency specializing in Mortgage Protection, Final Expenses, Fixed Indexed Annuities, and Medicare Advantage.
- Contracted with several insurance carriers including Foresters, Mutual of Omaha, and Columbian Financial Group, to name a few.

President/CEO

Pismo Beach Chamber of Commerce-Pismo Beach, CA
March 2018 to September 2019

- Profit and Loss oversight of over \$0.4 million in operating budget and nine team members.
- Revived the fractured City/Chamber relationship, created new office space, implemented a new website, rebranded the Chamber and logo, and developed a community newspaper to enhance Chamber profitability.
- Created a retail, shared workspace of offering members the ability to have an office with enhanced amenities.
- Act as business/community liaison interacting with Federal, State, and Local Elected Officials, the City of Pismo Beach Staff and other regional government entities on behalf of the community and Member base.
- Worked closely with City Staff on several key initiatives: paid parking, street renovations and developing programs to stimulate the local economy to benefit businesses and residents affected by the renovations.
- Lead the monthly Board of Directors and Executive Committee meetings, including detailed P&L and cashflow analyses, accounting close, and developing/reporting on the strategic Budget.
- Daily administrative functions including the overall operations of the Chamber, website maintenance, payroll, performance management, develop/implement policies & procedures, compensation plans, contract negotiations, financial reporting, event production, and community outreach.

President/CEO

Sausalito Chamber of Commerce-Sausalito, CA
September 2016 to March 2018

- Profit and Loss oversight of over \$0.5 million in operating budget and eight team members.
- Act as business community liaison by interacting with Federal, State, and Local Elected Officials, the City of Sausalito Staff and other regional government entities on behalf of the community and Member base.
- Develop programs with the Golden Gate Ferry District to mitigate bike congestion, stimulate the local economy that enhanced business profitability and visitor/resident experience.
- Facilitate monthly Board of Directors and Executive Committee meetings, including detailed P&L and cash flow analyses, accounting close, and strategic planning to replace a \$100,000 loss of revenue by 2020.
- Daily administrative functions including the overall operations of the Chamber, website maintenance, payroll, performance management, develop policies & procedures, and compensation plans, contract negotiations, financial reporting, event production, and community outreach.

Owner/Agent

DLA Independent Insurance Agency-Riverside, CA
September 2015 to August 2016

- Own and operate an Independent Insurance Agency specializing in Mortgage Protection, Final Expenses, and Fixed Indexed Annuities.
- Contracted with several insurance carriers including Foresters, Mutual of Omaha, and Columbian Financial Group to name a few.

President/CEO

La Quinta Chamber of Commerce-La Quinta, CA
February 2008 to August 2015

- Profit and Loss oversight of over \$0.5 million in operating budget and fifteen team members.
- Act as business community liaison by interacting with Federal, State, and Local Elected Officials, the City of La Quinta Staff and other regional government entities on behalf of the community and Member base.
- Developed programs to stimulate the local economy and benefit businesses during the "off " season and capitalizing on Coachella Fest & Stagecoach, PGA Tour Event, and the Indian Wells Tennis Tournament.
- Coordinate and facilitate monthly Board of Directors and Executive Committee meetings, including analyses, P&L reporting, and gaining consensus on the strategic direction of the Chamber.
- Daily administrative functions including the overall operations of the Chamber, website maintenance, payroll, performance management, develop policies & procedures, and compensation plans, contract negotiations, and financial reporting.

Vice President of Business Development

Sunrise Community Bank-Palm Desert, CA
November 2006 to May 2007

- Assisted in opening a new Bank under Capitol Banc Corporation.
- Presented the "initial" offering to raise capital of over \$4.0 million to fully capitalize the new bank.
- Cultivated new clients and transitioned over \$1.5 million in demand deposits, CD's, and money market accounts in less than 3 months.

Investment Representative

Edward Jones-St. Louis, MO
November 2004 to October 2006

- Opened a single broker Edward Jones Branch in "Old Town" La Quinta California, which entailed meeting individuals and business owners throughout the community by "walking around" neighborhoods.
- Accumulated over \$4.0 million in assets, created 1,200 contacts, and opened over 120 accounts.
- Planned and promoted numerous informational seminars to educate and assist prospective clients.
- Provide investment advice and financial planning to assist clients in accumulating and growing their wealth while planning for their retirements and/or educational requirements.

Director of Finance

PacifiCare Dental and Vision-Santa Ana, CA
May 1999 to June 2004

- Accountable for the oversight and direction of the Finance team. The team's responsibilities include all aspects of budgeting and forecasting, management reporting, the creation and maintenance of the data warehouse, monthly capitation to providers of over \$1.5 million, calculation of sales commissions, and contract review and negotiations.
- Direct the monthly close process including, review of accounting entries, determine appropriateness of current reserves, review of outstanding items, and the preparation and presentation of the "close package" to corporate senior management.
- Developed and implemented PacifiCare Dental and Vision's three-year Strategic Plan of approximately \$116 million in operating revenue, \$34 million in SG&A including, 220 employees, and membership projections at 1.9 million at year end CY 2004.

Systems Operations Project Manager

Bank of America Mortgage, National Servicing
January 1997 to May 1999

- Developed, implemented, and managed detailed operational project plans related to various strategic initiatives within BankAmerica Mortgage that enhanced workflow and process improvement.
- Managed technology initiatives pertaining to the: Foreclosure workflow engine, collections auto dialer, customer service workflow and task tracking engine, demands issued through the Host FAX, post payoff workstation, universal workstation "model bank," and database ad hoc reporting software.

Manager of Finance & Planning

Bank of America Mortgage, National Servicing
July 1993 to December 1996

- Developed and implemented BankAmerica Mortgage's three-year Strategic Plan of approximately \$55 million in expenses, which included 691 employees, \$184 million in revenue, and a \$600 million balance sheet.
- Forecasted mortgage payoffs, and analyzed portfolio performance on 800,000 mortgage loans or \$82 billion in outstanding principal.
- Assisted departmental managers in analyzing workflow and process improvements within servicing, including outsourcing opportunities, technology implementation, and leveraging of internal resources.
- Prepared and presented the monthly Financial Review to the National Servicing Manager and the Executive Committee comprised of the Division Finance Officer and the Group Executive Vice President.
- Coordinated project plans on expense reduction and/or revenue enhancing initiatives, with detailed financial impacts and implementation plans.

Manager of Acquisitions & Analysis

Bank of America Mortgage, National Servicing
August 1990 to June 1993

- Prepared the buy/sell analyses on potential mortgage servicing portfolios that included \$15 billion in Purchased Mortgage Servicing Rights (PMSR) related to the Security Pacific Merger.
- Other noteworthy institutional acquisitions were Benjamin Franklin, HonFed, Valley Mortgage, and Arbor.
- Detailed analyses were performed to prevent exposure due to mortgage prepayments and interest rate risk.

Cost Accountant

Glendale Federal Bank-Glendale, CA
1989 to 1990

Corporate Planning & Reporting, Cost Accounting, and Product Profitability.

Cost Controller

Northrop Grumman Corporation-Pico Rivera, CA
1987 to 1989

Planning and Reporting at the B-2/Advanced Systems Division.

Education

Bachelor's Degree in Business Administration

Vanguard University - Costa Mesa, CA

1983 to 1987

Skills

- Administered the company "Ethics" training course for PacifiCare
- Senior Executive National Director of the National TaeKwonDo Association (Fifth Degree Black Belt) (10+ years)
- Past President of the Rotary Club of La Quinta (1 year)
- Graduate of "Academy" Leadership Program (2012) (3 years)
- Microsoft Office (10+ years)
- Agile
- Business Analysis
- Data Warehouse
- Mortgage Servicing
- Process Improvement
- Project Implementation
- Microsoft Office
- SAP ERP
- Data Warehouse (4 years)
- Financial Planning
- Quality Assurance
- Forecasting
- Team Management
- Performance Management
- Requirements Gathering
- Microsoft Excel
- Profit & loss
- Account reconciliation
- Supervising experience
- Management
- Financial accounting
- Process mapping
- Accounting
- Public speaking
- Fundraising
- Financial management
- Leadership

- General ledger accounting
- Microsoft Word
- Financial report writing
- Financial accounting
- General ledger accounting
- Account reconciliation
- Balance sheet reconciliation
- General ledger reconciliation
- Financial management
- Management reporting
- Financial planning
- ERP systems
- Bookkeeping
- Forecasting
- Payroll
- Profit & loss
- Negotiation
- Supervising experience
- E-commerce
- Leadership
- SQL
- Quality assurance
- Marketing
- Sales
- Website maintenance
- Agile
- Driving
- Cash handling
- Procurement
- Project management
- Presentation skills
- Microsoft Access
- Business development
- SAP
- Customer relationship management
- Business analysis
- Team management
- Oracle
- Banking
- Requirements gathering

- Budgeting
- Project implementation
- QuickBooks
- SAP ERP
- Hyperion
- GAAP
- Accounting
- Financial modeling
- Relationship management
- Mortgage servicing
- Analysis skills
- Debits & credits
- GAAP
- Microsoft Office
- Accounting software