

AGENDA ITEM COVERSHEET

Agenda Item: 7(a) – Appoint Director for Position 6 on the CCATD Board

Requested Action: Fill the board vacancy using the process outlined in the bylaws.

Department: CCATD

Agenda Date: 2/3/2020

Contact Person: David Hope, General Manager

Phone/Ext. 541.267.7111

Background and description of need or problem:

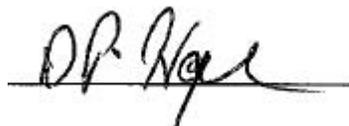
Section 3(b) of the CCATD Bylaws, “In the event of a vacancy on the Board, the vacancy shall be published as soon as possible for the term of one week in a newspaper of general circulation in Coos County, Oregon. The Board will then review applications from all citizens meeting the minimum qualifications, required by law or other authority, decide whether interviews are appropriate, select and appoint one of the applicants to fill the unexpired term created by the departing member. If none of the applicants prove satisfactory to the Board, it may republish the vacancy or fill the position by appointment from the citizenry at large”

The process is restated below is a series of steps.

1. The vacancy shall be published as soon as possible for the term of one week in a newspaper of general circulation in Coos County, Oregon
 - The vacancy was published in a paper and posted on the CCAT website.
2. The Board will then review applications from all citizens meeting the minimum qualifications, required by law or other authority
 - Each of the three applicants stated on their applications that they meet the qualifications: 1) Coos County resident; and 2) Registered voter.
3. Review the three (3) applications
4. Decide whether interviews are appropriate
 - **If the Board decides interviews are not appropriate**
 - Select and appoint one of the applicants to fill the unexpired term created by the departing member; OR
 - Republish the vacancy; OR
 - Fill the position by appointment from the citizenry at large
 - **If the Board decides interviews are appropriate**
 - Make arrangements for interviews at the next meeting
 - i. Select and appoint one of the applicants to fill the unexpired term created by the departing member; OR
 - ii. Republish the vacancy; OR
 - iii. Fill the position by appointment from the citizenry at large

Funding Source: n/a

Date: 1/30/2020 Signature of General Manager:



Board Member Application for Position 6
Term expires June 30, 2023

Applicant Name: Adam Martin, MBA, CHC, CHW Date: 1/24/2020

Address: 1090 S. 8th st Zip Code: 97420

Phone Number: 541-297-7654 Email Address: adam.cd.martin@gmail.com

Are you a resident of our district? Yes Are you a registered voter? Yes

Why do you want to serve on the CCATD Board?

Strategically minded with a pull towards civic duty. Impressed by the progress CCAT has made in recent years and looking to contribute towards continued progress. Reviewed the 2016 Coos Coordinated Plan and would like to participate in the exploration of funding alternatives, expansion of access and fixed routes, and improvement of services for vulnerable populations.

Describe past experiences or positions held that would assist you as a board member.

MBA with compliance certifications and experience as a board member for a 501(c)3; State of Oregon employment; working with vulnerable populations (primarily Medicaid).

Outline strengths, abilities and talents that you would bring to the board.

Technical writing (contracts, grants, policies and procedures); strategy; comfort with ORS and OARs; policies and procedures; financial analysis; project management; effective communication; ethics; integrity; and, listening

In your opinion, what is the most important role of a board member?

Governance and fulfillment of fiduciary responsibilities.

Attach additional sheets if needed

If appointed, would you be able to serve the entire term? Yes

Please submit your application to:

David Hope, CCATD Board of Directors, 1820 Ocean Blvd, Coos Bay, OR 97420

Or email dhope@coostransit.org.

Application Deadline: January 27, 2020 at 5pm

RESUME ATTACHED BELOW: for a full list of positions and descriptions, please visit my LinkedIn profile at <https://www.linkedin.com/in/adamcdmartin/>

ADAM MARTIN, MBA, CHC, CHW
(541) 297-7654 | Email: Adam.cd.martin@gmail.com | LinkedIn:
<https://www.linkedin.com/in/adamcdmartin/>

QUALIFICATIONS SUMMARY

- MBA graduate (Magna Cum Laude) with over 3 years of experience in audit and compliance and over 2 years of experience in the health care industry
- Knowledge in Compliance, Audit, Contract Writing, Strategy, Operations, Healthcare, Medicaid, Risk Management
- Technical skills: Document Management System - Lucidoc, EzCap, Soarian, Advanced Microsoft Word, Excel
- Soft skills: Accessibility, Integrity, Detail Oriented, Complex Problem Solving, Conflict Management, Strategic

EDUCATION

WILLAMETTE UNIVERSITY, Atkinson Graduate School of Management, Salem, OR (GPA – 3.83) (2015-2017)

- MBA graduate, graduated with honors
- Specialization in auditing, sustainability, and operations

OREGON STATE UNIVERSITY, Corvallis, OR (GPA – 3.65) (2009-2013)

- Bachelor's degree in Fisheries, Cum Lude
- Technical Writing and Grant writing

WORK EXPERIENCE

ADVANCED HEALTH, Coos Bay, OR

Compliance Officer (Dec 2017 - Present)

Responsible for the planning and implementation of a new compliance program

- Built a compliance program resulting in the first full mark (100% score) review by the Oregon Health Authority in the company's history
- Created a culture of compliance emphasizing in non-retaliation and effective lines of communication which increased fraud waste and abuse investigations by 5X
- Chaired Contracts Committee overseeing all network provider agreements
- Developed and implemented internal and external contract risk assessments, reviews, and chart audits
- Primary investigator and point of contact with State and federal authorities for Fraud Waste and Abuse and HIPAA

External Quality Specialist (Dec 2017 – July 2018)

Responsible for ensuring compliance with federal and state compliance including 42 CFR 438 and applicable Oregon Administrative Rules

- Led external quality review process to meet CMS, OHA and EQRO standards for MCO/CCO's
- Developed policies and procedures and guidance documents to assist other employees and managers in developing departmental policies and procedures consistent with standards

STATE OF OREGON, Salem, OR

Internal Audit Intern (Jan 2017 – May 2017)

Responsible for designing and executing a scope of services investigation of the Marine Resources Program (Oregon Department of Fish and Wildlife)

- Designed and executed a scope of services investigation of the Marine Resources Program, resulting in a summary audit report for the Chief Audit Executive

- Created a comprehensive organization chart with established generalized hierarchal structure for the Fisheries Division, resulting in an organizational overview chart being considered for inclusion in the 2017 annual audit report

Data Analyst Intern (Jan 2017 – May 2017)

Responsible for developing a forecasting pricing model to optimize rates across all product lines

- Researched and provided industry analysis for camping in Oregon and compared results with existing data, resulting in a presentation to upper management on data inefficiencies in current forecasting models
- Researched and reported on strategies for implementation of a flexible fee system for Oregon's state campgrounds, resulting in recommendations for fee rollout timeline, structure, and potential pilot sites

Board Member Application for Position 6

Term expires June 30, 2023

Applicant Name: Gustavo E. Paredes

Date: 01/27/2020

Address: 680 Telegraph Drive, Coos Bay, OR 97420

Phone Number: 541-435-4279

Email Address: guspa@gmx.com

Are you a resident of our district? Yes.

Are you a registered voter? Yes.

Why do you want to serve on the CCATD Board?

I am applying to serve on the CCATD Board out of my desire to get involved in my community and help organizations that are making a difference. I remember being a high school student that relied on public transportation and how important having a reliable bus route was to me to make it to school. Here in the Southern Oregon Coast it remains a critical service. Some rely on public transportation for medical appointments and we must ensure this critical service continues to be provided.

I have lived in Coos Bay for five (5) years now and I am in love with the area; head over heels. My wish is for the City of Coos Bay to remain the gem it is, while providing the essential services needed by so many. It would be an honor to contribute to that vision.

Describe past experiences or positions held that would assist you as a board member.

My entire career has provided me with opportunities to learn how decisions have a trickling effect on people and communities. For example, as an **Enrolled Agent**, I have represented businesses and individuals with tax problems. This experience taught me the art of dealing with people in distress and that there is a right and wrong way to do the right thing. Having the emotional intelligence to maneuver the case in the right direction while gaining client trust and reducing stressors is a skill that will help me during board meetings when diplomatic facilitation is required to make tough decisions.

Because of my tax background, as a **Human Resources Director**, I have specialized in compensation. I have learned about compensation surveys, statistics, benefits, retirement programs, and have completed specialized course work in compensation studies. This specialization, along with my general human resources skills, will benefit the board of directors when questions about executive compensation arise.

I was privileged to be selected to attend the **Management Internship Program** at the University of Wisconsin-Madison in 2019. This six (6)-week program, divided in three (3) sessions, is highly respected in the electric cooperative world. It is often a requirement for CEO positions. During this educational experience I learned about the proper relationship between management and a board of directors. This too, will benefit your organization.

Outline strengths, abilities and talents that you would bring to the board.

I have extensive experience in **policy development**, both in working with boards and being a board member myself. Policy development is not rule making. Although some policies are rules, rules and procedures are generally part of the management scope of duties. Policies are more 'big picture' in guiding an organization to success, earning the trust of stakeholders, and providing guiding principles for those unforeseen events that are not specifically addressed in policy. The big lesson I have learned, and I try to not forget while developing policies, is the following: Policies affect people's lives and should be developed and revised with that in mind. Policy development never ends.

Throughout my career I have learned the importance of **diplomacy** when working with fellow managers, board members, employees, or the general public. I have honed this skill for almost 10 years, and I plan to continue learning the craft. Diplomacy is a fluid art because the parameters are always changing, and so much is always at stake. A big lesson I have learned in this area is the following: always assume the best of people. When agreement cannot be achieved, it is because everyone wants the best for the organization and passionately believe in different routes to success... we all want the same thing, organizational success. Diplomatic facilitation rather than heated argumentation can solve this problem. It also fosters relationships and makes the group stronger.

As a human resources director and senior manager, I have had extensive exposure and training in **strategic planning**. I have worked with facilitators and received training as part of my degree program and attended workshops on putting together strategic plans. A key lesson here is that strategic planning does not end when the facilitator leaves or the session ends. Strategic planning is a never-ending process of setting goals, working towards those goals, achieving the goals and then setting more goals. I also see the benefit in setting the strategic plan, and then allowing the budget to quantify the strategic plan.

I also possess a highly developed skill set in **Human Resources**, which I believe would benefit any board of directors. I have extensive experience in compensation studies and programs, Oregon human resources law, benefits administration, and budgeting.

In your opinion, what is the most important role of a board member?

In my opinion, the most important role of a board member is to promote proper governance of the organization. To promote proper governance the individual board member should recognize the importance of continuing education on board governance, ethics, industry specific practices, and diplomacy. I personally like to read and review Robert's Rules of Order.

****Attach additional sheets if needed****

If appointed, would you be able to serve the entire term? Yes.

Please submit your application to:

David Hope, CCATD Board of Directors, 1820 Ocean Blvd, Coos Bay, OR 97420

GUSTAVO E. PAREDES, EA, SPHR

680 Telegraph Drive, Coos Bay, OR 97420 | (541) 435-4279 | guspa@gmx.com

RELATED EXPERIENCE

Coos-Curry Electric Cooperative, Inc.

Human Resources Director

2016 – Present

Oversee the Human Resources department. Provide training to supervisors and managers on human resources and leadership topics, assist in union negotiations, design compensation programs, develop and maintain organizational policies, maintain HR legal compliance, conflict resolution, provide payroll administrator with expert advice on tax issues, responsible for the administration of benefit programs, consult management and/or board of directors with compensation packages, and recruitment strategy. Reports to the GM/CEO. Member of Executive Team.

Gustavo E. Paredes, EA, SPHR

Consultant

2017 – Present

Provide consultation on human resources issues, compensation studies, tax issues, and develop and lead staff training sessions for organizations of different industries such as agriculture, construction, religious, services and electric utilities.

Oregon Coast Community Action

Human Resources Director

2015 – 2016

Oversee Human Resources for 200+ employees. Responsible for HR legal compliance. Designed and implemented staff selection and retention system, supervisor and manager training curriculum, and employment policies. Also responsible for Workman's Compensation claims and administration. Advised and consulted with program directors on federal and state compliance issues (EEOC, ADA, FMLA, OSHA). Report to Executive Director. Member of Executive Team.

Sergio V. Alba, FLC

Payroll & Human Resources Manager

2009 – 2015

Provided human resources and payroll management services to vineyard management companies. Provided training to supervisors and employees on OSHA requirements for agriculture workers, assisted with union negotiations, and administered workers compensation. When I received my Enrolled Agent license, I also provided representation in IRS tax audits and tax planning. Report to Owner/Manager. Member of Executive Team.

EDUCATION

Ashworth College

B.S. in Management (in-progress, expected May 2020)

2020

Areas of Study: Business Policy and Strategy, Accounting, Marketing, and Human Resources Management.

University of Wisconsin-Madison

National Rural Electric Cooperative Management Internship Program (MIP)

2019

Areas of Study: Corporate governance and electric utility management.

Cornell University

Certificate, Compensation Studies

2019

Areas of Study: Employee and Executive Compensation best practices.

LICENSES AND CERTIFICATIONS

United States Department of the Treasury

Enrolled Agent (EA)

License #00103972-EA

Human Resource Certification Institute

Senior Professional in Human Resources (SPHR)

Certificate #600960571SPHR

Economic Research Institute

Compensation Analyst Credential (CAC)

VOLUNTEER EXPERIENCE

Coos-Curry Electric Cooperative Foundation

- Board Member from 01/2020 - Present
- Board President from 12/2018-12/2019

