

City of Memphis

A C WHARTON, JR.
MAYOR

TENNESSEE

September 1, 2015

The Honorable Alan Crone, Chairman
Personnel, Intergovernmental & Annexation Committee
City Hall - Room 514
Memphis, TN 38103

Dear Chairman Crone:

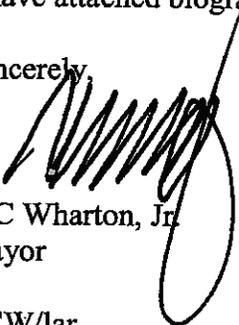
Subject to Council approval, it is my recommendation that:

Elizabeth Burks

be reappointed to the Memphis Stormwater Board with a term expiring July 3, 2017.

I have attached biographical information.

Sincerely,


A C Wharton, Jr.
Mayor

ACW/lar

c: Council Members



City of Memphis

BIOGRAPHICAL INFORMATION APPOINTMENT TO BOARD/COMMISSION

Stormwater Board

BOARD/COMMISSION

Name: Elizabeth Burks Race Caucasian M F

E-Mail Address: elizabeth.m.burks@usace.army.mil Fax _____

Profession/Employer: U.S. Army Corps of Engineers

Business Address: 167 North Main St.
Memphis, TN Zip 38103 Phone: 901-544-0761

Education: Bachelor of Science in Civil Engineering from the University of Memphis

Name of Spouse: David Burks Number of Children: 1

Home Address: 80 E Charlotte Circle, Phone: 901-497-9016

City: Memphis State: TN Zip: 38117

I certify that I am a resident of the City of Memphis (Unincorporated areas and surrounding counties are not considered). Yes or No If yes, how long? 20 yrs

Professional Organization/Associations:

Other Organizations/Association:

Other Interests:

Signature BURKS.ELIZABETH.M.1239570166 Date _____

Digitally signed by BURKS.ELIZABETH.M.1239570166
DN: cn=BURKS.ELIZABETH.M.1239570166, o=U.S. Government, ou=DO, ou=PR, ou=USA,
c=US, email=BURKS.ELIZABETH.M.1239570166
Date: 2016.06.19 12:16:18 -0500

Elizabeth Burks, PE, PMP, LSS-BB

80 E. Charlotte Cir.
Memphis, TN 38117

Email: elizabeth.m.burks@us.army.mil

Office: (901) 544-0761

PROJECT MANAGER – CIVIL ENGINEER

Dynamic, detail-oriented Civil Engineering professional with 15 years experience in project management, specializing in water resources, flood risk management and environmental stewardship. Flexible and self-motivated individual offering outstanding talents in networking, coordination, organizational development, planning, teaching/mentoring and process improvement. Excellent communication, team building, and leadership skills. Driven by new opportunities and desire to be successful.

U.S. Army Corps of Engineers – Memphis, TN

11/1999 – present

Quality Manager (Aug 2013 – present) 40 Hr/Wk

- Serve as the Program Manager for District Quality Management and Initiatives. Independently manage, control, coordinate, and execute the District Quality Management Plan and processes therein, the ISO 9001 program with goals to achieve Regional ISO certification by 2015, the Continuous Process Improvement Program to continually improve District processes, and the District Strategic Goal initiatives for future growth and improvement.
- Responsible for the District Quality Management program including MVM's Quality Management Plan and the Quality Management System (QMS). Manage the local QMS network by publishing approved processes. Lead multidisciplinary teams to develop new or improved processes. Implement effective processes for the ISO 9001 auditing program. Facilitate discussion on quality management, risk analysis, and quality control and provide structure needed to reach a conclusion.
- Responsible for the ISO 9001 program. Serve as Lead ISO Auditor. Train local District auditing teams and lead audits across the District. Provide the District with feedback on corrective and preventative actions to achieve and maintain ISO certification.
- Work regionally to set up independent external audit contracts for ISO certification and compliance. Arrange audit schedules and scopes.
- Attained Lean Six Sigma Black Belt certification on project to reduce cycle time for Disciplinary Actions by at least 50% saving the Memphis District approximately \$5k per action or 106 hrs/action. Led Lean Six Sigma work group, across 5 branches within Memphis District to originate improved applications and strategies for disciplinary actions. Developed project charter, determined root causes and final solution through qualitative analysis, and analyzed process capabilities through quantitative analyses.
- Responsible for District Continuous Process Improvement Program to include Lean Six Sigma. Monitor District metrics as they relate to project delivery and business management. Recommend projects for improvement based on trend analysis. Lead multidisciplinary teams to work through defined process improvement strategies or support others as leads for process improvement teams. Provide guidance to work group participants looking for alternative work processes and examine best practice.
- Mentor 1 Black Belt candidate and coordinating training for 3 Green Belt candidates.
- Responsible for coordination and development of District Strategic Goals (OPLAN). Ensure OPLAN coordinates and aligns with USACE campaign plan and Division IPLAN. Coordinate monthly updates with Directors to ensure District is meeting their metrics and in turn provide updates to Division through RPRB, RMB, CMR, and R5. Organize quarterly District Leadership Summits for Senior Staff to review strategic initiatives and consider new initiatives.
- Work regionally to support the Division Quality Program including edits to the Quality Management OPORD and ISO programs detailing budgets and schedules for the region.

Developmental Assignment: Quality Manager (March 2013 – July 2013) 40 Hr/Wk

- Responsibilities listed above

Acting Chief, Water Control Branch (June 2012 – Jan 2013) 40Hr/Wk

- Temporarily served as Acting Chief, Water Control Branch for 240 days, supervising 6 field employees ranging from GS-6 to GS-9. Duties included working with field personnel to prioritize assignments, obtain necessary equipment for continued stream gaging operations, scheduling training, discussing problems with team members, coordinating dredge sampling activities, and oversight of new gage installations.
- Learned gage operations, location of all District gages (85 satellite gages), and how to produce daily river stage forecast.
- Served during 2012 Drought Contingency Operations where the Mississippi River hit record lows. Maintained gage operations along the Mississippi River despite changing conditions. Routed technicians daily to relocate gages no longer transmitting due to receded water.
- Worked Regionally and with Division to coordinate Water Control Activities. Attended Tri-Agency meeting, coordinating regional efforts among USACE, NWS, and USGS. Attended USACE HQ annual Water Control briefing.
- Processed '2011 Flood' discharge measurements and updated flowlines at Memphis, Hickman, and Helena. Consulted with USGS to validate discharge measurements for publication.

- Worked to develop centralized Access-based Water Control Database, verify datum change effects on gage zeros, and develop 5 Year Plan for Water Control Operations. Reviewed and evaluated project status weekly till objectives were achieved.
- Prioritize daily activities to balance supervisory duties and project responsibilities to maintain milestones.

Acting Chief, Water Control Branch (continued)

- Work directly with Contracting to provide sole source contracts, BPA Calls, convenience checks, etc.
- Worked with Budget Analyst to program dollars for equipment and training.
- Coordinated with Federal, State, and local governments on installation of new stream gages. Ensured local policies were adhered.

Acting Chief, Technical Support Services Branch (Dec 2011 – Mar 2012) 40Hr/Wk

- Received temporary 120 day promotion to Acting Chief, Technical Support Services. Supervised 8 employees ranging from GS-9 to GS 12.
- Responsible for the overall programming, scheduling, and coordination of the Engineering & Construction Division design program.
- Coordinated and managed Engineering Division's manpower and financial resources including preparation of monthly Engineering Departmental Overhead analyses for review at RM Forum.
- Programmed allocation of Engineering Division's mid-yr budgets in CEFMS.
- Reviewed new engineering policy and technical guidance for Division and coordinated with other Branches accordingly.
- Continued to manage Quality Management Program and District initiatives.
- Oversaw CADD support to the District. Aligned CADD program dollars (MRL, CI, and other major programs) so Project Managers will regularly budget for the CADD annual operating budget and assisted in efforts to purchase a new plotter.
- Coordinated with Project Mgmt in the implementation and set up of Project Wise. Project Wise provides electronic storage and retrieval of project files, maps, drawings, reports, etc.
- Attended weekly Branch Chief meetings to coordinate and schedule various engineering and related support internal to E&C, to other counterparts within the District, and regionally.
- Reviewed incoming GIS work requirements, prioritized deliverables, and ensured personnel were available to meet required timelines.
- Scheduled and approved leave. Reviewed and approved timesheets.
- Advised and assisted personnel hosting national workshop in Memphis arrange a Mississippi River tour and permission for a foreign national to participate in the workshop.
- Found innovative solution for employees mounting presentation boards. Employees were concerned about chemical hazards in unvented work space. New, non-aerosol adhesive was found, reducing safety concerns and mounting time.
- Found innovative solution for Ensley Berm design and construction saving 12 months time in the project schedule. Schedule savings brought the project back into "green" status.
- Assisted Engineering and Constructions efforts to complete an expedited Review Plan to include IEPR Type II review for the reconstruction of Birds Point – New Madrid Floodway.
- Implemented new District guidance on telework and supplemented additional details as requested..
- Served as E&C consultant and technical authority on ATR & IEPR for implementation documents.

Civil Engineer & Quality Manager, Support Services Branch (Dec 2010 – Aug 2013) 40Hr/Wk

- Serve as District Quality Management Representative leading MVM efforts to obtain Level 3 on the Maturity Model and ISO 9000 certification. Work as member of the regional Quality Management Team assessing regional goals and providing input for national initiatives.
- Work with various groups, as requested, to develop, improve, and evaluate processes in work areas and capture lessons learned.
- Provide guidance to work group participants looking for alternative work processes and examine best practice.
- Work with teams to develop process flow charts, analyze process data statistically, and use Lean Six Sigma tools and methodologies to design strategies for improvement.
- Facilitate discussion on quality management, risk analysis, and quality control and provide structure needed to reach a conclusion
- Lead District effort to obtain ISO 9000 Certification. Working with MVD to develop End to End business processes to meet ISO standards.
- Led District Quality Management Team, coordinating rollout of QMS, preparation for Regional assessments, and capturing lessons learned.
- Briefed District Leadership on Quality Management initiatives and led efforts to ensure District Quality Management Plans/initiatives are up to date, posted on QMS, and integrated with Division's business and program metrics.
- Ensured District CPARs were addressed appropriately within specified time period.
- Updated and implemented District Quality Management Plan and posted to QMS
- Serve as Action Officer for OPLAN goals pertaining to quality initiatives.
- Attended Senior Steering Committee Conference for Quality Management in St. Louis in 2011.
- Serve as District Subject Matter Expert and process owner for ATR and IEPR.
- Led multidisciplinary teams in developing Review Plans by identifying risks for projects/programs. Ensured compliance with Quality Management Plan and PMBP process.
- Evaluate Review Plans prepared in-house prior to Chief, Engineering and Construction's signature.
- Serve as A-E Coordinator networking with Architect Engineer firms interested in working for USACE and providing information on how to bid on potential services to the Memphis District.

- Serve as ACASS Coordinator working internally with District personnel to provide feedback to AE firms on the quality of their design performance.
- Prepared 5 Year Plan for Ensley Engineer Yard to include energy efficiencies, cost savings, and prioritized facility improvements to achieve maximum performance and increase regional opportunities to utilize Ensley as a regional Center of Expertise.

Civil Engineer & Quality Manager, Support Services Branch (continued)

- Assisted with regional projects such as MVR's Implementation Review Plan for Cedar Rapids Flood Control Project.
- Serve as Technical Manager for Fargo Moorehead Metro Flood Risk Management Project, Reach 5. Utilize project management business processes in leading team initiatives to complete design of 13,000 ft of new stream bed utilizing excavated material as new levee and berm. Coordinate with other Regional design teams and local sponsors to define design criteria. Maintain local project budget and allocation to team members and ensure local resources are available to meet Regional program milestones. Consistently review project delivery status to ensure milestones are met.
- Served as District Value Engineering Officer for 6 months.
- Prepared Sheep Ridge Engineering Documentation Report (EDR) for MVD comment/review. Sheep Ridge EDR discusses the hydraulic complexities surrounding Sheep Ridge private spur levee, Cherokee-Merriwether Revetment, the Miss Rv channel alignment, and the Tiptonville-Obion levee.
- Participated in 2011 Flood Fight as Deputy Commander for Memphis Sector ensuring 15+ miles of levee and floodwall held against record flood stages. Represented the District in working with federal, local, State, and municipal authorities. Worked with local media to ensure USACE talking points were clearly stated.

Senior Technical Manager (Apr 2006 – Dec 2010) 40Hr/Wk

- Selected to serve as Memphis District single point-of-contact and Senior Team Lead (Senior Technical Manager) to New Orleans District for Hurricane Storm Damage Risk Reduction System (HSDRRS) for Engineering and Design of New Orleans East proper, a \$250+Million engineering and design initiative, equaling MVM's annual District operating budget.
- Responsible and accountable for the Engineering and Design of \$1.2 Billion (total program budget) HSDRRS program to rebuild 12 miles of levees, 15 miles of floodwalls, 5 gates closures, 1 interstate crossing (I-10), and 6 pump stations in New Orleans East, Louisiana. Managed team of 8 designers, 16 project reaches, and multiple AE design contracts worth \$250 Million to develop plans and specifications to rebuild the hurricane protection system with height and stability criteria for a 1% chance hurricane event.
- Represented Memphis and New Orleans Districts in working with Federal, State, local, and municipal authorities including: USFW, Federal and State Highway Departments, Levee Boards, State of Louisiana, Entergy, CSX Railroad, Norfolk Southern Railroad, etc.
- Utilizing the PMBP process, planned, prioritized, and coordinated work activities for New Orleans East Engineering and Design to keep budgetary and schedule milestones while meeting the evolving HSDRRS programmatic design criteria requirements, policy interpretations, and regulatory requirements. Engineering and Design activities included but were not limited to Scope & Schedule of engineering activities, Civil Design, Hydraulics, Geotech, Environmental coordination and ramifications, Cost, Survey, Relocations, Specifications, knowledge of Construction, Real Estate coordination, Acquisition Strategy, and Contracting coordination.
- Implemented regional decisions, guidance, criteria changes, and new policies as the HSDRRS program developed. Scheduled to maintain project milestones.
- Conducted weekly PDT meetings to monitor operations, provide project oversight, and ensure project managers had tools needed to perform their job. Reviewed design schedules, validated project progress, and addressed impending concerns. Managed program activities on-site and virtually. Provided status and feedback to Commanders and upper management within HPO and MVM and recommended adjustment and improvements where needed. Kept managers informed of performance measures including cost, schedule, and design concerns. Reviewed program accomplishments for technical adequacy, progress, and consistency in compliance with Congressional directives. Delivered all designs on time and within budget.
- Implemented innovative and cost savings design solutions saving taxpayers \$350 Million.
- Implemented regional workload sharing programs in Memphis District regionalizing budget, labor, and travel expenses, for Engineering Districts allowing operators to work in New Orleans District cost accounting systems.
- Initiated working P2 project for New Orleans East in order to track funding targets and milestones. Set project baseline, provided ULO, and over/under reports for project.
- Maintained project communication flow to peers, supervisors, and program management in Memphis and New Orleans District, Hurricane Protection Office, Task Force Hope, and the Upper Five (5) Districts.
- Exercised judgment and ingenuity in anticipating issues, deciphering conflicts in objectives and directions, and solving unique problems.
- Attended field inspections during construction to observe performance and led a team, upon request by HPO, to review two problematic construction projects within New Orleans East that were behind schedule. After site visits, interviews with USACE personnel, and review of the construction schedule, provided the Commander with an outbrief on opportunities to regain the schedule.
- Solved conflict among team members as well as larger issues between management teams and AE regarding design, time constraints, criteria changes, etc. Served as point of contact for resolution of contractual, design criteria, and budgetary conflicts for New Orleans East.
- Consulted with regional counterparts to ensure consistency in design issues/concerns/assumptions and share lessons learned.
- Represented MVM in Regional meetings and conferences on matters pertaining to budget, construction responsibilities, design criteria, project cost, risk, and public environmental concerns. Made daily decisions on how to progress team to final design while working interdependently with HPO. Recognized when decision needed to be taken to higher levels for resolution.

- Negotiated 11 task orders and oversaw negotiations of 38 task orders to include preparation and approval of Independent Government Estimate, Technical Memorandums, and Pre-Negotiation Objectives.
- Worked with Contracting on acquisition strategy for 7 construction contracts, employment fair for Industry regarding deep soil mixing, and Industry Day for deep soil mixing.

Senior Technical Manager (continued)

- Managed Team efforts that carried out Quality Assurance of AE designs by reviewing 120 technical documents and 60 plan sets within one year. Captured programmatic lessons learned and shared regionally.
- Led HPO efforts to accept unique, new construction techniques including wick drains to consolidate levees and use of deep soil mixing to gain levee strength. These techniques were not new to industry but had minimal testing within the Corps and no successful results within MVD. These techniques were successfully applied to projects within New Orleans East and written up in publications such as Engineering News Record winning awards and setting records as the largest deep soil mixing project in the United States. These projects required extra dedication to develop new specifications in design and required skilled techniques from construction contractor.
- The New Orleans East Team received accolades from the Hurricane Protection Office and Task Force Hope for completing 14 designs and awarding 7 construction contracts on time and under budget. Awards were also received from US Engineering News for innovative levee design using wick drains and featured on Discovery Channel's "Build It Bigger" for use of Early Contractor Involvement and Deep Soil Mixing to build levees.
- Provide guidance, review, and technical assistance to MVN on New Orleans East projects as they incorporated Hurricane Protection Office (HPO) projects back into the District mission.
- Work with MVN after construction in identifying and determining construction and maintenance solutions for unusual technical problems and determining policy needs for Levee District project acceptance.

Hydraulic Engineer (Jan 2002 – Apr 2006) 40Hr/Wk

- Plan and carry out assignments to analyze hydraulic and hydrologic data for flood control, scour, drainage, navigation, and sedimentation studies. Use engineering principles, concepts, and standards to validate solutions and test assumptions. Resolve conflict independently. Hydraulic studies include Mississippi River HEC model and 6T model, St Francis Maintenance HEC RAS models, and White River HEC and 6T models.
- Coordinated hydraulic design through Operations and Project Management Branches as well as Engineering functional offices to ensure projects were on schedule to meet milestones.
- Design detailed water management, sedimentation, and environmental restoration projects using finite element modeling software.
- Compare hydraulic models based on "future with" and "future without" scenarios using HEC FDA in order to evaluate risk and reward solutions. HEC FDA models include Ditch 15, West Memphis; and CAP 205 Higginson, Arkansas.
- Analyze risk based economics of projects using finite element modeling. Includes life cycle costs and benefit to cost ratios.
- Served as Hydraulic team member for Millington National Levee Safety evaluation team.
- Participated in ICW teams to inspect & evaluate completed works (levees, structures, gates, pump stations etc) to ensure H&H criteria was met
- Keep supervisor informed of design progress and potential problems and recommendations for improvement.

Project Manager (May 2001-Jan 2002) 40Hr/Wk

- Managed, coordinated and executed Continuing Authority Projects according to Congressional authorization and funding.
- Coordinated the planning, design, cost engineering, construction and environmental restoration for engineering projects embracing the projects' diversity, geographical area, management demands, budget, technical detail and public issues.
- Selected, developed, and led team members through project milestones from planning through construction and initial operations.
- Served as the District's point of contact for projects with sponsors/customers, federal, state and local government agencies, Congressional interest, other external organizations and higher authorities.
- Worked with other District personnel to coordinate activities and develop approaches for accomplishing overall objectives.

Public Relations Specialist (Mar 2000 – May 2001) 20Hr/Wk

- Served as On-Site Coordinator for the Former Memphis Defense Depot closed under the Base Realignment and Closure Act (BRAC).
- Point-of-contact to local community, media and government agencies for Chemical Warfare Removal and Clean-Up Action at BRAC site.
- Reviewed comprehensive studies including Environmental Impact Statement, Archive Search, Site Safety, and Media Relations Plans.
- Provided comprehensive public information to surrounding neighbors in the local community, holding media events to inform public-at-large of progress and providing weekly and monthly updates to Restoration Advisory Board members and local, State and Federal agencies.

Environmental Program Manager (Nov 1999 – Mar 2001) 20Hr/Wk

- Managed environmental compliance/water and related land use program and served as the expert on environmental compliance.
- Environmental compliance includes protection, audits and development of corrective action plans for all completed projects and facilities.
- Coordinated proper disposal of all hazardous waste and related paperwork, prepared and implemented operation's Storm Water Pollution Prevention Plans (SWPPP), and created District's guidance for operational environmental managers, basic budgetary request and scheduling/performing environmental assessments.

Construction Management Branch (Nov 1999 – Aug 2001) 40Hr/Wk

- Obtained pre-award information on successful bidders, performed preliminary design review of plans and specifications.
- District's single point of contact for Area Offices on contractual matters.
- Made site visits during construction and final inspection ensuring conformance to applicable requirements.

Construction Management Branch (continued)

- Negotiated contract modifications which exceeded Administrative Contracting Officer (ACO) authority.
- Prepared technical review analysis of contractor claims.

Federal Express Corporation – Memphis, TN

Dec 1997 – Nov 1999

Regional Environmental Manager

- Developed National Environmental Compliance curriculum; held "Train the Trainer" seminars for peers; held 17 training seminars across the Central Region (mid-western US) teaching 200+ employees.
- Served as the Central Region single point of contact for all water and related land use environmental issues/projects.
- Planned, scheduled, developed, edited and utilized site-specific environmental plans (i.e. Storm Water Pollution Prevention Plans, Spill Prevention Control and Countermeasure Plans) for approximately 80 operational mail sorting facilities.
- Identified manpower utilization and cost estimates for environmental projects.
- Analyzed, developed, monitored and implemented comprehensive environmental policies and procedures, regulations and laws and applied them to 200 operational facilities ranging from small rural facilities to large urban airports.
- Provided technical support and recommendations for corporate environmental decisions.
- Provided public relation support to facilities with ongoing environmental projects.

The University of Memphis – Memphis, TN

Mar 1997 – Dec 1997

Graduate Assistant

- Performed engineering research and technical assistance under the Tennessee Management Extension Partnership.
- Assessed industrial wastewater problems for various Tennessee industries and compiled information on the industries processes and waste treatment systems.
- Final product was an engineering report detailing alternative solutions, treatment processes, economics analyses and recommendations.
- Acknowledged for assisting with 1997 Tennessee Procedures Manual for Preparing a POTW Pretreatment Program Submission

COMPUTER SKILLS

Project Management: Microsoft Project, Oracle Tutor, P2, CEFMS

Microsoft Office Products Systems (Outlook, PowerPoint, Access, Word, Excel)

Mainframe Systems

Finite Element Analysis: HEC-RAS (Hydraulic Model); HEC- HMS (Hydrologic Model), HEC-FDA (Economic Analysis); & 6T (Sedimentation Model)

EDUCATION & PROFESSIONAL DEVELOPMENT

The University of Memphis –B.S. Civil Engineering 1997; 30hr towards M.S.Civil Engineering;

MVM Leadership Development Program 2005-2006

Professional Engineering License (PE): June 2011

Fiscal Law: June 2012;

Project Management Professional License (PMP): August 2012;

Level 1 Facilities Engineering: Dec 2013;

Contract Administration: Apr 2013;

Flippen Leadership Development Course: April 2013 and Aug 2013;

Lean Six Sigma Black Belt Certification (LSS-BB): Sept 2013

AWARDS & RECOGNITION

Superior Civilian Service Award for Senior Technical Manager to the Hurricane Protection Office: August 2010

Commander's Award for Civilian Service (MVM Flood of 2011): July 2011

Attendance Records

Memphis Stormwater Board

From July 1, 2014 _____ to July 31, 2015 _____ Total No. of Meetings ____.

Member	Present	Absent
Robert Simpson	4	0
Elizabeth Burks	2	2

City of Memphis

TENNESSEE

A C WHARTON, JR.
MAYOR

September 1, 2015

The Honorable Alan Crone, Chairman
Personnel, Intergovernmental & Annexation Committee
City Hall - Room 514
Memphis, TN 38103

Dear Chairman Crone:

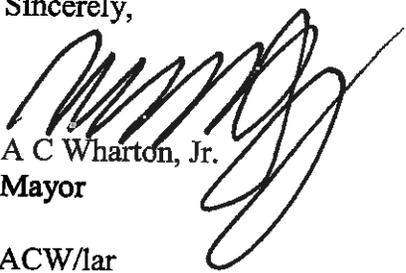
Subject to Council approval, it is my recommendation that:

Brian Waldron

be appointed as an alternate to the Memphis Wastewater Hearing Authority with a term
expiring July 03, 2016.

I have attached biographical information.

Sincerely,


A C Wharton, Jr.
Mayor

ACW/lar

c: Council Members



City of Memphis

BIOGRAPHICAL INFORMATION APPOINTMENT TO BOARD/COMMISSION

Wastewater Board

BOARD/COMMISSION

Name: Brian Waldron Race Caucasian M F

E-Mail Address: bwaldron@memphis.edu Fax _____

Profession/Employer: University of Memphis - CAESER

Business Address: 3675 Alumni Drive, WT900 Zip 38152 Phone: 901-678-3283

Education: Doctorate - Colorado State University

Name of Spouse: _____ Number of Children: 3

Home Address: 4676 Lorece Ave Phone: 901-201-0172

City: Memphis State: TN Zip: 38117

I certify that I am a resident of the City of Memphis (Unincorporated areas and surrounding counties are not considered). Yes or No If yes, how long? 16 yrs

Professional Organization/Associations:

ASCE, NGWS, CUASHI

Other Organizations/Association:

Other Interests:

Signature Brian Waldron Date 8-22-15

Dr. Brian Waldron

Director

Email: bwaldron@memphis.edu

Phone: 901-678-3283

Dr. Waldron serves multiple roles: Director of the Center for Partnerships in GIS (CPGIS), Assistant Professor within the Herff College of Engineering and Associate Director of the Ground Water Institute. His expertise is in GIS application and development as well as ground-water flow and contaminant transport. Dr. Waldron has been the Director of CPGIS since its inception in the summer of 2007. He has used GIS as a tool for mapping community data and conducting spatial analyses since 1991. For four years (2006-2010), he was an ESRI Authorized Training instructor in Introduction to ArcGIS. His primary interest with GIS is in developing innovative solutions for solving complex problems and pushing the envelope in using advanced GIS capabilities.

MEMPHIS WASTEWATER HEARING AUTHORITY

7 Member Board

2 Alternates

2 Year Term

Oath of Office Required

Broughton, Helen	F/B	07-03-16	2yr. Term
Campbell, Erin	F/W	07-03-16	2yr. Term
Harcourt, Stephen	M/W	07-03-15	2yr. Term
McGhee, Shelton Jr.	M/B	07-03-16	2yr. Term
Vesely, Diane	F/W	07-03-16	2yr. Term
Roberts, Kenneth J.	M/W	07-03-16	1yr. Term
Smith, Lawrence	M/W	07-03-16	1yr. Term
Alternates			
Scott-Woodfork, Cletea	F/B	07-03-16	1yr. Term
Waldron, Brian	M/W	07-03-15	1yr. Term

Attendance Records

Wastewater Hearing Authority

From July 1, 2014 to June 30, 2015 Total No. of Meetings 2 .

Member	Present	Absent
Brian Waldron	2	0

City of Memphis



TENNESSEE

A C WHARTON, JR.
MAYOR

September 15, 2015

The Honorable Alan Crone, Chairman
Personnel, Intergovernmental & Annexation Committee
City Hall - Room 514
Memphis, TN 38103

Dear Chairman Crone:

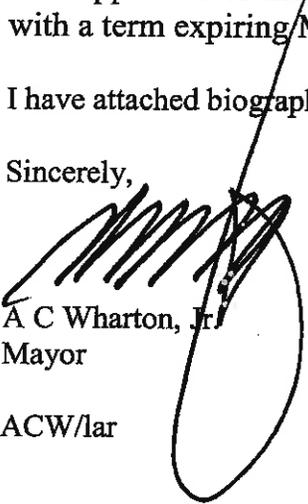
Subject to Council approval, it is my recommendation that:

Karen Blanks Ellis

be reappointed to the Memphis and Shelby County Groundwater Quality Control Board with a term expiring May 18, 2019.

I have attached biographical information.

Sincerely,


A C Wharton, Jr.
Mayor

ACW/lar

c: Council Members



City of Memphis

BIOGRAPHICAL INFORMATION APPOINTMENT TO BOARD/COMMISSION

Memphis Shelby Co Ground Water Control
BOARD/COMMISSION

Name: Karen Blanks Ellis Race African Am M F

E-Mail Address: kyellis@fedex.com Fax _____

Profession/Employer: Managing Director Global Environmental Mgmt - FedEx Express

Business Address: 3620 Hacks Cross Road Zip 38125 Phone: 901-434-8465

Education: B.S. Chemical Engineering - Christian Brothers University

Name of Spouse: Derwin Ellis Number of Children: 3

Home Address: 8795 East Plantation Oaks Drive Phone: 901-624-0118

City: Memphis/Cordova State: TN Zip: 38018

I certify that I am a resident of the City of Memphis (Unincorporated areas and surrounding counties are not considered). Yes or No If yes, how long? 14

Professional Organization/Associations:

Leadership Memphis Executive Program, Alpha Kappa Alpha Sorority, TN Chamber of Commerce Environmental Committee, Airlines For America Environmental Council

Other Organizations/Association:

St. Andrew AME Church Executive Steward

Other Interests:

Student mentoring

Signature  Date 8/17/15



KAREN BLANKS ELLIS

Managing Director
Corporate and International Environmental Programs
FedEx Express

Karen Blanks Ellis is Managing Director of Corporate and International Environmental Programs for FedEx Express. With FedEx since 1997, Karen provides strategic leadership to a team of experts that integrate a wide variety of environmental initiatives into business decision making, manage environmental risk and regulatory compliance, and provide oversight for environmental sustainability programs at global FedEx Express locations.

Karen developed and currently manages the data tracking and reporting system for environmental sustainability metrics. She was instrumental in achieving ISO 14001 certification for 51 facilities and is instrumental in evaluating environmental risks for accurate SEC reporting.

Karen came to FedEx as Manager, Environmental Operations Support – the primary leadership for facility level compliance (waste mgmt, water quality, emergency response etc.). In this role, Karen led the effort to create the first environmental auditing program to track key compliance parameters at nearly 1000 operating locations. She was quickly promoted to the position of Manager, Environmental Engineering – the primary leadership for environmental assessments related to property transactions, property restoration, air quality management etc. In this role, she supported the team that brought an on-site solar power generation system to the FedEx Oakland, CA hub and the team that designed a recycling program for Memphis locations that consistently generates over 3M pounds of recyclables annually. Later, promoted to current Managing Director role to which both of these positions report.

Prior to FedEx, Karen spent 9 years with Cummins Engine Co. as a Chemical Manufacturing/Environmental Engineer and later as Manager, Environmental Engineering for the Memphis, California, El Paso, TX and Juarez, Mexico plants.

Karen has a Bachelor's degree in chemical engineering and is a wife and mother of 3 children.

Recognitions and Positions

- Serves on the TN Chamber of Commerce Environment Committee
- Past Chairman of the Airlines For America (formerly Air Transport Association) Environmental Council-2011; Vice Chair-2010

- Served as a final round judge on the 2011 Aspen Institute Faculty Pioneer Award
- Serves on the Greater Memphis Greenline Board of Advisors
- Served an appointment by the City of Memphis Mayor to the Shelby County Solid Waste Regional Planning Board after concluding a 16 year-mayoral appointment to the Shelby County Ground Water Quality Control Board.
- Formerly served on the Alaskan Climate Change Mitigation Advisory Committee
- Formerly served an appointment to Memphis Defense Depot Restoration Advisory Board during a military closure
- Two-time recipient of FedEx's prestigious Five Star Award, the highest employee recognition bestowed by FedEx

FedEx provides solutions that connect the world and give people the access that allows businesses to prosper worldwide. As one of the world's largest transportation companies, we understand that our operations have an environmental impact. FedEx is committed to environmental stewardship and the innovation of new technologies to lessen that impact.

**MEMPHIS & SHELBY COUNTY GROUND WATER QUALITY
CONTROL BOARD**

11 Member Board

4 Year Term

Morgan, Scott (City) (<i>licensed engineer</i>)	M/W	05-18-17	4yr. Term
Ellis, Karen (City) (<i>at large</i>)	M/W	05-18-15	4yr. Term
McCray, David (<i>Shelby County Well Driller</i>)		05-18-15	4yr. Term
Sorensen, Mike (<i>City of Germantown</i>)		05-18-18	4yr. Term
Jones, Terry (<i>City of Millington</i>)		05-18-18	4yr. Term
Herndon, Tim (<i>City of Bartlett</i>)		05-18-15	4yr. Term
Madlock, Yvonne (<i>Director MSCHD</i>)		05-18-18	4yr. Term
Brannon, Nancy (<i>Shelby County at Large</i>)		05-18-14	4yr. Term
Olds, Jerry (<i>Town of Arlington</i>)		05-18-17	4yr. Term
Overly, Tim (<i>Town of Collierville</i>)		05-18-15	4yr. Term
Johnson, Odell (<i>MLGW</i>)		05-18-17	4yr. Term

City of Memphis

TENNESSEE

A C WHARTON, JR.
MAYOR

September 15, 2015

The Honorable Alan Crone, Chairman
Personnel, Intergovernmental & Annexation Committee
City Hall - Room 514
Memphis, TN 38103

Dear Chairman Crone:

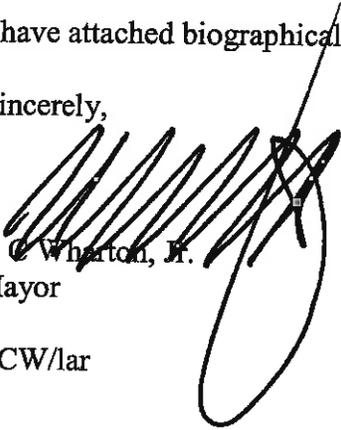
Subject to Council approval, it is my recommendation that:

Tiffany Collins

be appointed to the Memphis and Shelby County Music Commission with a term
expiring April 30, 2016.

I have attached biographical information.

Sincerely,


A C Wharton, Jr.
Mayor

ACW/lar

c: Council Members



City of Memphis

**BIOGRAPHICAL INFORMATION
APPOINTMENT TO BOARD/COMMISSION**

Memphis Music Commission

BOARD/COMMISSION

Name: Tiffany Collins Race Black M F

E-Mail Address: tiffanydcollins@gmail.com Fax _____

Profession/Employer: Exec Assistant/City of Memphis

Business Address: 125 North Main Zip 38103 Phone: 901-636-6033

Education: Bachelors in Business Administration

Name of Spouse: N/A Number of Children: 1

Home Address: 6848 Falling Mist Lane Phone: 901-462-4536

City: Memphis State: TN Zip: 38141

I certify that I am a resident of the City of Memphis (Unincorporated areas and surrounding counties are not considered). Yes or No If yes, how long? 34 yrs

Professional Organization/Associations:

Other Organizations/Association:

Other Interests:

12 Years as a Professional Print and Screen Talent

Signature _____ Date _____

TIFFANY COLLINS

Memphis, Tennessee – tiffanydcollins@gmail.com – 901.462.4536

City of Memphis

Executive Assistant to the Chief Administrative Officer

Office of the Chief Administrative Officer

May 2015 – Present

- Provides day-to-day executive administrative leadership by planning, evaluating the performance of assigned administrative staff to ensure a customer service oriented work environment that supports achieving the established objectives and service expectations.
- Conduct research analysis, responds to requests for information, and resolves complaints from citizens on behalf of the CAO through Division Directors and appropriate staff members for resolution.
- Support the strategic and tactical efforts of the Chief Administrative Officer with Division Directors through calendar, executive meetings, social engagements and community/intergovernmental events.

Ricoh USA Inc.

Services Executive

Commercial Division

February – May 2015

- Propose and implement the proper solutions for customers by integrating RICOH technologies
- Develops new customer contacts and participates in increasing revenue stream within current accounts.
- Promotes products and represents the company at off-site customer meetings.
- Served as first line of contact with customers.

Mimeo.com

Account Executive

The School Planner Company

2013 – 2014

- Spearheaded the team to create new marketing plan and materials for the 2014-2015 selling season that contributed to exceeding individual sales goals by 14-36%.
- Designed a new website and order interface to benefit the customer experience and improve sales.
- Controls business relationships with key decision makers to assure client retention and deflect aggressive industry competitors which contributed over 43% to the team goals 24% higher than counterparts.

Customer Care Representative

2012 - 2013

- Developed and maintained case records within the Salesforce.com database that help exceed individual metrics of logged calls and minimum abandon rate.
- Handled inbound customer support calls, including order entry processing and fulfillment while providing a high level of customer service and client relations.
- Displayed professionalism and product knowledge, which contributed to an increase in inquiry-to-order capture rate.

Self – Employed Mr. Belvedere

2009 – 2012

- Established over 73 new commercial and residential accounts including, University of Memphis, Smith and Nephew, City of Memphis and I. O. Metro.
- Determined and managed the marketing budget for the organization that improved the organization's search position with website optimization.
- Supervised and promoted marketing, advertising, promotional staff, and activities.
- Researched and analyzed the current market to determine market requirements, condition, and competitor information to increase client base.
- Assisted clients with event management, food and beverage planning.

Memphis Area Legal Services

2008 - 2010

- Advised individuals on how to avoid the foreclosure process through budgeting and navigation legalities while successfully saved 42 homes from immediate foreclosure within a year.
- Accessed government and non-profit organizations programs to prevent foreclosures and reduce delinquencies that created an automated case closure system that minimized time and errors.
- Developed personal action plans with clients, monitored progress and follow-up, maintained program files, and reporting.

EDUCATION:

Bachelor of Science

Business University of Phoenix

Professional Interest:

12 Years as a Professional Print and Screen Talent with Colors Agency

Memphis, Tennessee

**Memphis & Shelby County Music Commission
22 Member Board
(11) City & (11) County
2 Year Term**

Beard, Mary	F/W	04-30-13	2yr. Term
Booker, James	M/B	04-30-12	2yr. Term
Burch, Charlie	M/W	04-30-12	2yr. Term
Butler, Tonya –moved	F/B	03-18-12	2yr. Term
Fly, Melody L. -moved	F/B	04-30-12	2yr. Term
Glenn, Michael	M/W	04-30-12	2yr. Term
Hubbard, Jr., Charlie C.	M/B	04-30-14	2yr. Term
Parkinson, Antonio	M/B	04-30-12	2yr. Term
Robinson, Nicole R. - moved	F/B	03-30-12	2yr. Term
Salley, Julien, Jr.	M/W	04-30-13	2yr. Term
Tigrett, Pat	F/W	04-30-13	2yr. Term

Wanda Halbert -- (Council Liaison)

City of Memphis

TENNESSEE

A C WHARTON, JR.
MAYOR

September 15, 2015

The Honorable Alan Crone, Chairman
Personnel, Intergovernmental & Annexation Committee
City Hall - Room 514
Memphis, TN 38103

Dear Chairman Crone:

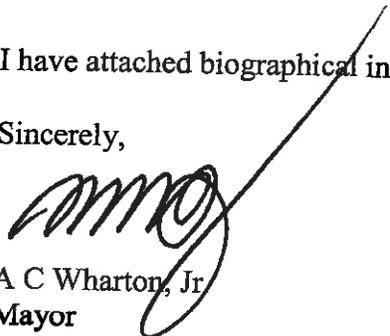
Subject to Council approval, it is my recommendation that:

Dr. Laura E. Harris

be appointed to the Memphis Housing Authority with a term expiring February 11, 2016.

I have attached biographical information.

Sincerely,


A C Wharton, Jr.
Mayor

ACW/lar

c: Council Members

LAURA E. HARRIS

Data for Good LLC
2236 Evelyn Ave
Memphis, TN 38104
901/896-7741
dataforgoodllc@gmail.com

CAREER BRIEF

Dr. Laura Harris has been conducting evaluation research since 1996. From 1999 to 2005, she was a Research Associate at The Urban Institute in the Metropolitan Housing and Communities Policy Center, working on federal public and assisted housing policy. More recently, she was a member of the graduate faculty of the Division of Public and Nonprofit Administration, at the University of Memphis, from 2005 through 2013. In 2013, she founded Data for Good LLC, a research organization with the mission of consulting with public and nonprofit organizations to measure and evaluate program impacts.

In Memphis, Dr. Harris has worked on several program evaluations related to housing and social service programs for low-income households, and has helped local programs develop evaluation plans. In her work with public agencies and nonprofit organizations, she provides a full range evaluation services from quantitative and qualitative data collection to final reports and presentations. She also provides workshops for organizations to learn more about how to plan and conduct their own evaluations.

EDUCATION

1999 Ph.D. Sociology, State University of New York – Albany
1992 M.A. Sociology, Memphis State University
1990 B.A. Sociology, Newcomb College of Tulane University

PROFESSIONAL EXPERIENCE

2013-present	Research Evaluator	Data for Good LLC Memphis, TN
2005-2013	Graduate Faculty	Division of Public and Nonprofit Administration School of Urban Affairs and Public Policy University of Memphis
1999–2005	Research Associate	Metropolitan Housing and Communities Center The Urban Institute Washington, DC
2002	Instructor	Department of Sociology, George Washington University Washington, DC
1999	Research Demographer	Decision Demographics Arlington, VA
1992-1999	Research Assistant	Center for Social and Demographic Analysis and Department of Sociology State University of New York - Albany
1991-1992	Research Assistant	Population Reference Bureau Washington, DC

COMMUNITY INVOLVEMENT

Community Foundation of Greater Memphis' GiVE 365 Initiative
Founding member (2011), Steering Committee (2013-present)
United Housing, Inc.
Board Member (2006-present), Secretary (2012-present), Personnel Committee (2011-present)
United Way of the Mid-South
Allocation Committee (2012-present), Focus Committee, Chair (2013-present)
Court Appointed Special Advocate (CASA) at Juvenile Court of Memphis and Shelby County
Volunteer (2012-present)
St. John's United Methodist Church
Member and various committees (2005-present)

MEMPHIS HOUSING AUTHORITY BOARD

7 Member Board

Oath of Office Required

5 Year Term

Lisa Wheeler Jenkins	F/B	06-25-18	5yr. Term
Mark Jones	M/B	06-30-14	5yr Term
Mickell Lowery	M/B	06-30-19	5yr. Term
Dr. Elma H. Mardis	F/B	02-11-17	5yr. Term
Vatricia A. McKinney	F/B	02-11-06	5yr. Term
Ian Randolph	M/B	06-25-15	5yr. Term
William E. Stemmler	M/W	06-25-17	5yr. Term

Joe Brown (City Council Liaison)