

# City of Memphis



TENNESSEE

JIM STRICKLAND  
MAYOR

September 13, 2016

The Honorable Philip Spinoso, Jr., Chairman  
Personnel, Intergovernmental & Annexation Committee  
City Hall - Room 514  
Memphis, TN 38103

Dear Chairman Spinoso:

Subject to Council approval, it is my recommendation that:

**Stephen H. Biller**

be appointed to the Civil Service Commission with a term expiring November 30, 2019.

I have attached biographical information.

Sincerely,

A handwritten signature in black ink, appearing to read "Jim Strickland", written over a circular stamp or seal.

Jim Strickland  
Mayor

JSS/sss

Cc: Council Members



# City of Memphis

BIOGRAPHICAL INFORMATION  
APPOINTMENT TO BOARD/COMMISSION

CIVIL SERVICE COMMISSION  
BOARD/COMMISSION

Name: Stephen H. Biller Race W M  F

E-Mail Address: sbiller@thebillerlawfirm.com Fax n/a

Profession/Employer: Self /Lawyer

Business Address: 1779 Kirby Pway #1 box 311 Zip 38120 Phone: 9013565301

Education: JD Boston University

Name of Spouse: Margaret Number of Children: 3

Home Address: 6435 Cottingham Pl Phone: 9016855960

City: Memphis State: Tn Zip: 38120

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? 50 years

Professional Organization/Associations:

American Bar Association; M&SC Bar association; Tennessee Bar Association; Tennessee Bar Foundation; American Bar Foundation; Memphis&SC Bar Foundation

Other Organizations/ Association:

Jewish Historical Society

Other Interests:

Reading; gardening; mentoring; Pro Bono activities; lecturing on labor law issues.

Signature Stephen H. Biller Date 9/5/2016

**Stephen H. Biller, Esq.**  
**THE BILLER LAW FIRM**  
**1000 Ridgeway Loop Road, Suite 305**  
**Memphis, Tennessee 38120**  
**(901) 763-1800**  
[sbiller@thebillerlawfirm.com](mailto:sbiller@thebillerlawfirm.com)

After practicing law for many years as a partner with various large and prestigious firms in the area, on June 1, 2009, STEPHEN H. BILLER formed his own legal practice, THE BILLER LAW FIRM. Mr. Biller has substantial law practice experience in civil litigation, labor and employment law (Title VII, FLSA, FMLA; ADEA; ADA, Immigration), union negotiations and construction & securities arbitration. He has established precedent in multiple State and Federal landmark cases, is published and frequently lectures on all aspects of employment law and traditional labor law. Mr. Biller has served as an attorney for Region 26 of the National Labor Relations Board, and is Tennessee Bar Foundation as well as an American Bar Association and Memphis & Shelby County Bar Foundation Fellow, is AV rated and was recognized in 2008 and 2010 Best Lawyers in America for his work in Labor and Employment Law. Mr. Biller received a Bachelor of Arts in Political Science from Boston University and a Juris Doctor degree from Boston University.

**Education:**

Undergraduate Degree: B.A., Political Science, Boston University  
Graduate Degree: J.D., Boston University School of Law

**Employment History:**

National Labor Relations Board, Region 26

Goodman, Glazer, Strauch & Schneider; Partner.  
Corporate; Litigation, specializing in labor law and employment law (EEOC, NLRB, wage/hour)

Assistant County Attorney for Shelby County; Labor Relations

Baker, Donelson, Bearman & Caldwell; Partner.  
Corporate; litigation, specializing in labor law and employment law (EEOC, NLRB, immigration, wage/hour)

08/1997-06/2008 THE BOGATIN LAW FIRM, PLC: Partner.  
Corporate and commercial litigation; construction arbitration and litigation; labor and employment law (EEOC, NLRB, Immigration, wage/hour); union negotiations; general business arbitration and mediation (Federal and State Court)

06/2008-06/2009 LUCKETT PINSTEIN RIDDER PC, *Of Counsel*

06/2009- to date THE BILLER LAW FIRM  
See above

**Admitted to Practice:** Supreme Court of the United States  
Supreme Court of the State of Tennessee  
U.S. Court of Appeals for the 6th Circuit and 8th Circuit  
U.S. District Court, Western and Middle Districts of Tennessee  
U.S. District Court, Northern District of Mississippi  
U.S. District Court, Eastern and Western Districts of Arkansas  
U.S. District Court, Eastern District of Wisconsin  
All State Tennessee Courts

**Activities, Affiliations & Civic Involvement:**

- Member of National Alumni Council, Boston University
- Hackensack Medical Center Lecturer
- Chairman, Legal Assistant Advisory Committee at State Technical Institute at Memphis
- Hearing Officer, Tennessee Supreme Court Disciplinary Committee
- Created/Chaired Paralegal Studies program, Southwest Tennessee Community College (t/k/a State Technical Institute at Memphis)
- Court Approved Mediator (Federal Court)
- Arbitrator for FINRA p/k/a the New York Stock Exchange and National Association of Securities Dealers
- Trustee, Tennessee Bar Foundation
- Past Chairman, Tennessee Bar Foundation
- Fellow, American Bar Foundation
- Fellow, Memphis and Shelby County Bar Foundation
- Former Senior Staff Attorney, City of Memphis
- Frequently lectures on all aspects of employment law and traditional labor law
- Martindale Hubble - AV Rated
- Selected for inclusion in the *2008 and 2010 Best Lawyers in America* for his work in Labor and Employment Law

**Partial Listing Of Reported Cases:**

- Chism v. Mid-South Milling Co., 762 S.W.2d 552 (Tenn. 1998);
- Peete v. American Standard Graphic, 885 F.2d 331 (6<sup>th</sup> Cir 1989);
- Stein v. Davidson Hotel, 945 S.W.2d 714 (Tenn. 1997);
- Muller Optical Company v. Equal Employment Opportunity Commission, 743 F.2d 380 (6<sup>th</sup> Cir 1984);
- Sullivan v. Baptist Memorial Hospital, 995 S.W.2d 569 (Tenn. 1999)

**Published:**

- *Developmental Behavioral Disorders*, 1988, Volume 1
  - *Chapter 7 – The Physician in the Court Room*
- *Developmental Behavioral Disorders*, 1989, Volume 2
  - *Chapter 4 – Juvenile Delinquency: The Interface Between Pediatrics and the Law (Children's Rights)*

Publisher: Plenum Medical Book Company

# City of Memphis

TENNESSEE

JIM STRICKLAND  
MAYOR

September 13, 2016

The Honorable Philip Spinosa, Jr., Chairman  
Personnel, Intergovernmental & Annexation Committee  
City Hall - Room 514  
Memphis, TN 38103

Dear Chairman Spinosa:

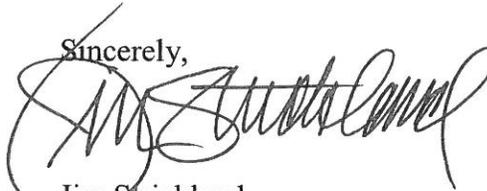
Subject to Council approval, it is my recommendation that:

**Lauren Stimac**

be appointed to the Memphis and Shelby County Sports Authority with a term expiring September 30, 2022.

I have attached biographical information.

Sincerely,



Jim Strickland  
Mayor

JSS/sss

Cc: Council Members



# City of Memphis

BIOGRAPHICAL INFORMATION  
APPOINTMENT TO BOARD/COMMISSION

Sports Authority Board

BOARD/COMMISSION

Name: Lauran Glassman Stimac Race Caucasian M  F

E-Mail Address: lstimac@gwtclaw.com Fax 901-521-0940

Profession/Employer: Attorney with Glassman, Wyatt, Tuttle & Cox, P.C.

Business Address: 26 North Second Street Zip 38103 Phone: 901-527-4673

Education: BA University of Richmond 2004, JD University of Richmond 2007

Name of Spouse: John C. Stimac, Jr. (Jack) Number of Children: 0

Home Address: 1570 Harbert Avenue Phone: 901-343-7766

City: Memphis State: TN Zip: 38104

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? 25 years total

Professional Organization/Associations:

Member of American Bar Association, Virginia Bar Association, Tennessee Bar Association, Mississippi Bar Association, Memphis Bar Association, Association of Women Attorneys, Tennessee Lawyers' Association for Women, Leo Bearman, Sr. American Inn of Court

Other Organizations/Association:

Junior League of Memphis Member, Memphis Area Legal Services (MALS) Board Member, Memphis Child Advocacy Center Volunteer, Literacy Is Key Volunteer, St. Mary's Episcopal School Alumnae Board Member

Other Interests:

Signature Lauran Stimac Date 08/24/2016

## LAURAN GLASSMAN STIMAC

26 North Second Street • Memphis, TN 38103 • (901) 527-4673 • [lstimac@gwtclaw.com](mailto:lstimac@gwtclaw.com)

### EXPERIENCE

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#### GLASSMAN, WYATT, TUTTLE & COX, P.C.

Memphis, TN

*Attorney (Associate)*

September 2012 – Present

- Represent attorneys in Tennessee and Mississippi in legal malpractice litigation and regulatory ethics matters.
- Represent plaintiffs in medical malpractice and wrongful death litigation matters in Tennessee, Arkansas, and Mississippi.
- Lecture to attorneys in Tennessee and Mississippi regarding ethics, risk management, and professional liability issues.
- Member of Recruiting Committee.

#### HANCOCK, DANIEL, JOHNSON & NAGLE, P.C.

Richmond, VA

*Attorney (Associate)*

August 2007 – August 2012

- Represented healthcare providers, including physicians, nurses, hospitals, and dentists, in medical malpractice and wrongful death litigation matters.
- Represented healthcare providers in regulatory licensure board matters.
- Provided risk management advice and pre-suit guidance to healthcare providers.
- Lectured to attorneys and healthcare providers on various healthcare liability issues.
- Served as member of Recruiting Committee.
- Volunteered for mock interview, moot court, and mock trial programs at T.C. Williams School of Law.

### EDUCATION

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#### T.C. WILLIAMS SCHOOL OF LAW, UNIVERSITY OF RICHMOND

Richmond, VA

*Juris Doctorate*

2007

- Intrascholastic Chair, Moot Court Board
- Managing Editor, Richmond Journal of Law & Technology
- Teaching Assistant, Appellate Advocacy

#### UNIVERSITY OF RICHMOND

Richmond, VA

*Bachelor of Arts, Magna Cum Laude*

2004

- Majors: Political Science and Leadership Studies
- Minor: French
- Semester Abroad: University of Queensland, Brisbane, Australia, Fall 2002

### LICENSURE

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- Virginia (2007)
- Tennessee (2013)
- Mississippi (2014)

### MEMBERSHIPS & COMMUNITY INVOLVEMENT

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- Legal Memberships: Tennessee Bar Association, Memphis Bar Association, Virginia Bar Association, Mississippi Bar Association, American Bar Association, Association of Women Attorneys, Tennessee Lawyers' Association for Women, and Leo Bearman, Sr. Inn of Court.
- Member of the Junior League of Memphis with volunteer efforts focused on GROW program.
- Member of the Kappa Kappa Gamma Alumnae Association of Memphis with focus on Literacy Is Key.
- Volunteer at the Memphis Child Advocacy Center with focus on Chefs' Celebrity Gala.
- Member of Alumnae Board of St. Mary's Episcopal School, Memphis, Tennessee.
- Member of Board of Directors of Memphis Area Legal Services (MALS).
- Member of Tennessee Bar Association Leadership Law Alumni Association (class of 2015).

# City of Memphis

TENNESSEE

JIM STRICKLAND  
MAYOR

September 13, 2016

The Honorable Philip Spinosa, Jr., Chairman  
Personnel, Intergovernmental & Annexation Committee  
City Hall - Room 514  
Memphis, TN 38103

Dear Chairman Spinosa:

Subject to Council approval, it is my recommendation that:

**Travis Green**

be appointed to the Beale Street Tourism Development Authority with a term expiring  
December 31, 2018.

I have attached biographical information.

Sincerely,



Jim Strickland  
Mayor

JSS/sss

Cc: Council Members



# City of Memphis

## BIOGRAPHICAL INFORMATION APPOINTMENT TO BOARD/COMMISSION

Beal St. Tourism Dev Authority Board

### BOARD/COMMISSION

Name: Travis Green Race Black M  F

E-Mail Address: sivartgreen@gmail.com Fax \_\_\_\_\_

Profession/Employer: Shelby County

Business Address: 201 Poplar Suite 8-60 Zip 38103 Phone: 9016528363

Education: MBA and Bachelors Degree of Arts

Name of Spouse: N/A Number of Children: 0

Home Address: 6004 Manor Cove Memphis, TN Phone: 9016528363

City: Memphis State: TN Zip: 38120

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? 33 years

#### Professional Organization/Associations:

Board Member: Clean Memphis & Project Green Fork, Literacy Mid-South, Memphis Child Advocacy Center

#### Other Organizations/Association:

#### Other Interests:

Signature

Date

8/18/2014

# TRAVIS GREEN

1246 Hickory Ridge Drive | Memphis, Tennessee 38116 | sivartgreen@gmail.com | C: 901.652.8363

## Chief Administrative Officer

### CORE COMPETENCIES

- ✓ Advocacy
- ✓ Budgeting
- ✓ Business Strategy
- ✓ Communications
- ✓ Partnerships
- ✓ Project Management
- ✓ Political Campaigns
- ✓ Project Management
- ✓ Strategic Planning

### PROFESSIONAL EXPERIENCE

#### *Chief Administrative Officer*

##### **Shelby County General Sessions Court Clerk Office**

July 2015 - present

- Manage recurring senior leadership team meetings collaborating on setting agendas, monitoring metrics, ensuring follow-through on obligations and driving the group's adherence to key performance indicators
- Monitor budgeted expenses and project timeliness to ensure effective financial controls and cost containment
- Set strategic vision for 160 employees and a \$10 million annual operating budget
- Serves as the point of contact for elected officials, executives and major stakeholders
- Uses best practices and professional resources to establish, implement and maintain Human Resources policies

#### *Government & Constituent Relations Associate*

##### **The University of Memphis**

February 2011 – July 2015

##### **Responsibilities**

- Monitored analytics of the president's schedule and meetings to develop legislative strategies to support the strategic goals of advancing government relations and public policy.
- Composed and edited internal and external communications impacting government relations on behalf of the President
- Managed and executed local and state lobbying initiatives
- Planned and hosted over 300 on campus visits, tours and seminars informing stakeholders of the university's programs
- Worked with associations to support higher education lobbying efforts in the region and across the country
- Oversaw a team of four government affairs consultants handling state and local issue agendas
- Advised and executed strategies for executive leadership of legislative and draft rule implications
- Coordinated community engagement efforts to neighborhood organizations and civic groups to develop public affairs campaigns increasing the walkability and livability of the university district
- Represented the university's interest at legislative days at the capitol, hearings at public hearings, debates and forums, private meetings, and political fundraisers as an external advocate serving as their primary point of contact
- Directed the Friends of the University of Memphis Political Action Committee budget, reporting requirements and guided contributions based upon a matrix of support and engagement

#### *Special Assistant*

##### **U.S. Representative Steve Cohen (TN-09)**

September 2008 – January 2011

##### **Responsibilities**

- Represented the Congressman as a liaison in community and business meetings
- Provided legislative recommendations through analyzing information from meetings and casework
- Offered regular briefings on legislation and issues of importance

#### *Deputy Campaign Manager*

##### **Cohen for Congress**

May 2008 – September 2008

##### **Responsibilities**

- Advised on media buys and campaign strategies
- Ran the day-to-day operations of campaign

*Planner/Supervisor*

**Ozark Motor Lines, Inc**

September 2002 - May 2008

- Supervised night time operations of six staffers and a fleet of 700 hundred drivers
- Served as direct point of contact for major customer accounts
- Coordinated night time operations for Hurricane Katrina disaster relief efforts with the American Red Cross

*Corporal | Infantryman*

**United States Marine Corps**

June 2001 – June 2007

- Directed a team of 12 Marines in coordination of planned projects
- Supervised data collection and analysis

**AWARDS**

Combat Action Ribbon, Presidential Unit Citation (awarded to I Marine Expeditionary Force), Selected Marine Corps Reserve National Defense Service Medal, Iraq Campaign Medal (Two Bronze Campaign Stars), Global War on Terrorism Service Medal, Sea Service Deployment Ribbon, Armed Forces Reserve Medal with bronze "M" device, Rifle Sharpshooter Badge

**EDUCATION**

- Masters of Business Administration, The University of Memphis December 2014
- Bachelor of Arts History, The University of Memphis May 2009

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September 13, 2016

The Honorable Philip Spinosa, Jr., Chairman  
Personnel, Intergovernmental & Annexation Committee  
City Hall - Room 514  
Memphis, TN 38103

Dear Chairman Spinosa:

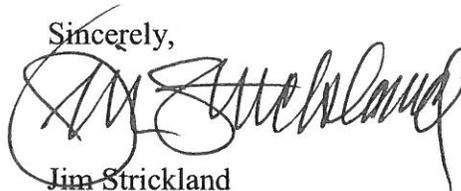
Subject to Council approval, it is my recommendation that:

**Brian Whaley**

be appointed to the Beale Street Tourism Development Authority with a term expiring  
December 31, 2018.

I have attached biographical information.

Sincerely,



Jim Strickland  
Mayor

JSS/sss

Cc: Council Members



# City of Memphis

BIOGRAPHICAL INFORMATION  
APPOINTMENT TO BOARD/COMMISSION

Beale Street Authority

BOARD/COMMISSION

Name: Brian Whaley Race Black/African  M  F

E-Mail Address: brian.whaley@cbre.com Fax 901-260-1069

Profession/Employer: CBRE, Inc.

Business Address: 2620 Thousand Oaks Suite 4000  
Memphis, TN  Zip 38118 Phone: 901-260-1068

Education: University of Memphis

Name of Spouse: N/A Number of Children: 0

Home Address: 35 W Georgia Ave #104 Phone: 901-679-8615

City: Memphis State: TN Zip: 38103

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? 30 years

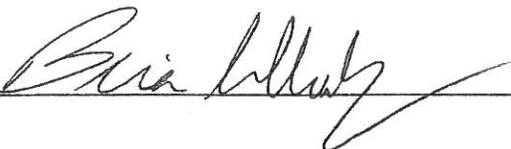
Professional Organization/Associations:

International Council of Shopping Centers - member, Urban Land Institute - member, New Memphis Institute Fellows Program 2012

Other Organizations/Association:

Other Interests:

Travel, fitness, concerts/plays, museums, Grizzlies/Tigers/Redbirds games, Festivals/events (i.e. BSMF, RiverArtsFest, Cooper Young Festival, silent auctions, etc.)

Signature  Date 8-17-2016

# PROFESSIONAL PROFILE

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## **BRIAN WHALEY**

Senior Associate  
Retail Brokerage Services  
T: +1 901 260 1068  
F: +1 901 260 1069  
brian.whaley@cbre.com

## **CLIENTS REPRESENTED**

- The Kroger Company
- The Container Store Group, Inc.
- Popeyes Louisiana Kitchen, Inc.
- Regis Salons
- Darden Restaurants
- Henry Turley Company
- Weston Companies
- Valenti Management
- Choice Hotels International, Inc.
- AutoZone, Inc.
- Brain Balance Achievement Centers
- Xfinity

## **CURRENT ROLE AT CBRE, INC.**

Brian Whaley specializes in retail transactions as a Senior Associate with the Retail Brokerage Services team. His responsibilities include tenant representation, asset representation, building and land acquisition, lease and contract negotiations, financial analysis, market surveys and site searches for the Mid-South including Tennessee, Arkansas and Mississippi. Brian joined CBRE, Inc. in June 2010.

In addition, Brian conducts cold-call campaigns, lease renewals, procures and qualifies property showings for interested prospects, conducts market research, and has experience in infill/redevelopment work. Brian's clients range from national/regional retailers, developers, hotel site selection, institutional organizations and medical companies.

## **ACHIEVEMENTS**

- MAAR Pinnacle Award winner – Retail Tenant Representation Broker of the Year – 2014
- CBRE Memphis – Broker of the Year award - 2015

## **PROFESSIONAL AFFILIATIONS/ACCREDITATIONS**

- Tennessee Real Estate Licenses
- Mississippi Real Estate License
- Arkansas Real Estate License
- Member, Memphis Area Association of Realtors (MAAR)
- Member, Urban Land Institute (ULI)
- ICSC Next Gen – Chair of Memphis Chapter
- Participant, Leadership Academy Fellows Program
- Founding member, Memphis Rise Academy Charter School

## **EDUCATION**

- University of Memphis, Bachelor of Business Administration, Marketing Management

# City of Memphis

TENNESSEE

JIM STRICKLAND  
MAYOR

September 13, 2016

The Honorable Philip Spinosa, Jr., Chairman  
Personnel, Intergovernmental & Annexation Committee  
City Hall - Room 514  
Memphis, TN 38103

Dear Chairman Spinosa:

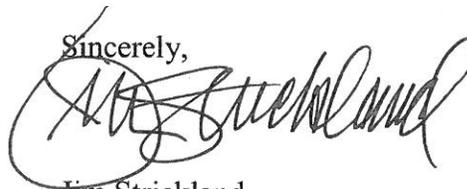
Subject to Council approval, it is my recommendation that:

**Cindy Newman**

be appointed to the City of Memphis Board of Ethics with a term expiring June 30, 2018.

I have attached biographical information.

Sincerely,



Jim Strickland  
Mayor

JSS/sss

Cc: Council Members



# City of Memphis

BIOGRAPHICAL INFORMATION  
APPOINTMENT TO BOARD/COMMISSION

BOARD OF ETHICS

BOARD/COMMISSION

Name: Cindy Newman Race W M  F

E-Mail Address: CNewman@colliervilleschools.org Fax \_\_\_\_\_

Profession/Employer: Secretary / Collierville Schools

Business Address: 146 College Street Zip 38017 Phone: 901-286-6368

Education: High School

Name of Spouse: Alan Newman Number of Children: 2

Home Address: 8500 King William Street Phone: 901-301-9034

City: Cordova State: TN Zip: 38016

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 Cindy Newman Date 9/8/16

# CINDY NEWMAN

8500 King William Street  
Cordova, Tennessee 38016  
901-301-9034

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## Summary:

Highly organized and detail-oriented executive secretary with 20 plus years' experience working within Shelby County Schools and Collierville Municipal Schools. Currently supports the Chief Financial Officer and Finance office staff in order to maximize efficiency and ensure department objectives are met.

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## Professional Experience:

<b>Secretary to Chief Financial Officer</b>	<b>Collierville Schools</b>	<b>2014-Present</b>
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- Prepare, disseminate and maintain correspondence, data analysis and reports for Finance Department and appropriate district personnel.
- Create and edit departmental spreadsheets, forms, programs, certificates and documents.
- Maintain the CFO's calendar and schedule appointments as requested.
- Payroll processing.
- Supervise 9 school Financial Secretaries with school accounting procedures and annual audit reviews.
- Process mail and maintain correspondence, invoices, purchase requests, department orders and all departmental records in an efficient manner.
- Review and process all travel requests and reimbursements.
- Maintain an inventory of office supplies and equipment.
- Serve as a receptionist, greets visitors courteously and directs them to the appropriate person.
- Answer office telephone and email with appropriate answers to requests for information.

<b>Secretary to Director of Federal Programs</b>	<b>Shelby County Schools</b>	<b>2011 - 2014</b>
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<b>Financial Secretary-Mt Pisgah Middle</b>	<b>Shelby County Schools</b>	<b>1996 - 2011</b>
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## Additional Skills:

- |  |   |
|--|---|
| <ul style="list-style-type: none"><li>• APECS (Payroll and Purchasing)</li><li>• Excel (Certified)</li><li>• Notary Public</li></ul> | <ul style="list-style-type: none"><li>• Proficient in both Windows-based &amp; MAC operating systems</li><li>• Ten key by touch</li></ul> |
|--|---|

## Leadership Activities:

- Served on Shelby County Schools Employee Benefits Advisory Committee
- Received Mt. Pisgah Middle School Human Relations Award
- PTA Lifetime Member

References available upon request.

# City of Memphis

TENNESSEE

JIM STRICKLAND  
MAYOR

September 13, 2016

The Honorable Philip Spinosa, Jr., Chairman  
Personnel, Intergovernmental & Annexation Committee  
City Hall - Room 514  
Memphis, TN 38103

Dear Chairman Spinosa:

Subject to Council approval, it is my recommendation that:

**Stephen Patrick Harcourt**

be reappointed to the Memphis Wastewater Hearing Authority with a term expiring July 03, 2018.

I have attached biographical information.

Sincerely,



Jim Strickland  
Mayor

JSS/sss

Cc: Council Members



# City of Memphis

## BIOGRAPHICAL INFORMATION APPOINTMENT TO BOARD/COMMISSION

Wastewater hearing board

BOARD/COMMISSION

Name: Patrick Harcourt Race W M  F

E-Mail Address: path@a2h.com Fax 901-373-4002

Profession/Employer: Civil engineer - A2H, Inc

Business Address: 3009 Davies Plantation Zip 38002 Phone: 901-372-0404

Education: BSCE

Name of Spouse: Kate Craig Number of Children: 2

Home Address: 5255 S. Angela Phone: \_\_\_\_\_

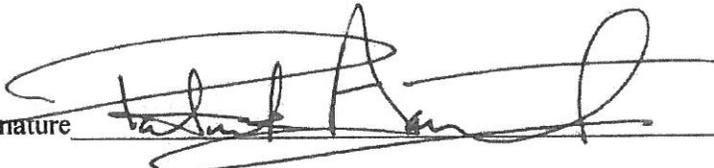
City: Memphis State: Tn Zip: 38120

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? 35 yrs

Professional Organization/Associations:  
Tn. Professional engineer, CPESC, ACEC, SAME

Other Organizations/Association:

Other Interests:

Signature  Date 8/30/16

**Biographical Narrative – Pat Harcourt, P.E., CPESC:**

Stephen Patrick Harcourt, P.E. is a Senior Vice President and Partner at Askew Hargraves Harcourt & Associates, Inc. (A2H). A 1986 graduate of the University of Memphis, Pat is a Registered Professional Engineer in Tennessee, Arkansas, and Mississippi. He is also a Certified Professional in Erosion & Sediment Control.

For over 25 years, Pat has provided civil engineering expertise on infrastructure improvements for the City of Memphis and other growing communities across West Tennessee. Projects for the City of Memphis include the Bolen Huse Pump Station/Loosahatchie Interceptor, Mary's Creek Interceptor, Binghamton NSA, Smokey City NSA, numerous storm water studies across the city, and roadway drainage improvements. He has completed various sewer projects for the following cities and towns in West Tennessee: Alamo, Bartlett, Bells, Brownsville, Dyer, Humboldt, Parsons, Ripley and Somerville. Pat has also been involved in a wide range of industrial recruitment projects across the Mid-South including the initial engineering and site planning for the Memphis Regional Megasite in Haywood County.

Pat has also served as the Principal-in-Charge on multiple projects involving site development, grading and drainage plans, and site utility plans. His project experience includes coordination with state and federal agencies such as the Tennessee Department of Transportation and the Tennessee Department of Environment & Conservation. A large portion of Pat's career has been focused on assisting regional communities in the funding, development, design, bidding and construction of crucial infrastructure.

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TENNESSEE

JIM STRICKLAND  
MAYOR

September 13, 2016

The Honorable Philip Spinosa, Jr., Chairman  
Personnel, Intergovernmental & Annexation Committee  
City Hall - Room 514  
Memphis, TN 38103

Dear Chairman Spinosa:

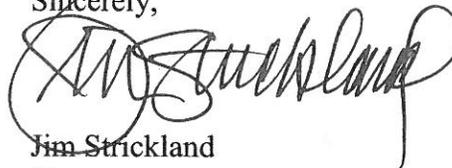
Subject to Council approval, it is my recommendation that:

**Cletea Scott-Woodfork**

be reappointed to the Memphis Wastewater Hearing Authority with a term expiring July 03, 2018.

I have attached biographical information.

Sincerely,



Jim Strickland  
Mayor

JSS/sss

Cc: Council Members



# City of Memphis

BIOGRAPHICAL INFORMATION  
APPOINTMENT TO BOARD/COMMISSION

WASTE WATER

BOARD/COMMISSION

Name: Cletea Scott-Woodfork Race Black M  F

E-Mail Address: cletea.scott-woodfork@valero.com Fax (901) 775-8862

Profession/Employer: Environmental Engineer, Valero Refining Company-Tennessee, L.L.C.

Business Address: 2385 Riverport Road Zip 38109 Phone: (901) 775-7296

Education: B.S. Chemical Engineering, Christian Brother University

Name of Spouse: Ervin Woodfork Number of Children: 5

Home Address: 3113 Birchfield Phone: (901) 283-0393

City: Memphis State: TN Zip: 38127

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? 53

Professional Organization/Associations:

Certified Hazardous Materials Manager

Other Organizations/Association:

Local Emergency Planning Committee  
Valero Refinery Community Advisory Panel

Other Interests:

Community and volunteer service groups

Signature Cletea Scott-Woodfork Date Aug. 31, 2016

## CLETEA SCOTT-WOODFORK

3113 Birchfield, Memphis, TN 38127

901.283.0393

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### CAREER SUMMARY

Certified Hazardous Materials Manager with proven track record of building effective relationships with governmental regulatory agencies. Appreciable and working knowledge of the OSHA, CAA, CWA, RCRA, TSCA, CERCLA and OPA regulations and the equivalent State and local agencies.

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### PROFESSIONAL EXPERIENCE

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#### Valero Refinery, Memphis, TN

2009- Present

**Environmental Sr. Engineer-** Manage environmental projects for the Refinery. Primarily responsible for the air program regulatory compliance to include permit writing, report development and evaluation and interpretation of regulatory guidance and CFRs. Developed SSM training program for truck rack and Preventive Maintenance and Operation plan for the refinery.

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#### Environmental FX, Memphis, TN

2005 - 2009

**Principal and Owner** – Start-up, minority-owned business specializing in environmental compliance. Assisted clients with various compliance needs in areas such as oversight of field and off-site operations, OSHA compliance and personnel safety training schedules and programs, environmental site assessments. In addition to conducting and developing hazardous waste operations training programs. Sub-contractor and environmental advisor for the City of Memphis Uptown projects, the Memphis Housing Authority and the Valero Memphis Refinery.

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#### Crompton Corporation, Memphis, TN

1996 - 2004

**Environmental Manager**– Directed all aspects of environmental compliance for the facility. Responsible for satisfactorily completing regulatory requirements for mid-size chemical manufacturing facility to include but not limited to NPDES, POTW, Tier II and Form R reporting, hazardous waste generator management and reporting and Title V Air permitting. Developed training programs and conducted training sessions for all affected facility employees. Responsible for establishing and maintaining the facility's annual environmental budget.

- Reduced waste disposal costs by 50% by negotiating competitive contracts.
- Received a "no violations" citation from EPA for a comprehensive multimedia environmental "unannounced" audit.
- Improved and successfully maintained excellence with respect to facility's overall environmental compliance.
- Direct report to SHEA Manager

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#### Fisher and Arnold, Inc., Memphis, TN

1992 - 1996

**Environmental Project Engineer** –Consulted with 40+ clients on various environmental projects and satisfactorily completed their regulatory reporting requirements, such as NDPEs, POTW, Tier II, Form R and hazardous waste generator reports. Provided management and oversight on environmental property assessments and remediation projects. Conducted industrial hygiene monitoring and OSHA HAZWOPPER training sessions for numerous clients.

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#### Hess Environmental

1987 - 1992

**Environmental Project Engineer**- Consulted with clients, served as project manager and provided oversight with respect to air permitting, waste reductions and wastewater compliance. Established and developed SWPPP, SPCC, HazCom plans and MSDS databases.

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**EDUCATION**

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1986 Bachelor of Science in Chemical Engineering, Christian Brothers  
University, Memphis, TN  
2010 Introduction to Petroleum Refining Processes, San Antonio  
2010 Foundations of Leadership, San Antonio

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**MEMBERSHIPS**

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- United Way Cabinet Committee Member
- VPP Audit and Volunteer Star Application Committee Member
- Valero CAP Member
- Environmental Performance Improvement Team Member
- Tank Farm Focus Group Member
- Mid-South Academy of Certified Hazardous Materials Managers (CHMM) Member
- Local Emergency Planning Committee (LEPC) Member
- Formerly OSHA Hazardous Waste Operations Certified
- Formerly EPA Hazardous Waste Management Certified