

City of Memphis

TENNESSEE

JIM STRICKLAND
MAYOR

April 11, 2016

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

Dear Chairman Spinosa:

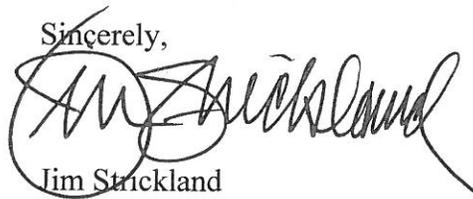
Subject to Council approval, it is my recommendation that:

Dr. James Latta

be appointed to the Civilian Law Enforcement Review Board with a term expiring April 11, 2020

I have attached biographical information.

Sincerely,



Jim Strickland
Mayor

JSS/drr

Cc: Council Members



City of Memphis

BIOGRAPHICAL INFORMATION APPOINTMENT TO BOARD/COMMISSION

BOARD/COMMISSION

Name: Jim Latta Race C M F

E-Mail Address: JB2LATT@AOL.COM Fax 901-821-9468

Profession/Employer: Self employed - private practice

Business Address: Suit 339, 5384 Poplar Ave Zip 38114 Phone: 901-821-9084

Education: See appended

Name of Spouse: Jeanie Number of Children: 6

Home Address: 3384 Wayroka Ave Phone: _____

City: Memphis State: TN Zip: ~~38110~~ 38111

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? _____

Professional Organization/Associations:

See appended

Other Organizations/Association:

See appended

Other Interests:

Signature [Signature] Date 4/12/16

James Latta
Clinical CV

Academics

- BA, Biology, University of Tennessee – Cum Laude
- Admitted to College of Medicine, University of Tennessee
- Master of Divinity, Louisville Presbyterian Theological Seminary
- Doctor of Ministry in Pastoral Care and Counseling, Louisville Presbyterian Theological Seminary

Licensure

- Professional Counselor, State of Tennessee
- Licensed Professional Counselor, State of Tennessee Mental Health Service Provider Designation
- Pastoral Counselor, State of Tennessee

Experience

- Clinical rotations/psychiatric services at Kentucky Children's Hospital, Central State Psychiatric Hospital-Kentucky, Memphis Mental Health Institute, Methodist Hospital Clinical Education Program,
- Genesis Treatment Center at Saint Francis Hospital (faith-based outpatient and inpatient behavioral treatment program for children, adolescent and adults) as intake/assessment counselor, psychotherapist, outpatient program director, inpatient program staff and marketing educator
- Affiliate medical staff, Saint Francis Hospital
- Private Practice (1996 to present)
- Pastoral Care Consultant, Saint Francis Hospital (1990-1993)
- Governing Board, Saint Francis Hospital (2006 – present)
- Governing Board Chairman, Saint Francis Hospital (2012-2014)

Professional Affiliation

- American Association of Pastoral Counselors
- American Counseling Association
- Fellow, American Association of Pastoral Counselors (Inactive)
- By Appointment of the Governor, Member, State of Tennessee Health-Related Boards for Licensure

JAMES B. LATTA (Jim)
3382 Waynoka Avenue
Memphis, TN 38111

PERSONAL

Born April 21, 1951 in Westchester, Pennsylvania
Parents: Burr and Marilyn Latta from eastern Nebraska
Sister: Ann Higgins of Tullahoma, Tennessee
Grew up in southwestern Virginia and eastern Tennessee
Married to Jennie Davidson Latta (Memphis native), six children
Resident of Memphis, Tennessee since 1977

EDUCATIONAL

Graduated from Hixson High School, Hixson Tennessee 1969
Graduated Cum Laude from University of Tennessee Chattanooga 1973
Major: Biology
Minor: Psychology
Honors: Beta Beta Beta national Biology Society
Graduated with Master of Divinity degree, Louisville Presbyterian Seminary 1977
Graduated with Doctor of Ministry degree in Pastoral Care and Counseling,
Louisville Presbyterian Seminary 1993

CLINICAL TRAINING/EXPERIENCE

Practicum at Indiana Children's Hospital 1975
Psychiatric Intern at Memphis Mental Health Institute 1981
Clinical Pastoral Education at Methodist Hospitals, Memphis 1988-1990
Psychiatric Outpatient Therapist with Nora Reyes MD 1989-1990
Psychotherapist and Administrator at Genesis Treatment Center, Memphis 1990-1996
(inpatient and outpatient, multidisciplinary, single/dual diagnosis)
Affiliate Medical Staff, Saint Francis Hospital, Memphis, Tennessee 1995-Present
Private Practice, Memphis, Tennessee 1996-Present

CERTIFICATIONS/LICENSURES

Certified Professional Counselor, State of Tennessee 1991
Licensed Professional Counselor, State of Tennessee 1996
Mental Health Service Provider, State of Tennessee 1996
Clinical Member/Fellow American Association of Christian Counselors 1998
Affiliate Member American Association for Marriage and Family Therapy
Association for Advancement of Psychotherapy
Tennessee Supreme Court Alternative Dispute Resolution Mediation Commission-
Rule 31 Civil and Family

JAMES B. LATTA (Jim)
3382 Waynoka Avenue
Memphis, Tennessee 38111

POLITICAL EXPERIENCE

Delegate, Shelby County Republican Convention 1983
District 7 Chairman, Tennessee Young Republicans
Shelby County Republican Steering Committee, At Large Position 2 1985
Winfield Dunn for Governor Campaign, Chairman, Young Republicans
Chairman, Sea Isle Neighborhood State Homecoming Event 1985
Leadership Tennessee State Republican Board of Directors 1986
Member, District 83 Republican Club
Member, Southeast Republican Club
Delegate, Shelby County Republican Convention 1985
Alexander for Senate Election Committee - Shelby County Scheduler 2002

SPECIAL PROJECTS- SAINT FRANCIS HOSPITAL

Disaster Response Committee

Critical Incidence Decompression Groups

Spiritual Selfcare Support Groups- Surgery/ED/ICU

Staff Chaplain Customer Service Trainer

Lead, Chaplain Search Committee

Hospital Wide Spiritual Caregiver Target 100 Groups

Regional St. Francis Bioethics Symposium

Chair, Saint Francis Futile Treatment Work Team

Chair, Memphis Area Bioethics Consortium Futile Treatment Work Team

Member, Hospital Governing Board, 2004- Present

Secretary of the Governing Board 2009- Present

CIVILIAN LAW ENFORCEMENT REVIEW BOARD

13 Member Board Minimum

Oath of Office Required

(1) City Council Person

4 Year Term

David Acey	M/B	09-30-18	4yr. Term
Florida Jackson	F/B	06-03-18	4yr. Term
Nathaniel Jones -resigned	M/B	10-31-17	4yr. Term
Bruce Kramer	M/W	08-31-17	4yr Term
John Marek	M/W	06-30-18	4yr. Term
Charlie Morris	M/B	09-30-15	4yr. Term
Sandeep Pednekar	M/AI	09-05-19	4yr. Term
Alfredo Pena III	M/H	05-05-19	4yr. Term
Carlissa Shaw	F/B	09-30-15	4yr. Term
Corliss Shaw	F/B	04-30-17	4yr Term
Rev. Ralph White	M/B	10-31-18	4yr. Term
Vacant			

Worth Morgan (City Council)

City of Memphis

TENNESSEE

JIM STRICKLAND
MAYOR

April 11, 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:

Dr. June Chinn-Jointer

be appointed to the Civilian Law Enforcement Review Board with a term expiring April 11, 2020

I have attached biographical information.

Sincerely,


Jim Strickland
Mayor

JSS/drr

Cc: Council Members



City of Memphis

BIOGRAPHICAL INFORMATION APPOINTMENT TO BOARD/COMMISSION

BOARD/COMMISSION

Name: Dr. June Chinn-Jointer Race African Am. M F

E-Mail Address: june_chinn-jointer@loc.edu Fax (901) 435-1524

Profession/Employer: Executive Director, ASAP Program/LeMoyne-Owen College

Business Address: 807 Walker Avenue Zip 38126 Phone: (901) 435-1507

Education: Ph.D., Jackson State University/M.Ed. Trevecca Nazarene University/B.A.

Name of Spouse: Mr. Larry Jointer Number of Children: 2

Home Address: 3363 Greenridge Cove Phone: (901) 691-1968

City: Memphis State: TN Zip: 38115

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? 59 years

Professional Organization/Associations:

Memphis Area Counselors Association, Tennessee Association of Admissions & Registrars Organization, Memphis Area Consortium of International Students.

Other Organizations/Association:

Delta Sigma Theta Sorority, Inc.-Member; Harbor House-Board Member; Kiddie Kollege Child Care-Board Member; Memphis Health Center, Inc. Community Network Program.

Other Interests:

LeMoyne-Owen College Alumni Association, Leadership Memphis (Class of 1992), Commercial Appeal Academic All-Stars Former Judge.

Signature Dr. June Chinn-Jointer Date 4/12/2016

June Chinn-Jointer, Ph.D.

3363 Greenridge Cove Memphis, Tennessee 38115

Cellular: (901) 691-1968

June_chinn-jointer@loc.edu

Jchinn_jones@yahoo.com

CAREER SUMMARY

Seasoned higher education administrator with 34 years of progressively responsible experience in leadership roles in all major functional areas of Student Affairs and Enrollment Management including Admissions, Recruitment, Records, Financial Aid Services, Counseling, Testing, Judicial Affairs, TRIO Programs with excellent strategic planning, interpersonal, organizational and team building skills.

EXPERIENCE

Executive Director of Adult and Professional Studies

LeMoyne-Owen College, Memphis, Tennessee

January 2015 to Present

- Direct the daily operation of the Office of Adult and Professional Studies
- Coordinate, plan and supervise the implantation strategies and activities for the Office of Adult and Professional Studies
- Supervise the Accelerated Studies for Adults and Professionals (ASAP) staff in the area of Business
- Develop, organize, and conduct recruitment activities for prospective students for ASAP Business and Criminal Justice
- Coordinate workshops, seminars and conferences pertaining to ASAP
- Work in conjunction with the Director of Public Relations to create marketing and advertisements campaigns for the ASAP
- Support the President and Vice-President of Academic Affairs with Student related issues.
- Execute other duties as assigned by the Vice-President of Academic Affairs
- Responsible for all International student admission to the College (SEVIS DSO)

Executive Director of Enrollment Management

LeMoyne-Owen College, Memphis, Tennessee

January 2008 to December 2014

- Planned and supervised the implementation of strategies and projects for the Office of Enrollment Management.
- Managed the daily operation of the following offices: Admissions and Recruitment, Student Financial Services, Student Records, and College and Career Planning Services
- Assisted with creating and implementing student policies
- Assisted the President and Vice-President of Academic Affairs with Student related issues.
- Coached and evaluated staff on performance
- Performed other duties as assigned by the Vice-President of Academic Affairs
- Conducted annual evaluations for community projects when needed
- Responsible for all International student admission to the College (SEVIS DSO)

Director of Admissions and Recruitment

LeMoyne-Owen College, Memphis, Tennessee

2006 to 2008

- Organized, led and supervised the implementation of strategies and projects in the Office of Admissions and Recruitment
- Developed and implemented strategic recruitment plan
- Supervised, trained, coached and evaluated staff
- Conducted interviews, hiring and orientation of new staff
- Established, monitored and administered departmental budget
- Trained staff in the use of POISE student information system
- Planned/executed special events such as High School Day, Recruitment Open Houses, etc.

- Provided certification and verification of all international student credentials
- Issued all international student I-20 Certificate of Eligibility
- Reviewed student files ensuring accuracy

Director of Educational Guidance Services

East Arkansas Community College, Forrest City Arkansas

2003 to 2006

- Directed and managed daily operation of the Counseling and Student Support Services areas
- Supervised, coached and evaluated staff
- Evaluated veterans' program and students with disabilities and administered policies and procedures, and guidelines
- Formulated goals for Student Support Services and Counseling Department
- Prepared and submitted various mandated institutional, state and federal reports
- Recommended annual funding level to Vice-President for Student Affairs
- Developed and administered department budget
- Wrote and submitted grant for re-application for Student Support Services
- Assisted with the registration of students using POISE computer software

HOPE VI CSS and SHAPE Coordinator

Memphis Housing Authority, Memphis, Tennessee

2002 to 2003

- Developed and directed activities set forth in the Community and Self-Sufficiency (CSS) Work Plan for College Park and UPTOWN communities
- Maintained liaison with Housing and Urban Development technical assistant
- Collaborated with CSS technical advisers
- Conducted monthly site visits to all contracted social service providers
- Assisted HOPE VI contract administrator with review of monthly invoices
- Reviewed all contracts, memorandum of understandings and monthly reports as submitted
- Participated in all CSS budget revisions and audits
- Participated in all activities related to the MHA Human Services department

Director of TRIO Program

LeMoyne-Owen College, Memphis, Tennessee

2000 to 2001

- Provided leadership and management of all projects related to Upward Bound and Student Support Services programs
- Hired and trained staff
- Recruited and certified participants
- Monitored, maintained and revised budgets
- Developed and assisted with the implementation of public relation activities
- Compiled and submitted end-of-year report to federal government
- Liaison for Upward Bound, Student Support Services and LeMoyne-Owen College

Director of Admissions and Recruitment/Assistant Director of Financial Aid

LeMoyne-Owen College, Memphis, Tennessee

1997 to 2000 & 1993 to 1994

- Planned, led and supervised the implementation of strategies and projects in the Office of Admissions and Recruitment
- Developed and implemented strategic recruitment plan
- Supervised, trained, coached and evaluated staff
- Conducted interviews, hiring and orientation of new staff
- Established, monitored and administered departmental budget
- Trained staff in the use of POISE student information system
- Planned/coordinated special events such as High School Day, Recruitment Open Houses, etc.
- Provided certification and verification of all international student credentials
- Issued all international student I-20 Certificate of Eligibility
- Reviewed student files, ensuring accuracy and dissemination of information about programs of study requested by prospective students
- Processed loans and reviewed/submitted FASFA applications
- Conducted entrance and exit loan counseling

Director of Admissions

Shelby State Community College, Memphis, Tennessee 1995 to 1997

- Supervised, coached and evaluated admissions staff
- Interviewed and hired new admissions staff members
- Established recruitment strategies and policies
- Trained staff on student information management software
- Certified and verified international students' credentials
- Issued all international student I-20 Certificate of Eligibility
- Reviewed A-89 state requirements for first-time college students
- Conducted audits of student files for accuracy
- Reviewed admissions documents of prospective students for admissions to selective allied health programs
- Participated in the conversion and training of Banner software

Project Coordinator, Educational Opportunity Center

Girls Incorporated of Memphis, Memphis, Tennessee 1988 to 1995

- Designed, implemented and coordinated workshops and counseled clients on educational needs, career goals, college admissions and financial aid
- Led/coached staff members and interviewed/hired new staff members
- Implemented and coordinated special projects
- Monitored project property and materials
- Maintained equipment budget, coordinated and maintained participant's records
- Assisted clients with completing federal financial aid forms
- Supervised all volunteers and youth workers
- Served as a liaison and consultant to community agencies, adult high school, Memphis City Schools and Shelby County High Schools, and other referral sources

PROFESSIONAL DEVELOPMENT & CONTINUING EDUCATION

SACSCOC Annual Meeting, December 2014

Noel Levitz Workshop/ Enrollment Management, July 2014

The National Association of student Financial Aid Administrators Webinar 2006 ACG/SMART Grants: An Update of ED

Identifying and Working with students with Mental Disabilities

Teleconference Participant ACT/DISCOVER Workshops & Updates 2004

Student Support Services Grant Writing Workshop 2004

Noel Levitz Workshop Recruitment/Retention 1998, '99 & '04

Housing and Urban Development Case Management Workshop 2002

Goals for Memphis Emerging Leaders Development Intensive Training, 2000

PROFESSIONAL MEMBERSHIPS & AFFILIATIONS

Member, Memphis Area Consortium of International Students, current

Tennessee Association of College Admissions and Registrars Organizations, current

Council for Opportunity in Education 2003 to present

Southern Association of College Admissions and Registrars Organizations, current

Past President, Tennessee Association of Special Programs (TASP) 1995 to 1997

Shelby State Community College Committee on College retention 1995 to 1996

Member, Memphis Area Counselors Association

HONORS & AWARDS

Transformational Leader in Education Award from Omega Psi Phi Fraternity, 2015

Service Recognition Award, LeMoyne-Owen College 2012

Outstanding Leadership Award, LeMoyne-Owen College, 2010

Two Hundred Notable American Women 2000-01
"For Service Above & Beyond" Award, LeMoyne-Owen College, 1997
Most Spirited Administrator Award, LeMoyne-Owen College, 1997
Outstanding Educator Award, Delta Sigma Theta Sorority, Inc. 1995-96
Emerging Black Leader Award, Southern Association of Educational Opportunity Program 1993-94

COMMUNITY ACTIVITIES

Harbor House, Inc., Board Member
Kiddie Kollege Child Care Center, Board Member
Delta Sigma Theta Sorority, Inc., Memphis Alumnae Chapter, Financial Member
Memphis Health Center Community Network Program, Advisory Committee Member
Judge for the Commercial Appeal Academic All-Stars 2006-07
Evaluator for the LeMoyne-Owen College Community Development Corporation Youth Program 2005-2007
Southern Association of Colleges and Schools (SACS) Site Visit Coordinator for Memphis City Schools
Memphis Health Center, Inc. Board of Governors, Past Chairperson
Memphis Partners, Inc., Past Board Member
New Beginnings Counseling Center, Past Board Member
Leadership Memphis Class of 1992
Alumni Association of Leadership Memphis, Secretary/Treasurer
Drug Prevention Network, Member
Focus/Youth Advising Committee for By Our Own Hands Program, Member

CIVILIAN LAW ENFORCEMENT REVIEW BOARD

13 Member Board Minimum

Oath of Office Required

(1) City Council Person

4 Year Term

David Acey	M/B	09-30-18	4yr. Term
Florida Jackson	F/B	06-03-18	4yr. Term
Nathaniel Jones -resigned	M/B	10-31-17	4yr. Term
Bruce Kramer	M/W	08-31-17	4yr Term
John Marek	M/W	06-30-18	4yr. Term
Charlie Morris	M/B	09-30-15	4yr. Term
Sandeep Pednekar	M/AI	09-05-19	4yr. Term
Alfredo Pena III	M/H	05-05-19	4yr. Term
Carlissa Shaw	F/B	09-30-15	4yr. Term
Corliss Shaw	F/B	04-30-17	4yr Term
Rev. Ralph White	M/B	10-31-18	4yr. Term
Vacant			

Worth Morgan (City Council)

City of Memphis

TENNESSEE

JIM STRICKLAND
MAYOR

April 11, 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:

Carolyn Head

be appointed to the Health, Educational and Housing Facility Board with a term expiring December 31, 2019.

I have attached biographical information.

Sincerely,



Jim Strickland
Mayor

JSS/drr

Cc: Council Members



City of Memphis

BIOGRAPHICAL INFORMATION
APPOINTMENT TO BOARD/COMMISSION

Health, Educational and Housing Facility
BOARD/COMMISSION

Name: Carolyn Harris Head Race African American M F

E-Mail Address: carolyn.head@cbu.edu Fax 901-321-3468

Profession/Employer: VP Administration & Finance/CFO for Christian Brothers University

650 E. Parkway South
Business Address: _____ Zip 38104 Phone: 901-321-3468

Education: University of Memphis- BBA, MBA

Name of Spouse: Benjamin Head Number of Children: 4

Home Address: 2884 Central Ave. Phone: 901-412-3437

City: Memphis State: TN Zip: 38111

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? 47 years

Professional Organization/Associations:

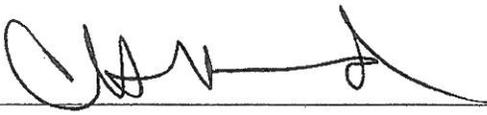
Tennessee Society of CPA's (TSCPA), American Institute of CPA's (AICPA), National Association of College and University Business Officers (NACUBO)

Other Organizations/Association:

New Ballet Ensemble, Board Treasurer; Diocese of Memphis, Finance Council; Dorothy Day House of Hospitality, Founding Treasurer

Other Interests:

Cathedral of the Immaculate Conception Choir and Cantor for 20 years

Signature  Date 4/12/16

CAROLYN H. HEAD, B.B.A., M.B.A., C.P.A.
650 East Parkway South
Memphis, Tennessee 38104

EMPLOYMENT RECORD

CHRISTIAN BROTHERS UNIVERSITY, Memphis, Tennessee April 2014 to present.

Vice President of Administration and Finance/Chief Financial Officer

The vice president of administration and finance oversees a \$40 million operational budget and a \$30 million endowment. The university has approximately 1800 students with approximately 540 residents on a 76 acre campus. The areas of responsibility and oversight include Finance, Human Resources, Facilities, Plants & Grounds, Security, Dining Services, and Information Technology.

UNIVERSITY OF TENNESSEE HEALTH SCIENCE CENTER, Memphis, Tennessee January 2011 to April 2014,

Director, Finance and Administration for the College of Medicine

The chief budget officer for the College of Medicine overseeing approximately \$400 million in resources from tuition, research, state funding, contracts, practice plans, and endowments. Assisting the Executive Dean and the Associate Executive Dean in the financial and administrative oversight of Memphis, Knoxville, and Chattanooga campuses. Manages the administrative and budgetary needs of 22 departments under the direction of 13 business managers, and 660 faculty members. Administrative responsibilities include, but not limited to: payroll, human resources, contract management, space needs, and inventory control.

CAROLYN H. HEAD, *Management Consulting & Accounting Services*, Memphis, Tennessee, December 2002 to December 2014.

Owner of a Public Accounting Firm, providing management consulting, financial analysis, accounting, and tax services to not for profit organizations.

Provide monthly accounting services to not for profit organizations to assure financials are presented in accordance with generally accepted accounting principles. Assist the Executive Staff with fiscal year budgets, variance analysis, and presentation of financial statements to their Boards of Directors.

Provide general accounting and consulting services to a number of businesses to assure appropriate internal controls and processes are in place to assure the safeguard of company assets and accurate financial reporting.

UT MEDICAL GROUP, Memphis, Tennessee, September 1996 to December 2002

Director of Operations – Ophthalmology and Otolaryngology. February 2001 to December 2002

The Administrative Head for the Departments of Ophthalmology and Otolaryngology. Oversaw the clinical and financial operations of 6 clinic sites. Managed the clinical practice of 23 physicians and approximately 43 support staff assuring quality patient care and maximize operational efficiencies. Recognized advertising needs when targeting specific markets. Worked with Managed Care Organizations to assure quality service. Reported financial and operational issues to the Finance Committee and Executive Management. Prepared annual budget and requested approval from Finance Committee and Executive Staff. Completed monthly variance analysis and forecasting for Accounting. Worked on special project committees as requested by Executive Officers to address special needs of the organization. Routinely make presentations to physician faculty regarding departmental and individual physician performance.

Accounting Manager – Financial Reporting March 2000 to February 2001.

Supervising Senior Staff Accountant. January 1999 to March 2000.

THE UNIVERSITY OF MEMPHIS, Memphis, Tennessee, February 1995 to September 1996.

NORTHWEST AIRLINES, INC., Memphis, Tennessee, November 1989 to April 1995.

EDUCATION

THE UNIVERSITY OF MEMPHIS, Memphis, Tennessee
Master of Business Administration, Concentration in Accounting

THE UNIVERSITY OF MEMPHIS, Memphis, Tennessee
Bachelor of Business Administration, Major in Accounting

MEMBERSHIP

Tennessee Society of Certified Public Accountants

American Institute of Certified Public Accountants

COMMITTEES

The Catholic Diocese of Memphis, 2001 Parish Chair for Bishop's Annual Appeal

The Catholic Diocese of Memphis, Vision 2000 Capital Campaign Committee

The Cathedral of the Immaculate Conception, Finance Committee (Past)

St. Joseph's Female Ursuline Academy, Inc., Finance Committee (Past)

Search Committee for UT Associate Vice Chancellor of Human Resources

Search Committee for Assistant Dean of Finance, UT School of Pharmacy

UT Health Science Center Campus Master Plan Committee (Past)

BOARD MEMBER

Dorothy Day House of Hospitality, Inc, Former Treasurer (Founding Member)

Healthy Memphis Common Table, Former Treasurer (Founding Member)

TSCPA Memphis Chapter, Former Member

New Ballet Ensemble, Treasurer

The Catholic Diocese of Memphis, Finance Council

LICENSES

Certified Public Accountant

CFO, VICE PRESIDENT FOR ADMINISTRATION AND FINANCE

Ms. Carolyn Head became CFO, Vice President for Administration and Finance in June of 2014. She oversees Administration and Finance, Facilities, Information Technology, Campus Security, Campus Dining, Human Resources, Auxiliary Services. Before joining CBU, Ms. Head was Director of Finance and Administration for the College of Medicine at the University of Tennessee Health Science Center in Memphis. Ms. Head was chief budget officer and she managed the administrative and budgetary needs of 22 departments under the direction of 13 business managers and 660 faculty members.

Ms. Head was owner of Carolyn Head Management Consulting & Accounting Services for over 10 years. A public accounting firm providing executive level management services, financial analysis, accounting and tax services to not for profit organizations.

Ms. Head received her BA of Business Administration with a major in accounting and also her Master of Business Administration, concentration in accounting from The University of Memphis, Memphis, TN. Ms. Head is a member of the TN Society of Certified Public Accountants and the American Institute of Certified Public Accountants. She is a longtime parishioner and cantor at the Cathedral of the Immaculate Conception. Ms. Head was a 2015 Memphis Business Journal CFO of the Year Finalist. She currently serves on the Finance Committee of the Catholic Diocese of Memphis, and the Treasurer of the New Ballet Ensemble.

Carolyn's husband, Benjamin is an attorney and Instruction Librarian at Christian Brothers University.

Carolyn and Benjamin have 4 children, Dennis, Denise, Beth, and Benjamin.

HEALTH, EDUCATION & HOUSING FACILITY BOARD
9 Member Board
6 Year Term

Roshun Austin - resigned	F/B	12-31-17	6yr. Term
Carolyn A. Goodwin-Willett	F/B	12-31-16	6yr. Term
Monice Hagler	F/B	12-31-19	6yr. Term
Lee Patton	M/W	12-31-17	6yr. Term
Daniel T. Reid	M/W	12-31-17	6yr. Term
Curtis Thomas	M/W	12-31-16	6yr. Term
Lee Warren -resigned	M/B	12-31-19	6yr. Term
Nancy C. Willis	F/W	12-31-19	6yr. Term
Paige E. Walkup	F/W	12-31-16	6yr. Term

City of Memphis

TENNESSEE



JIM STRICKLAND
MAYOR

April 11, 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:

Buckner P. Wellford

be appointed to the Health, Educational and Housing Facility Board with a term expiring December 31, 2017.

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/drr

Cc: Council Members



City of Memphis

BIOGRAPHICAL INFORMATION
APPOINTMENT TO BOARD/COMMISSION
Housing, Education and Health Board
BOARD/COMMISSION

Name: Buckner Wellford Race Caucasian M F

E-Mail Address: bwellford@bakerdonelson.com Fax 901-577-0786

Profession/Employer: Attorney/Baker, Donelson, Bearman, Caldwell & Berkowitz

Business Address: 165 Madison Avenue, 20th Floor Zip 38103 Phone: 901/577-2152

Education: Vanderbilt, BA - 1978; Washington & Lee School of Law, JD -1981

Name of Spouse: Jennifer Sink Number of Children: 3

Home Address: 192 St. Albans Fairway Phone: 901-734-7661

City: Memphis State: TN Zip: 38111

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? 58 years

Professional Organization/Associations:
Please see attached bio.

Other Organizations/Association:
Please see attached bio.

Other Interests:
Reading, sports

Signature Buckner Wellford Date 4/11/16



Buckner Wellford

Shareholder
Memphis
Phone: 901.577.2152
Fax: 901.577.0786
bwellford@bakerdonelson.com

Buckner Wellford, shareholder in the Memphis office, is the chairman of Baker Donelson's Health Care Advocacy Group. He represents hospitals, physicians and medical groups in health care litigation, regulatory, peer review, contract and employment matters.

Since his arrival at the Firm in 2004, Mr. Wellford has defended physicians, hospitals, and other health care facilities in federal and state court jury trials involving orthopedic, neurosurgery, gynecologic services, intensive care services and rehabilitative care services. He has briefed and argued cases for these clients at the state and federal appellate levels, in addition to representing them on administrative and/or civil enforcement proceedings involving hospital peer review proceedings, the Tennessee Department of Health, Board of Medical Examiners, the Center for Medicare and Medicaid Services, and the Office of Inspector General. He has also litigated health care cases in state and federal courts in Tennessee, Texas and Massachusetts on matters ranging from Anti-Kickback and False Claims, alleged violations of the Tennessee Consumer Protection Act, credentialing actions, and fraudulent conveyance.

Mr. Wellford has substantial jury and bench trial experience in state and federal courts in Tennessee, Mississippi and Arkansas. Many of these cases involved the defense of health care providers in medical malpractice or regulatory matters, but include product liability, breach of contract and employment disputes, civil rights and fraud claims as well.

A former Shelby County Commissioner with substantial experience in local zoning and land use issues, Mr. Wellford has represented clients before the Shelby County Land Use Control Board, the Memphis City Council, Shelby County Commission, Germantown Design Review Board, and Planning Commission for the City of Collierville.

Mr. Wellford was elected to two terms on the Shelby County Commission where he served from 1994 through 2002. He served as the Chairman of the Commission in 2000, and as Chairman of the Land Use Committee from 2001-2002.

Publications & Presentations

- "OIG Hospital Compliance Audits: Is Your Number Up? Are You Ready?" co-author, *Bloomberg BNA* (September 30, 2015); Baker Donelson Alert (October 23, 2015)
- "Tennessee Tort Reform: The Effects on Long Term Care Providers," *Making a Difference, Baker Donelson Long Term Care Newsletter* (Volume 2011, Issue 2)

- "Deposition Procedure in State and Federal Courts," Memphis Bar Association Litigation Section presentation (December 16, 2010)
- "Risks of Off Label Use of Medications and Emerging Treatment Modalities for Stroke," Multi-Disciplinary Conference Sponsored by Cleveland Clinic on Stroke Treatment (October 2010)
- "Medicare Secondary Payment Act Issues," 2010 Memphis Bar Association Bench Bar Conference (April 2010)
- Moderated panel presentation on E Discovery, Health Information Management, and federal privacy/security laws, University of Memphis School of Law Health Care Symposium (March 2010)
- "Motions *in Limine* and Post Trial Motions," CLE Trial Academy, Memphis Bar Association (October 2009)
- "Medicare Secondary Payment Issues," Presentation, Memphis Bar Association (September 2009)
- "Deposition Practice," Presentation, Memphis Bar Association (April 2008)
- Case Study – Federal Civil Rights Trial *Robinson v. City of Memphis*; Memphis Bar Association Bench Bar Conference (May 2006)
- Summary Judgment Practice: Memphis Bar Association Bench Bar Conference (May 1995)
- Author – "Celotex, Summary Judgment and the Tennessee Supreme Court: Waiting for the Other Shoe to Drop," *Tenn Bar Journal* (1991)

Professional Honors & Activities

- Listed in *The Best Lawyers in America*[®] in the areas of Commercial Litigation, Medical Malpractice Law, Personal Injury Litigation and Product Liability Litigation since 2005
- Named the *Best Lawyers'* 2015 Memphis Personal Injury Litigation - Defendants "Lawyer of the Year"
- Named the *Best Lawyers'* 2013 Memphis Product Liability Litigation - Defendants "Lawyer of the Year"
- Listed in *Mid-South Super Lawyers* since 2006; listed as among top 50 attorneys in Memphis and top 100 attorneys in Tennessee
- Listed since 2011 in *Chambers USA: America's Leading Lawyers for Business* as a leading Litigation: Medical Malpractice Defense lawyer in Tennessee
- Named to *Business Tennessee* magazine's "150 Best Lawyers" in the area of medical malpractice law (2009)
- Recipient – Memphis Bar Association's annual Pro Bono award (2001)
- Recipient – Sam Myar, Jr. Memorial Award, Memphis Bar Association, for Service to the Community (1996)
- Board of Directors – Memphis Bar Association (2008 – 2009)

- Board of Directors – Memphis Area Legal Services Corporation (1990 – 1992)
- Fellow – Tennessee Bar Foundation (1994), Memphis Bar Foundation (2006)
- Member – Tennessee Board of Professional Responsibility Hearing Committee Member

Admissions

- Tennessee, 1981

Education

- Washington & Lee, J.D., 1981, Burks Scholar
- Vanderbilt University, B.A., 1978

HEALTH, EDUCATION & HOUSING FACILITY BOARD
9 Member Board
6 Year Term

Roshun Austin - resigned	F/B	12-31-17	6yr. Term
Carolyn A. Goodwin-Willett	F/B	12-31-16	6yr. Term
Monice Hagler	F/B	12-31-19	6yr. Term
Lee Patton	M/W	12-31-17	6yr. Term
Daniel T. Reid	M/W	12-31-17	6yr. Term
Curtis Thomas	M/W	12-31-16	6yr. Term
Lee Warren -resigned	M/B	12-31-19	6yr. Term
Nancy C. Willis	F/W	12-31-19	6yr. Term
Paige E. Walkup	F/W	12-31-16	6yr. Term



Memphis City Council Summary Sheet

1. Resolution seeking acceptance of donations for:
 - It is the intent of Victorian Village Inc. to procure four (4) SkyCop Camera Solutions, compatible with existing MPD equipment, to be installed in the Victorian Village Historic neighborhood. Victorian Village Inc. will make a donation to MPD by way of the Memphis/Shelby County Law Enforcement Foundation.
 - (4) SkyCop® Pro Enclosure System w/ (2) flashing blue lights, MPD/SkyCop Logos
 - (2) Fixed 4MP Bullet Cameras
 - (1) PTZ, NVR w/4TB storage, Wireless Communications
 - (4) MLGW fees
 - The cumulative total of the donation is Twenty Eight Thousand Five-Hundred Seventy-Two Dollars and 24/100 (\$28,572.24) after installation. **(See Exhibit A)**
 - The donor is the Memphis/Shelby County Law Enforcement Foundation.

2. The City of Memphis Division of Police Services is awarded the equipment valued at Twenty Eight Thousand Five-Hundred Seventy-Two Dollars and 24/100 and will serve as the fiscal agent.

3. Resolution will not change an existing ordinance or resolution.

4. Resolution will not require a new contract or amendment to an existing contract.

5. Resolution will not require an expenditure of funds or a budget amendment.



RESOLUTION

WHEREAS, It is the intent of Victorian Village Inc. to procure four (4) SkyCop Camera Solutions, compatible with existing MPD equipment, to be installed in the Victorian Village Historic neighborhood. Victorian Village Inc. will make a donation to MPD by way of the Memphis/Shelby County Law Enforcement Foundation.

WHEREAS, the City of Memphis Division of Police Services Real Time Crime Center has been awarded (4) SkyCop® Pro Enclosure System w/ (2) flashing blue lights, MPD/SkyCop Logos (2) Fixed 4MP Bullet Cameras, (1) PTZ, NVR w/4TB storage, Wireless Communications back to MPD-RTCC and (4) MLGW fees. The cumulative total of the donation is Twenty Eight Thousand Five-Hundred Seventy-Two Dollars and 24/100 (\$28,572.24) after installation. The items are being donated by the Memphis/Shelby County Law Enforcement Foundation. **(See Exhibit A)**

WHEREAS, the equipment becomes the property of MPD after three year warranty period; and

WHEREAS, the donations are designated for use at the Crump Station; and

WHEREAS, it is necessary to accept the donation; and

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Memphis that the donation of SkyCop® cameras; be accepted by the City Of Memphis.

Exhibit A



Quote

Quote Number: 123

Payment Terms: 50% Down Payment with 50% Due upon Completion
 Expiration Date: 05/31/2016

Quote Prepared For

Scott W Blake
Victorian Village Inc.
 671 Jefferson Avenue
 Memphis, TN 38105
 Phone:901-277-0223
 scott@victorianvillageinc.org

Quote Prepared By

Ken Shackelford
SCI TECHNOLOGIES INC
 3736 Getwell Cove
 Memphis, Tennessee 38118
 Phone:9014102151
 Fax:
Kshackelford@skycopinc.com

Item#	Quantity	Item	Unit Price	Unit Discount	Adjusted Unit Price	Extended Price
One-Time Items						
1)	4	SC-123-24MPF-1PTZ-4TB SkyCop Pro Enclosure System w/ (2) flashing blue lights, MPD/ SkyCop Logos (2) Fixed 4MP Bullet Cameras, (1) PTZ, NVR w/ 4TB storage, Wireless Communications back to MPD-RTCC	\$6,654.97	\$0.00	\$6,654.97	\$26,619.88
2)	4	MLGW-FEES MLGW Make Ready Cost & Pole Attachment Permit Fee (Approved)	\$488.09	\$0.00	\$488.09	\$1,952.36
One-Time Total						\$28,572.24
Subtotal						\$28,572.24
Total Taxes						\$0.00
Total						\$28,572.24

Authorizing Signature _____

Date _____

Interest Charges on Past Due Accounts and Collection Costs Overdue amounts shall be subject to a monthly finance charge. In addition, customer shall reimburse all costs and expenses for attorney's fees incurred in collecting any amounts past due. Additional training or Professional Services can be provided at our standard rates.

PROPOSED MPD SKYCOP CAMERA LOCATIONS



VICTORIAN VILLAGE BOUNDARIES = 

- 1 SOUTHEAST CORNER OF MANASSAS AND POPLAR AVENUE
- 2 NORTHEAST CORNER OF WASHINGTON AND ORLEANS
- 3 NORTHEAST CORNER OF ADAMS AND ORLEANS
- 4 670 JEFFERSON AVENUE



Memphis City Council Summary Sheet

1. Description of the Item (Resolution, Ordinance, etc.)

This item is a resolution to accept grant funds from the Memphis Housing Authority in the amount of \$275,000.00. These funds will be used as a match to the efforts of the City of Memphis Youthbuild program.

2. Initiating Party (e.g. Public Works, at request of City Council, etc.)

Memphis Housing Authority, allocated these capital improvement program funds to the Workforce Investment Network Memphis YouthBuild Program.

3. State whether this is a change to an existing ordinance or resolution, if applicable.

This is a new grant award, pending council acceptance.

4. State whether this requires a new contract, or amends an existing contract, if applicable.

Acceptance of these funds will require a new contract between Memphis Housing Authority and the City of Memphis, which acts as the administrative entity for the Workforce Investment Network.

5. State whether this requires an expenditure of funds/requires a budget amendment.

Acceptance of these will require an amendment to the FY2016 operating budget to appropriate the funds.



A Resolution to accept capital improvement program funds from the Memphis Housing Authority to the Workforce Investment Network that will be used as a funding match in support of the Memphis YouthBuild Program.

WHEREAS, the City of Memphis Workforce Investment Network has received funds in the amount of Two Hundred Seventy Five Thousand Dollars, (\$275,000.00) from Memphis Housing Authority; and

WHEREAS, these funds will be used to provide a contingency fund for the Workforce Investment Network Memphis YouthBuild Program; and

WHEREAS, it is necessary to accept the funding and amend the Fiscal Year 2016 Operating Budget to establish funds for the Workforce Investment Network Memphis YouthBuild Program; and

WHEREAS, it is necessary to appropriate the funds in the amount of Two Hundred Seventy Five Thousand Dollars, (\$275,000.00) for the Workforce Investment Network YouthBuild Program;

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Memphis that the funds in the amount of Two Hundred Seventy Five Thousand Dollars, (\$275,000.00) be accepted by the City of Memphis for the Workforce Investment Network YouthBuild Program;

BE IT FURTHER RESOLVED, that the Fiscal Year 2016 Operating Budget be and is hereby amended by appropriation the amount Two Hundred Seventy Five Thousand Dollars, (\$275,000.00) as Expenditures and Revenues for Workforce Investment Network YouthBuild Program.



Memphis City Council Summary Sheet

1. Description of the Item (Resolution, Ordinance, etc.)

This item is a resolution to accept additional grant funds from the State of Tennessee Department of Human Services in the amount of \$37,500.00. These funds will be used for the Child Support Noncustodial Parent Employment Demonstation Program (CSPED).

2. Initiating Party (e.g. Public Works, at request of City Council, etc.)

The State of Tennessee Department of Human Services Department of Labor, allocated these grant funds to the Workforce Investment Network.

3. State whether this is a change to an existing ordinance or resolution, if applicable.

This is a new grant award, pending council acceptance.

4. State whether this requires a new contract, or amends an existing contract, if applicable.

Acceptance of these funds will require a new contract between the State of Tennessee Department of Human Services and the City of Memphis, which acts as the administrative entity for the Workforce Investment Network.

5. State whether this requires an expenditure of funds/requires a budget amendment.

Acceptance of these will require an amendment to the FY2016 operating budget to appropriate the funds.



A Resolution to accept grant funds from the State of Tennessee Department of Human Services for Workforce Investment Network for the Child Support Noncustodial Parent Employment Demonstration Program (CSPED).

WHEREAS, the City of Memphis Workforce Investment Network has received grant funds in the amount of Thirty Seven Thousand Five Hundred Dollars, (\$37,500.00) from the State of Tennessee Department of Human Services; and

WHEREAS, these funds will be used to provide a contingency fund for the Child Support Noncustodial Parent Employment Demonstration Program and

WHEREAS, it is necessary to accept the grant funding and amend the Fiscal Year 2016 Operating Budget to establish funds for the Child Support Noncustodial Parent Employment Demonstration Program; and

WHEREAS, it is necessary to appropriate the grant funds in the amount of Thirty Seven Thousand Five Hundred Dollars, (\$37,500.00) for the Child Support Noncustodial Parent Employment Demonstration Program;

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Memphis that the funds in the amount of Thirty Seven Thousand Five Hundred Dollars, (\$37,500.00) be accepted by the City of Memphis for the Child Support Noncustodial Parent Employment Demonstration Program;

BE IT FURTHER RESOLVED, that the Fiscal Year 2016 Operating Budget be and is hereby amended by appropriation the amount Thirty Seven Thousand Five Hundred Dollars, (\$37,500.00) as Expenditures and Revenues for Child Support Noncustodial Parent Employment Demonstration Program.



Memphis City Council Summary Sheet

1. Description of the Item (Resolution, Ordinance, etc.)

This item is a resolution to accept grant funds from the State of Tennessee Department of Labor and Workforce Development in the amount of \$5,506.00. These funds will be used for the WIA Title One Adult Program.

2. Initiating Party (e.g. Public Works, at request of City Council, etc.)

The State of Tennessee Department of Labor and Workforce Development which acts as a pass-through for the U.S. Department of Labor, allocated these grant funds to the Workforce Investment Network.

3. State whether this is a change to an existing ordinance or resolution, if applicable.

This is a new grant award, pending council acceptance.

4. State whether this requires a new contract, or amends an existing contract, if applicable.

Acceptance of these funds will require a new contract between the State of Tennessee and the City of Memphis, which acts as the administrative entity for the Workforce Investment Network.

5. State whether this requires an expenditure of funds/requires a budget amendment.

Acceptance of these will require an amendment to the FY2016 operating budget to appropriate the funds.



A Resolution to accept WIA Title One Adult Grant funds from the State of Tennessee Department of Labor and Workforce Development.

WHEREAS, the City of Memphis Workforce Investment Network has received grant funds in the amount of Five Thousand, Five Hundred Six Dollars, (\$5,506.00) from the State of Tennessee Department of Labor and Workforce Development; and

WHEREAS, these funds will be used to provide a contingency fund for WIA Title One Adult Program; and

WHEREAS, it is necessary to accept the grant funding and amend the Fiscal Year 2016 Operating Budget to establish funds for the WIA Title One Adult Program; and

WHEREAS, it is necessary to appropriate the grant funds in the amount of Five Thousand, Five Hundred Six Dollars, (\$5,506.00) for the WIA Title One Adult Program;

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Memphis that the WIA Title One Adult Program in the amount of Five Thousand, Five Hundred Six Dollars, (\$5,506.00) be accepted by the City of Memphis

BE IT FURTHER RESOLVED, that the Fiscal Year 2016 Operating Budget be and is hereby amended by appropriation the Expenditures and Revenues for the WIA Title One Adult Program in the amount of Five Thousand, Five Hundred Six Dollars, (\$5,506.00).



Memphis City Council Summary Sheet

1. Description of the Item (Resolution, Ordinance, etc.)

This item is a resolution to accept grant funds from the State of Tennessee Department of Labor and Workforce Development in the amount of \$6,259.00. These funds will be used for the WIA Title One Dislocated Worker Program.

2. Initiating Party (e.g. Public Works, at request of City Council, etc.)

The State of Tennessee Department of Labor and Workforce Development which acts as a pass-through for the U.S. Department of Labor, allocated these grant funds to the Workforce Investment Network.

3. State whether this is a change to an existing ordinance or resolution, if applicable.

This is a new grant award, pending council acceptance.

4. State whether this requires a new contract, or amends an existing contract, if applicable.

Acceptance of these funds will require a new contract between the State of Tennessee and the City of Memphis, which acts as the administrative entity for the Workforce Investment Network.

5. State whether this requires an expenditure of funds/requires a budget amendment.

Acceptance of these will require an amendment to the FY2016 operating budget to appropriate the funds.



A Resolution to accept WIA Title One Dislocated Worker funds from the State of Tennessee Department of Labor and Workforce Development.

WHEREAS, the City of Memphis Workforce Investment Network has received grant funds in the amount of Six Thousand, Two Hundred Fifty Nine Dollars, (\$6,259.00) from the State of Tennessee Department of Labor and Workforce Development; and

WHEREAS, these funds will be used to provide a contingency fund for WIA Title One Dislocated Worker Program; and

WHEREAS, it is necessary to accept the grant funding and amend the Fiscal Year 2016 Operating Budget to establish funds for the WIA Title One Dislocated Worker Program; and

WHEREAS, it is necessary to appropriate the grant funds in the amount of Six Thousand Two Hundred Fifty Nine Dollars, (\$6,259.00) for the WIA Title One Dislocated Worker;

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Memphis that the WIA Title One Dislocated Worker Program in the amount of Six Thousand, Two Hundred Fifty Nine Dollars, (\$6,259.00) be accepted by the City of Memphis

BE IT FURTHER RESOLVED, that the Fiscal Year 2016 Operating Budget be and is hereby amended by appropriation the Expenditures and Revenues for the WIA Title One Dislocated Worker Program in the amount of Six Thousand, Two Hundred Fifty Nine Dollars, (\$6,259.00).