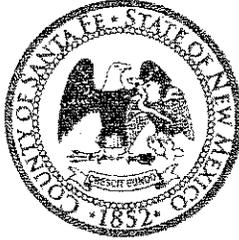


**Henry P. Roybal**  
Commissioner, District 1

**Anna Hansen**  
Commissioner, District 2

**Robert A. Anaya**  
Commissioner, District 3



**Anna T. Hamilton**  
Commissioner, District 4

**Ed Moreno**  
Commissioner, District 5

**Katherine Miller**  
County Manager

## MEMORANDUM

**Date:** January 31, 2017

**To:** Board of County Commissioners

**From:** Lisa Katonak, Executive Administrator  
Tony Flores, Deputy County Manager

**Via:** Katherine Miller, County Manager *KM*

**Subject:** Appointment of One Member to the Santa Fe County Ethics Board

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### Background and Summary

The Santa Fe County Ethics Board (Board) consists of five members who are appointed by the Board of County Commission and each member shall serve a two year term, subject to reappointment thereafter.

Members shall not be employed by the State, a political subdivision or a school district, shall not hold an elective public office, and must be registered to vote in Santa Fe County. **All of the Board positions are "At-Large" positions and do not represent a specific Commission District.**

Currently, the Board has one vacancy due to the term expirations of Mr. Peyton George. Based upon the vacancy, the County Manager's Office solicited for applicants to fill these positions.

As a result of this process, the County Manager's Office received the following applications:

- Mike (Rosey) Rosenbalm
- Steven Chance
- Donald Converse
- Peter Dodds
- Frank Susman
- Linda Ramos
- Allan Sindelar
- Mackenzie (Mac) Allen
- Bill B. Peterson

Staff undertook the customary review of each of the applications to insure compliance with the above listed requirements and conducted a one-on-one interview with each applicant.

Once the remaining position is filled, staff will call an organizational meeting of the Board to begin the process of reviewing the existing Ordinance and the previously proposed revisions, with the goal to bring forth recommendations to the Board of County Commission for consideration.

**Recommendation**

Based upon the review of requirements and interview, staff is recommending that Mr. Mackenzie (Mack) Allen be appointed to the Santa Fe County Ethics Board for the term of January 31, 2017, through January 30, 2019.

**Exhibits:**

- A. Ordinance 2011-9
- B. Ordinance 2010-12
- C. List of Current Ethics Board Members (through January 10, 2017)
- D. Mike (Rosey) Rosenbalm
- E. Steven Chance
- F. Donald Converse
- G. Peter Dodds
- H. Frank Susman
- I. Linda Ramos
- J. Allan Sindelar
- K. Mackenzie (Mac) Allen
- L. Bill B. Peterson

THE BOARD OF COUNTY COMMISSIONERS  
OF SANTA FE COUNTY

ORDINANCE NO. 2011-9

AN ORDINANCE ENACTING AMENDMENTS TO ORDINANCE NO. 2010-12 (THE SANTA FE COUNTY CODE OF CONDUCT), AMENDING DEFINITIONS, AMENDING DISCLOSURES TO REQUIRE AFFIRMATIVE DISCLOSURES OF CONFLICTS RESULTING IN RECUSAL OR OTHERWISE, INCREASING THE COUNTY ETHICS BOARD TO FIVE MEMBERS, INCLUDING AN ADDITIONAL PENALTY OF REMOVAL FROM OFFICE, AND REPEALING INCONSISTENT LANGUAGE

BE IT ENACTED BY THE BOARD OF COUNTY COMMISSIONERS OF SANTA FE COUNTY, NEW MEXICO, THE FOLLOWING AMENDMENTS TO ORDINANCE NO. 2010-12 ("CODE OF CONDUCT"):

**Section One. Definitions.** Section Four of Ordinance No. 2010-12 shall be and hereby is amended with the following additional definition:

"S. "Contract" means an agreement between two or more parties, whether express or arising by operation of law;"

**Section Two. Definitions.** Subsection Four (K) (Definition: "Family") of Ordinance No. 2010-12 shall be and hereby is repealed and the following additional definition substituted:

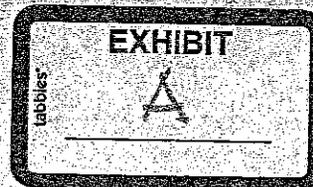
"K. "Family" means an individual's spouse, domestic partner, parent, child, sibling and like in-laws, by consanguinity or affinity; and persons, related or unrelated, living within the household;"

**Section Three. Definitions.** A new subsection Four (S) (Definition: "Immediate Family") of Ordinance No. 2010-12 shall be and hereby is enacted:

"S. "Immediate Family" means a spouse, domestic partner, child of a sibling, a parent, a grandparent, a grandchild, like in-laws, and like step-relationships."

**Section Four. Definitions.** Subsection Four(R) (Definition: "Volunteer") of Ordinance No. 2010-12 shall be and hereby is amended, as follows:

"Volunteer" means a person who provides services without being paid and without expectation of payment, and includes a volunteer firefighter or emergency responder (notwithstanding receipt of reimbursement for expenses pursuant to the volunteer recruitment and retention incentive program), a volunteer member of the Sheriff's reserve, any other volunteer who is not supervised or monitored by a County employee or Elected Official, a volunteer who has the authority to make



decisions that affect County business, or a volunteer who has the ability to purchase goods or services with County resources.

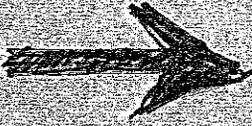
**Section Five. Conflicts of Interest, Disclosure.** Subsection 10(A) ("Conflicts of Interest, Disclosure") of Ordinance No. 2010-12 shall be and hereby is amended, as follows:

"A. Elected Officials, Appointed Officials, Employees or Volunteers shall strictly avoid transactions and relationships that create a Conflict of Interest. Where a Conflict of Interest is unavoidable, the Elected Official, Appointed Official, Employee or Volunteer has an affirmative duty to disclose the Conflict of Interest and has an affirmative duty to subordinate the conflicting interest to the public interest."

**Section Six. Prohibited Use of Campaign Funds.** Subsection 20(C) ("Prohibited Use of Campaign Funds, payments to a member of the candidate's Immediate Family") of Ordinance No. 2010-12 shall be and hereby is amended, as follows:

"C. Campaign funds shall not be paid to a member of the Immediate Family of the candidate as an employee or for goods or services provided to the campaign unless the amounts paid do not exceed the fair market value of the goods or services provided."

**Section Seven. County Ethics Board.** Subsection 24(A) of Ordinance No. 2010-12 shall be and hereby is amended, as follows:



"A. There shall be created a Santa Fe County Ethics Board that shall consist of five members who shall be appointed by the Board of Commissioners. At least one citizen member shall be appointed; the citizen member shall not be affiliated with County government in any capacity, including, but not limited to, employment (including employment for which the salary is in any way funded by or through the County), appointment, election, or serving as a volunteer. The members of the County Ethics Board may not hold elected public office or office with any political party within the County. Each member shall serve a two year term, subject to reappointment thereafter."

**Section Eight. County Ethics Board.** Section 24 of Ordinance No. 2010-12 shall be and hereby is amended with the addition of the following subsections L, M and N:

"L. A member of the Ethics Board may be removed by the Board of County Commissioners for just cause;

"M. A vacancy on the Board shall be filled in the same manner as the initial appointment and the appointment shall continue for the remainder of the unexpired term of the departing Board member.

REC'D CIVIL RECORDS 11/23/2011

"N. Members of the Board shall not receive any salary or compensation for services."

**Section Nine. Ex Parte Communications, Recusal.** Subsection 27 of Ordinance No. 2010-12 shall be amended as follows:

**"B. RECUSAL.**

"1. An Elected Official or Appointed Official shall recuse himself or herself in any pending administrative adjudicatory matter in which the official is unable to make a fair and impartial decision or in which there is a reasonable doubt about whether the official can make a fair and impartial decision, including:

"a. when the official has a personal bias or prejudice concerning a party or its representative or has prejudged a disputed evidentiary fact. For the purposes of this paragraph, "personal bias or prejudice" means a predisposition toward a person based on a previous or ongoing relationship, including a professional, personal, familial or other intimate relationship, that renders the official unable to exercise his or her functions impartially;

"b. when the official or anyone living in the official's household has a pecuniary or financial interest in the outcome of the proceeding;

"c. when, during previous employment, the official served as an attorney, adviser, consultant or witness in the matter in controversy; or

"d. when the official announced how he or she would rule on the adjudicatory proceeding or a factual issue in the adjudicatory proceeding.

"2. The Elected Official or Appointed Official recusing himself or herself shall disclose the specific reason for a recusal contemporaneous with the recusal.

"3. An Elected Official or Appointed Official shall not be required to recuse himself or herself in any pending administrative adjudicatory matter merely because the official possesses and discusses general viewpoints on public policy that an application may raise. Similarly, an Elected Official shall not be required to recuse himself or herself in any pending administrative adjudicatory matter merely because the Elected Official made representations during a political campaign on viewpoints on public policy that an application may raise.

"4. If, prior to the hearing, an Elected Official or Appointed Official fails to recuse himself or herself when it appears that grounds exist, a party shall promptly notify the Elected Official or Appointed Official of the grounds for recusal. If Elected Official or Appointed Official declines to recuse

himself or herself upon request of a party, the official shall provide a full explanation in support of his refusal to recuse himself or herself.

"5. If, during the hearing, an Elected Official or Appointed Official fails to recuse himself or herself when it appears that grounds exist, a party shall promptly notify the Chair of the grounds for recusal. If the Elected Official or Appointed Official declines to recuse himself or herself, the Chair may entertain a motion to excuse the official from further participation in the matter. If the motion is successful, the official shall be excused from further participation in the matter."

**Section Ten.** Section 29 of Ordinance No. 2010-12 shall be and hereby is amended with an additional subparagraph 29(E), as follows:

**"SECTION 29. PENALTIES**

"A person who violates this Ordinance is guilty of a misdemeanor and is subject to one or more of the following:

"A. a fine of up to three hundred dollars (\$300.00) for each separate violation of this Ordinance;

"B. a public reprimand;

"C. a recommendation to the District Attorney that the violation be pursued in criminal or other proceedings;

"D. proceedings and penalties pursuant to the Santa Fe County Personnel Handbook, where appropriate; and

"E. a recommendation to the District Attorney that proceedings to remove the person from elected office be commenced pursuant to NMSA 1978, § 10-4-1 *et seq.* (1909, as amended)."

**THE BOARD OF COUNTY COMMISSIONERS  
OF SANTA FE COUNTY**

By: \_\_\_\_\_

Virginia Vigil, Chair

**ATTEST:**

Valerie Espinoza  
Santa Fe County  
Clerk



REC'D CLERK RECORDED 11/08/2011

Valerie Espinoza, Clerk

Approved as to form:

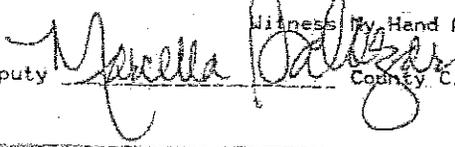
  
\_\_\_\_\_  
Stephen C. Ross, County Attorney

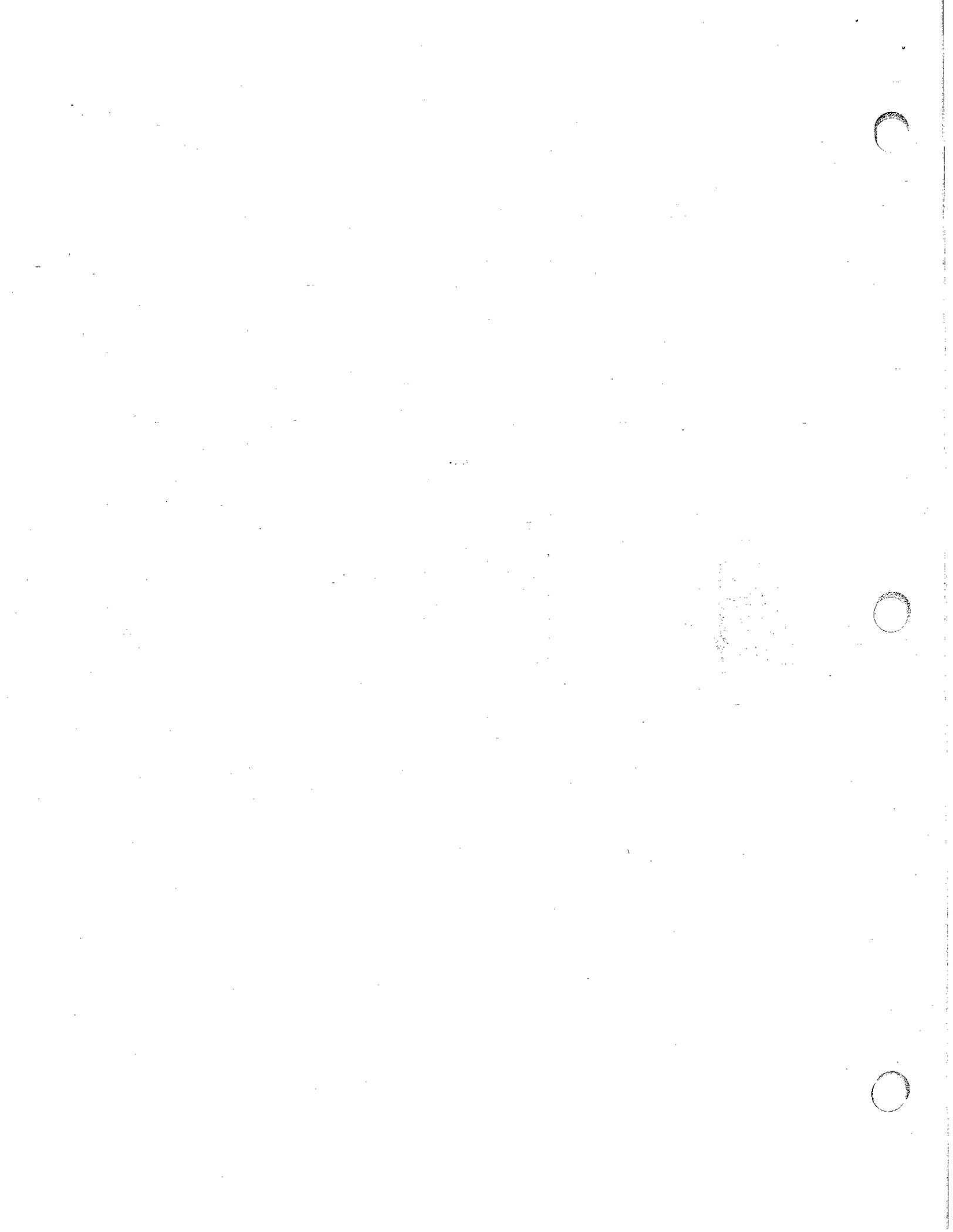


COUNTY OF SANTA FE )  
STATE OF NEW MEXICO ) ss

BCC ORDINANCE  
PAGES: 5

I Hereby Certify That This Instrument Was Filed for  
Record On The 9TH Day Of November, 2011 at 03:29:14 PM  
And Was Duly Recorded as Instrument # 1650759  
Of The Records Of Santa Fe County

Witness My Hand And Seal Of Office  
Deputy  Valerie Espinoza  
County Clerk, Santa Fe, NM



THE BOARD OF COUNTY COMMISSIONERS  
OF SANTA FE COUNTY

ORDINANCE NO. 2010 - 12

AN ORDINANCE ENACTING A SANTA FE COUNTY  
CODE OF CONDUCT  
AND REPEALING ORDINANCE NO. 2004-3

BE IT ENACTED BY THE BOARD OF COUNTY COMMISSIONERS OF  
SANTA FE COUNTY:

**SECTION 1. SHORT TITLE.**

This Ordinance may be cited as the "Santa Fe County Code of Conduct."

**SECTION 2. DECLARATION OF POLICY.**

The proper and effective exercise of the democratic process and of democratic government requires that Elected Officials, Appointed Officials, Employees and Volunteers of Santa Fe County government be independent, impartial and responsible to the people; that decisions of the government and development of policy are made fairly, legally and as the result of a fair and open process; that public office or the pursuit of public office should not be used for personal gain or influence; and that the public have and maintain confidence in the integrity of government. To assist in attaining these goals, this Ordinance establishes a code of conduct and establishes minimum standards for ethical behavior for all Elected Officials, Appointed Officials, Employees and Volunteers of county government. This Ordinance also establishes the highest guidelines for ethical behavior for all Candidates for elected office, Elected Officials, Appointed Officials, Employees and Volunteers, by setting forth explicit standards of conduct and ethical behavior, explicitly describing acts which are inconsistent with these standards, and by requiring candidates for elected office, Candidates, Elected Officials, Appointed Officials, Employees and Volunteers to disclose personal interests, financial or otherwise, in matters of the County, and to remove themselves from decision-making when such interests exist.

**SECTION 3. RESPONSIBILITY OF PUBLIC OFFICE AND EMPLOYMENT.**

Elected Officials, Appointed Officials, Employees and Volunteers hold office or employment for the benefit of the public. They are bound to uphold the Constitution of the United States and the New Mexico Constitution and the Laws of the State of New Mexico; to observe the highest standards in the exercise of the powers and duties of office or employment; to impartially carry out their duties; to discharge faithfully the duties of office regardless of personal considerations; and to recognize that the public interest must be the prime objective.



#### SECTION 4. DEFINITIONS.

A. "Administrative Action" means action based upon the application, or interpretation of a County Ordinance or a state statute, or a proceeding involving a license, permit, franchise or development use.

B. "Anything of Value," "benefit" or "thing of value" includes all matters, whether tangible or intangible, that could reasonably be considered to be of advantage or worth, use or service to the person to whom they are conferred. "Anything of value," "benefit" or "thing of value" includes (i) money, including campaign contributions or pledges; (ii) products or merchandise; (iii) works of art or collectibles; (iv) stocks, bonds, notes or options; real property or an interest in real property; contracts or a promise of a future interest in a contract; (v) an interest or a promise of a future interest in a business; (vi) meals whose total value exceeds twenty-five dollars (\$25), non-alcoholic beverages or lodging, excepting meals provided in connection with an event produced by a non-profit charitable organization or a public event where the person attending is serving in a political capacity; (vii) transportation and related travel expenses not to exceed fifty dollars (\$50) per trip; (viii) services, including loaned employees; (ix) loans, loan guarantees or co-signing; (x) loans at below market interest; (xi) forgiveness of a debt; (xii) discounts or rebates not extended to the public generally; (xiii) preferential treatment; (xiv) tickets of admission; (xv) paid compensation not commensurate with the fair and reasonable value of the services rendered; (xvi) free or discounted use of office equipment and facilities; (xvii) intentional overpayment or knowing duplicate payments for expenses or costs; (xviii) radio or television time which is not paid at fair market value; (xix) promise or offer of present or future employment; (xx) use of autos, boats, apartments, or other recreational or lodging facilities; (xxi) intangible rights such as a cause of action; (xxii) licenses, patents, intellectual property, copyrights, or an interest in them; and (xxiii) any other item, tangible or intangible, having economic value. "Anything of value", "benefit" or "thing of value" does not include political endorsements, support in a political campaign or a promise of an endorsement, political activities, or political support.

C. "Appointed Official" means a person who is not an Elected Official or County Employee and has been appointed by the Board of County Commissioners to serve on a County Board, Commission, or Committee established by the Board of Commissioners, or to perform other functions at the request of the Board of County Commissioners.

D. "Board of County Commissioners" or "Board" means the Board of County Commissioners of Santa Fe County.

E. "Candidate" means a person who has filed a declaration of candidacy for a position as an Elected Official of Santa Fe County. A Candidate is a Candidate from the time of filing the declaration of candidacy until the election.

F. "Confidential Information" means information that has been classified as confidential by law.

SEC. CLERK RECORDED 10-01-2010

G. **"Conflict of Interest"** means a situation in which a person exercising a duty has an interest, financial or otherwise, that potentially conflicts with the exercise of the duty or that may be perceived as conflicting with the exercise of the duty.

H. **"Employee"** means a person who is employed, in any capacity, by the County of Santa Fe.

I. **"Elected Official"** means a member of the Board of County Commissioners, the County Clerk, the County Treasurer, the County Sheriff, the County Assessor, the County Surveyor but does not include the County Probate Judge.

J. **"Ex parte communication"** means a direct or indirect communication with a party or the party's representative outside the presence of the other parties concerning a pending adjudication that deals with substantive matters or issues on the merits of the proceeding. *Ex parte* communications do not include statements that are limited to providing publicly available information about a pending adjudication or solely related to the status of the proceeding.

K. **"Family"** means an individual's spouse, domestic partner, children, siblings, or parents.

L. **"Financial Interest"** means any interest of an Elected Official, an Employee, an Appointed Official, a Volunteer, that is: (i) an ownership interest or other interest in any contract or prospective contract with the County; (ii) an interest in the sale of real or personal property to or from the County; (iii) a financial relationship with a person or business whose interests may be affected by the County; (iv) any employment or prospective employment for which negotiations have already begun where the prospective employer has an interest in the sale of real or personal property to or from the County; or (v) any other interest that may be affected by the County. An interest held by the Elected Official's spouse or minor children shall be considered an interest of the Elected Official, Appointed Official, a Volunteer, or Employee for purposes of this Ordinance.

M. **"Non-public Information"** means information that is obtained in the course of an Elected Official's, Appointed Official's, Employee's or Volunteer's duties and is subject to public inspection under state law, but that, because of its nature, is not readily accessible to the public; and if used or disclosed, a personal benefit or advantage is likely to result.

N. **"Party"** means a person who has submitted to the County an application seeking affirmative relief; a person who has filed a formal complaint or protest; a person who is the subject of a formal complaint or investigation; and members of the general public who participate in a pending adjudication.

O. **"Pending adjudication"** means any application, petition, complaint, protest, investigation or other administrative adjudicatory proceeding requiring decision or action by the Board of County Commissioners, the Land Use Administrator or the County Planning Commission.

P. "Personal benefit" means the obtaining or the promise of obtaining anything of value.

Q. "Political action" means conduct in which Elected Officials or Appointed Officials use their official positions to exercise influence on County Employees, Elected Officials or Appointed Officials; the phrase includes intervention on behalf of constituents with a governmental agency, and endorsement, pledging support, or actively supporting a County governmental matter, a nominee or a candidate for public office.

R. "Volunteer" means a person who is not an Elected Official, Appointed Official or an Employee who provides services for the County as a volunteer, without being paid and without expectation of payment for those services.

#### SECTION 5. NON-PARTISANSHIP.

All actions, decisions and votes on matters relating to the County government shall be made on the merits. Decisions shall be made objectively, without party or partisanship considerations, and without facts which are not directly and properly related to the matter requiring action.

#### SECTION 6. PUBLIC TRUST.

A. Elected Officials, Appointed Officials, Employees and Volunteers shall Act according to the highest principles of representative democracy to ensure that County government is worthy of public respect, trust and support.

B. Elected Officials, Appointed Officials, Employees and Volunteers shall not engage in conduct that they know or reasonably should know is likely to create in the minds of reasonable, objective, fair-minded observers the perception that they have used their public positions improperly, unethically or otherwise have not conducted themselves in accordance with the standards of conduct of this Ordinance.

#### SECTION 7. CONDUCT AVOIDING IMPROPRIETY.

A. Elected Officials, Appointed Officials, Employees and Volunteers shall avoid conduct that creates the appearance of impropriety or that is otherwise unbecoming a public official.

B. Elected Officials, Appointed Officials, County Employees and Volunteers shall not knowingly engage in conduct that violates the rights of others to be treated fairly and with dignity and respect.

C. Elected Officials, Appointed Officials, Employees and Volunteers shall refrain from engaging in conduct, even if lawful, where personal gain or advantage is involved in a way that creates a reasonable inference that such office has been used for private benefit.

SEC. CLERK RECORDED 10-31-2015

**SECTION 8. LIMITATIONS ON EMPLOYMENT FOLLOWING GOVERNMENT SERVICE.**

A former Elected Official, Appointed Official or Employee shall not represent a person in dealings with Santa Fe County government on a matter in which the former Elected Official, Appointed Official or Employee participated personally and substantially while an Elected Official, Appointed Official or Employee for a period of one year following termination of service or employment. An Elected Official, Appointed Official or Employee participates in a matter personally and substantially for purposes of this Section when the Elected Official, Appointed Official or Employee is in a decision-making capacity during the government service and has the capacity to affect the outcome of the matter while an Elected Official, Appointed Official or Employee. Incidental contact with a matter, or supervisory control over persons with direct control over a matter, is not personal and substantial for purposes of this Section.

**SECTION 9. PROHIBITED FINANCIAL INTEREST IN COUNTY BUSINESS.**

A. No Elected Official, Appointed Official, Employee or Volunteer may have a Financial Interest if the Elected Official, Appointed Official, Employee or Volunteer is in a decision-making capacity with respect to the Financial Interest.

B. Elected Officials, Appointed Officials, and County Employees who have any Financial Interest shall disclose such interest by filing a Disclosure of Interest Form as described in Section 18 of this Ordinance and recording same with the County Clerk and by disclosing the interest as otherwise provided in this Ordinance or by Law, and shall thereafter be disqualified from participating in any debate, decision or vote relating thereto.

**SECTION 10. CONFLICTS OF INTEREST, DISCLOSURE.**

A. Elected Officials, Appointed Officials, Employees or Volunteers shall strictly avoid transactions and relationships that create a Conflict of Interest. Where a Conflict of Interest is unavoidable, the Elected Official, Appointed Official, Employee or Volunteer shall disclose the Conflict of Interest and shall subordinate the conflicting interest to the public interest.

B. Elected Officials, Appointed Officials, Employees or Volunteers shall exercise their duties, powers and prerogatives without prejudice or favoritism to hire, promote, or simply to reward family members, relatives, friends, or political supporters, or to hinder or punish enemies and opponents.

C. Elected Officials, Appointed Officials, Employees or Volunteers shall assure that constituents and others who may be affected by decisions of the County have a fair and reasonable opportunity to express their concerns, grievances, and ideas without regard to their willingness or ability to provide personal benefits or political support to the Elected Official, Appointed Official, Employees or Volunteer.

D. Elected Officials, Appointed Officials, Employees and Volunteers shall not engage in any conduct that could create in the mind of a reasonable observer the belief that persons will

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receive better or different service if gifts, personal benefits or political or charitable contributions are provided.

E. Elected Officials, Appointed Officials, Employees and Volunteers shall not solicit or receive gifts, personal benefits, favors, gratuities or political or charitable contributions, or Anything of Value under circumstances that create a reasonable belief that special access, services, favors, or official or unofficial actions will be provided as a result. Nor may Anything of Value be solicited or received from a person or business doing business with the County, contracting with the County, regulated by the County, has an application pending before the County, or whose interests may be affected by the County.

F. Elected Officials, Appointed Officials or Employees shall not accept Anything of Value from a person, business, or other entity when the Elected Official, Appointed Official, or Employee knows or reasonably should know that said person, business, or entity does any business with the County, desires to do business with the County, contracts with the County, is regulated by the County, has an application pending before the County, or whose interests may be affected by the County.

#### **SECTION 11. CONFIDENTIAL INFORMATION AND MISUSE OF NON-PUBLIC CONFIDENTIAL INFORMATION.**

No Elected Official, Appointed Official, Employee or Volunteer shall disclose or use Confidential Information maintained by the County without proper authorization, and such information shall not be used to advance the financial or other private interests of said person. No Elected Official, Appointed Official, Employee or Volunteer shall use Confidential Information for personal benefit.

#### **SECTION 12. DUTY TO REPORT IMPROPER OFFERS.**

A. Elected Officials, Appointed Officials, Employees and Volunteers who receive an offer of a Gift or Anything of Value that reasonably appears to have been intended to improperly influence County governmental action shall firmly and unequivocally reject the offer and caution the person making it about a possible violation of bribery laws.

B. If the attempt to improperly influence is clear, the person receiving the offer shall report it to law enforcement authorities.

#### **SECTION 13. MISUSE OF COUNTY PROPERTY AND RESOURCES FOR PRIVATE GAIN OR PERSONAL ADVANTAGE.**

A. An Elected Official, Appointed Official, Employee or Volunteer shall not use public property for any private purpose or nongovernmental purpose except as specifically provided by Law. Public property includes public funds, time, facilities, property, equipment, mailing lists, computer data, services or any other government asset or resource. This section does not prohibit the occasional and limited use of County property and resources for personal purposes if:

1. the use does not interfere with the performance of public duties;
2. the cost or value related to the use is so nominal that reimbursement procedures would not be justified; and
3. the use does not create the appearance of improper influence.

B. No Elected Official, Appointed Official, Employee or Volunteer shall seek, accept, use, allocate, grant or award public funds for a purpose other than that authorized by law or make a false statement in connection with a claim, request or application for compensation, reimbursement or travel allowances from public funds.

C. Unless authorized by the County Human Resources Handbook, no County Employee shall be asked or permitted to perform personal services for an Elected Official or Appointed Official. An Elected Official or Appointed Official shall not require a County employee to perform personal services or assist in a private activity except in unusual and infrequent situations where the person's service is reasonably necessary to permit the Elected Official or Appointed Official to perform official duties.

#### **SECTION 14. MISUSE OF COUNTY PROPERTY OR RESOURCES FOR POLITICAL PURPOSES.**

A. Public resources, including funds, facilities and personnel, may not be used to further partisan campaign purposes or to influence the outcome of an election, except for an election on a question proposed by the County such as whether a tax should be imposed or a debt contracted for in which case public resources may be used for the limited purpose educating voters about the details of the question.

B. A Candidate or an Elected Official shall not use or authorize the use of public funds, time, facilities, equipment, mailing lists, computer data, services or other government assets or resources for the purpose of political fundraising, campaigning, or influencing an election. This section does not prohibit the use of mailing lists, computer data or other public information lawfully obtained from a government agency and available to the general public for nongovernmental purposes.

C. A Candidate, an Elected Official, another person on behalf of a Candidate or Elected Official, or a campaign committee of a Candidate or Elected Official, shall not solicit or accept or authorize the solicitation or acceptance of a campaign contribution in a facility or office ordinarily used to conduct County government business. This provision applies to telephone conversations, personal meetings, and solicitations by mail. If such a contribution is offered, it shall be refused or returned promptly. If an unsolicited contribution is received in the mail, or a lawfully solicited contribution is misdirected to an office ordinarily used to conduct County business, if otherwise lawful, it may be accepted, but it may not be processed in that office, and it shall be delivered promptly to an appropriate location.

D. An Elected Official, a Candidate, or a campaign committee or another person on behalf of an Elected Official or Candidate, shall not distribute or post literature, placards, posters, or other communications intended to influence the election of a candidate in an election in a facility or office ordinarily used to conduct County government business.

#### **SECTION 15. USE OF CONFIDENTIAL INFORMATION FOR PRIVATE GAIN.**

An Elected Official, Appointed Official, Employee or Volunteer, or a former Elected Official, Appointed Official, Employee or Volunteer who terminated County service within one year, shall not use or disclose Confidential Information to obtain a benefit for the Elected Official, Appointed Official, Employee, Volunteer or former Elected Official, Appointed Official, Employee or Volunteer, or another person, including a person with whom the Elected Official, Appointed Official, Employee, Volunteer or former Elected Official, Appointed Official, Employee, or Volunteer is associated or has negotiated prospective employment. This section does not allow the disclosure of information made confidential by law.

#### **SECTION 16. MISUSE OF TITLE OR PRESTIGE OF OFFICE FOR PRIVATE GAIN OR PERSONAL ADVANTAGE.**

A. An Elected Official, Appointed Official, Employee or Volunteer shall not use, induce, cause, or encourage others to use the authority, title, official letterhead or prestige of the Elected Official's, Appointed Official's, Employee's or Volunteer's office or service for his or her own private gain or personal advantage.

B. An Elected Official, Appointed Official, Employee or Volunteer shall not solicit or solicit or accept Anything of Value under terms and conditions where the compensation is not commensurate with the services performed or where a reasonable person would believe that the authority, title or prestige of office had been exploited. Nothing in this section prohibits the use of official title of an Elected Official, Appointed Official, Employee or Volunteer as a part of a political campaign or political endorsement.

#### **SECTION 17. POLITICAL ACTIVITY.**

A. No Candidate, Elected Official, Appointed Official, Employee or Volunteer shall compel, coerce or intimidate any Elected Official, Appointed Official, Employee or Volunteer to make, or refrain from making, any political contribution. No Candidate, Elected Official, Appointed Official, Employee or Volunteer shall solicit or obtain by coercion any political contribution from Employees. Nothing in this subsection shall be interpreted to provide that an Elected Official, Appointed Official, Employee or Volunteer is precluded from voluntarily making a contribution or receiving a voluntary contribution.

B. Effective November 3, 2010, no Candidate, Elected Official, Appointed Official, Employee or Volunteer shall not accept any campaign contribution in excess of \$ 2,300 per primary, general or special election, or in violation of any federal, state or local statute, law, rule or ordinance. A loan by the candidate to the campaign is not a campaign contribution for purposes of this paragraph.

C. No Employee with contract management authority, property management authority or land use authority shall serve as a paid political consultant, a campaign treasurer, or as a member of the political fundraising committee of any Candidate for federal, State, city or County office, or Elected Official.

D. Employees shall not perform any political activity during any compensated time.

E. A Candidate, Elected Official, Appointed Official, Employee or Volunteer shall not require an Employee to perform political activity: (i) as a part of the Employee's duties, (ii) as a condition of County employment, or (iii) during any time off that is compensated by the County.

F. An Employee shall not be required to participate in any political activity.

G. An Employee shall not be awarded additional compensation or employment benefit in any form to engage in as a part of the Employee's official County employment duties or activities that are undertaken by an Employee on a voluntary basis as permitted by law.

H. Nothing in this section prohibits an Employee from engaging in political activity on behalf of the County or, consistent with Section 17(C), engaging in voluntary political activities of the Employee's choosing when not on duty.

I. No Candidate shall engage in any conduct that would, to an objective third-party, constitute an undue threat to an Employee's continued employment.

J. Employees that receive compensation or reimbursement from a Candidate or political campaign on behalf of a Candidate in excess of \$250 shall be required to report such compensation or reimbursement to the County Manager, which shall include disclosure of the nature of the compensation or reimbursement.

## SECTION 18. DISCLOSURE.

A. Within ten (10) days after the swearing in of any Elected Official, the Elected Official shall file a statement of economic interest with the County Clerk on a form provided by the County. Amended statements of economic interest shall be filed on an annual basis or before the 11<sup>th</sup> day of January of each year.

B. Within ten (10) days of assuming duties as an Appointed Official, Employee or Volunteer, each shall file a statement of economic interest with the County Clerk on a form provided by the County. Amended statements of economic interest shall be filed on an annual basis or before the 11<sup>th</sup> day of January of each year.

C. The following information shall be provided:

1. A description of all parcels of real estate within the County in which the person owns any interest including an option to purchase.

2. All interests in any business organization, either as owner, part owner, partner, or shareholder, in which such individual owns more than two percent of the outstanding stock or more than two percent ownership interest of any other business that is doing business with the County in an amount in excess of \$7,500 annually.

3. The identity of each person from which the individual who is required to file received, directly or indirectly, any gift or gifts having an aggregate value of more than \$250 within the taxable year proceeding the time of filing, except that such disclosure is not required for any gift from a parent, grandparent, child, grandchild, brother, sister, parent-in-law, grandparent-in-law, brother-in-law, sister-in-law, uncle, aunt, niece, nephew, spouse, boyfriend, girlfriend, domestic partner, fiancé or fiancée.

D. Any person required to file a statement hereunder shall not be required to file an amended statement unless that person undergoes a change in those economic interests that are required to be disclosed by this section. Such persons shall file the amended statement in the manner prescribed above within ninety (90) days of the date of any change in circumstances requiring filing thereof.

E. All persons required to file a statement hereunder shall comply with the provisions of this section within thirty (30) days after the requirements hereof are imposed upon such office or position.

#### **SECTION 19. PROPER USES OF CAMPAIGN FUNDS.**

Campaign funds for County elected office shall be used only to advance the interests of a campaign. Campaign funds may properly be expended for any otherwise lawful purpose intended to influence voters to elect or reelect the Candidate to an elected office, including payment of staff and consultants; rental of space and equipment for a campaign office; purchase of media time and space; printing and distribution of campaign materials; postage; taking polls and interpreting them; advertising and promotional materials; and travel and related expenses for the Candidate and members of the Candidate's staff or immediate family.

#### **SECTION 20. PROHIBITED USES OF CAMPAIGN FUNDS.**

A. A Candidate shall not:

1. use funds raised and designated as campaign funds for the personal benefit of the Candidate or for payment of attorneys' fees and other legal expenses arising from civil, criminal, or administrative actions based on conduct not directly related to the campaign or official duties;

2. convert surplus campaign funds or interest earned on campaign funds to personal income;

3. seek or claim a personal tax deduction or other economic benefit for surplus campaign funds disbursed to a charity, or

4. borrow from campaign funds or lend them to another person or group.

B. A Candidate, or another person on behalf of the Candidate or a campaign committee of the Candidate, shall not knowingly pay more than the fair market value for goods or services purchased for the campaign.

C. Campaign funds shall not be paid to a member of the Candidate's immediate family as an employee. Goods or services shall not be provided to the Campaign by a member of the Candidate's immediate family unless the amounts paid do not exceed the fair market value of the goods or services provided.

D. A Candidate or a committee controlled by a Candidate shall not use campaign funds to make a contribution to another Candidate running for office or to a committee supporting an opposing Candidate for office.

E. Campaign funds shall not be used to pay fines or other monetary penalties or costs assessed against a candidate by a court or other body, unless the fine, penalty, or cost is assessed as a result of prescribed actions by a member or employee or a campaign committee or another person acting on behalf of the Candidate under circumstances where the candidate did not know of or have reason to know of those actions.

#### **SECTION 21. DISBURSEMENT OF SURPLUS CAMPAIGN FUNDS.**

A. If a Candidate ceases to be a Candidate or if there remains a balance in the account of the Candidate or a committee controlled by the Candidate after the date of the election, unexpended funds in excess of the amount allowed under this section may only be used as provided in this section or to pay for a victory or thank you party. Within sixty (60) days after the end of the candidacy or the election, unexpended funds shall be:

1. used to retire bona fide loans supported by written documentation, including loans made to a campaign by the candidate or a member of the candidate's immediate family provided that all other outstanding loans are paid first;

2. returned on a pro rata basis to those who have made contributions in excess of one hundred dollars (\$100) in the aggregate a year;

3. donated to the County general fund;

4. donated to one or more organizations that qualify as charitable organizations; provided that the charity is not one that is controlled by the candidate or a member of the candidate's immediate family or in which the candidate or a member of the candidate's immediate family is personally involved as a director, trustee, member of the board, officer or other position of responsibility; or

2025 RELEASE UNDER E.O. 14176

5. transferred to an ongoing political account controlled by the candidate or another candidate, but only in the amounts and according to the requirements set out in this section.

B. Funds carried over under subsection A of this section may be expended for any political purpose for which campaign funds may otherwise be properly used.

## SECTION 22. COERCION.

A. An Elected Official shall not, directly or by authorizing another to act on his or her behalf, state or imply that the Elected Official's willingness to meet with a person, is dependent on the person making a campaign contribution, donating to a cause favored by the Elected Official or providing a thing of value to the Elected Official.

B. An Elected Official shall not directly, or by authorizing another to act on the Elected Official's behalf:

1. agree or threaten to take or withhold any County governmental action, as a result of a person's decision to provide or not provide a political contribution;

2. state or imply that the Elected Official will perform or refrain from performing a lawful constituent service as a result of a person's decision to provide or not provide a political contribution;

3. agree to or participate in a scheme or plan intended to evade the requirements of any applicable state ethics statutes, this Ordinance, or another financial disclosure provision of state or County law; or

4. knowingly accept a contribution given or offered in violation of any applicable state ethics statutes or this Ordinance.

## SECTION 23. REPORTING VIOLATIONS OF THIS ORDINANCE.

Any Elected Official, Appointed Official, Employee or Volunteer, or member of the public, may submit a complaint of unethical conduct to the County Ethics Board by delivering to the County Attorney's Office a sworn complaint alleging facts which, if true, would constitute a violation of this Ordinance. The County Attorney's office will forward all such sworn complaints to the County's contract ethics official who will determine whether the complaint states a claim under this Ordinance. The County's contract ethics official shall refer all employment matters to the County's Human Resources Department. If the complaint fails to state a claim under this Ordinance, the complaining party shall be so informed and the complaint shall be dismissed, subject to a right of appeal to the County Ethics Board. If the complaint states a claim under this Ordinance, the County's ethics official shall investigate the allegations, prepare a report and recommendations and shall present the same to the County Ethics Board for

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further proceedings. The County Ethics Board shall conduct a public hearing prior to taking any of the actions described in Section 24(H) of this Ordinance.

#### SECTION 24. COUNTY ETHICS BOARD.

A. There shall be created a Santa Fe County Ethics Board that shall consist of three members who shall be appointed by the Board of Commissioners. At least one citizen member shall be appointed; the citizen member shall not be affiliated with County government in any capacity, including, but not limited to, employment (including employment for which the salary is in any way funded by or through the County), appointment, election, or serving as a volunteer. The members of the County Ethics Board may not hold elected public office or office with any political party within the County. Each member shall serve a two year term, subject to reappointment thereafter.

B. The County Ethics Board shall elect its own chair and vice-chair. If any member of the County Ethics Board petitions the Ethics Board for a hearing and advice regarding his or her own conduct or the conduct of others, such member shall not be eligible to sit in such cases, and an alternate member shall be seated when the need arises.

C. The jurisdiction of the Ethics Board is limited to acting within the scope of matters covered by this Ordinance, but may periodically review and recommend amendments to this Ordinance.

D. Upon the sworn complaint of any person alleging facts which, if true, would constitute a violation of this Ordinance the County Ethics Board shall conduct a public hearing on the allegations of the complaint.

E. The County Ethics Board shall adopt rules of procedure for conducting hearings pursuant to this Ordinance. The rules of procedure shall be consistent with the rules for conducting administrative hearings in Santa Fe County.

F. The County Ethics Board shall have the power to issue administrative subpoenas compelling the attendance of witnesses at hearings and the production of documents, and the authority to seek enforcement of those subpoenas by the First Judicial District Court.

G. If the County Ethics Board finds that an Elected Official, Appointed Official, or Volunteer violated any provision of this Ordinance, the County Ethics Board, upon a majority vote of the entire membership, shall forward its written findings of fact and conclusions of law to the County Manager or, as appropriate, the District Attorney, for appropriate action.

H. If the County Ethics Board finds, upon a majority vote, that a candidate, Elected Official, Appointed Official, or Volunteer has violated this Ordinance, the County Ethics Board may impose any of the following penalties after the entry of written findings of fact and conclusions of law:

1. a civil fine not to exceed \$300; or

2. a written finding of censure; or
3. a referral to the District Attorney or appropriate governmental office for commencement of criminal or other proceedings.

I. No action may be taken by the County Ethics Board on any complaint that is filed later than one year after a violation of this Ordinance is alleged to have occurred or that is filed more than six months from the date of the discovery of the alleged violation, upon due diligence by the complaining party, of the facts constituting a violation, whichever event occurs later.

J. The County Ethics Board may also provide advisory opinions regarding the applicability or interpretation of the provisions of this Ordinance upon the request of any Elected Official, Appointed Official or County Employee.

K. On a quarterly basis, the Board of Commissioners shall be provided with a report stating the number of complaints that were submitted alleging a violation of this Ordinance.

#### **SECTION 25. RIGHT OF APPEAL .**

Any decision of the County Ethics Board finding a violation of this Ordinance, with respect to an Elected Official, Appointed Official, Employee or Volunteer, may be appealed to the First Judicial District Court pursuant to NMSA 1978, Section 39-3-1.1 (1998, as amended); provided, however, that any decision regarding an Employee shall be covered by the terms of the Human Resources Handbook or collective bargaining agreement, as applicable.

#### **SECTION 26. NON-RETALIATION.**

A. The Board of Commissioners does not tolerate retaliation, workforce discrimination or harassment of any kind against any person who has reported a violation of this Ordinance in good faith. This non-retaliation provision applies whether the complaint is ultimately determined to be well-founded or unfounded. All Elected Officials, Appointed Officials, Employees and Volunteers are specifically prohibited from taking any adverse employment action, engaging in workplace discrimination or harassment of any kind, or other retaliatory action against anyone for reporting a good faith claim of violation. Anyone who believes that they have been subject to workplace discrimination or harassment of any kind or who has been retaliated against in violation of this Ordinance should submit a sworn complaint to the Ethics Board or the Human Resources Department setting forth the claim.

B. This non-retaliation provision is not applicable to claims that were not submitted in good faith and for which the County Ethics Board finds that the complaint was frivolous.

#### **SECTION 27. EX PARTE COMMUNICATIONS.**

##### **A. EX PARTE COMMUNICATIONS PROHIBITED.**

1. An Elected Official or Appointed Official designated to hear an administrative adjudicatory matter pursuant to the County's Land Development Code or any other County

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ordinance, shall not initiate, permit or consider a communication directly or indirectly with a party or the party's representative outside the hearing and outside of the presence of all other interested parties concerning the pending matter.

2. An administrative adjudicatory matter is one that involves the use of a discretionary standard, as specified in the Land Development Code or other County ordinance, to an application for discretionary approval.

3. Notwithstanding the provisions of Subsection 1, above, *ex parte* communications for procedural or administrative purposes, during emergencies, or that do not deal with the merits of the application, shall not be prohibited if the Elected Official or Appointed Official reasonably believes that no party will gain an advantage as a result of the *ex parte* communication and promptly notifies all other parties of the substance of the *ex parte* communication.

4. An Elected Official or Appointed Official who receives or who makes or knowingly causes to be made a communication prohibited by this Ordinance shall disclose the communication to all parties and give other parties an opportunity to respond.

#### B. RECUSAL

1. An Elected Official or Appointed Official shall recuse himself or herself in any pending administrative adjudicatory matter in which the official is unable to make a fair and impartial decision or in which there is a reasonable doubt about whether the official can make a fair and impartial decision, including:

a. when the official has a personal bias or prejudice concerning a party or its representative or has prejudged a disputed evidentiary fact. For the purposes of this paragraph, "personal bias or prejudice" means a predisposition toward a person based on a previous or ongoing relationship, including a professional, personal, familial or other intimate relationship, that renders the official unable to exercise his or her functions impartially;

b. when the official has a pecuniary or financial interest in the outcome of the proceeding;

c. when, during previous employment, the official served as an attorney, adviser, consultant or witness in the matter in controversy; or

d. when the official announced how he or she would rule on the adjudicatory proceeding or a factual issue in the adjudicatory proceeding.

2. An Elected Official or Appointed Official shall not be required to recuse himself or herself in any pending administrative adjudicatory matter merely because the official possesses and discusses general viewpoints on public policy that an application may raise. Similarly, an Elected Official shall not be required to recuse himself or herself in any pending

administrative adjudicatory matter merely because the Elected Official made representations during a political campaign on viewpoints on public policy that an application may raise.

3. If, prior to the hearing, an Elected Official or Appointed Official fails to recuse himself or herself when it appears that grounds exist, a party shall promptly notify the Elected Official or Appointed Official of the grounds for recusal. If Elected Official or Appointed Official declines to recuse himself or herself upon request of a party, the official shall provide a full explanation in support of his refusal to recuse himself or herself.

4. If, during the hearing, an Elected Official or Appointed Official fails to recuse himself or herself when it appears that grounds exist, a party shall promptly notify the Chair of the grounds for recusal. If the Elected Official or Appointed Official declines to recuse himself or herself, the Chair may entertain a motion to excuse the official from further participation in the matter. If the motion is successful, the official shall be excused from further participation in the matter.

#### **SECTION 28. RESTRICTIONS ON THE BOARD OF COUNTY COMMISSIONERS; ADMINISTRATION OF THE PERSONNEL SYSTEM, MANAGEMENT.**

A. The Board of County Commissioners shall not perform, collectively or individually, an executive function in the administration of the personnel system, except for employment and removal of the county manager, making collective recommendations to the County Manager on general personnel policy, approving or disapproving collective bargaining agreements and county personnel policies, or approving any proposed reorganization which creates or abolishes a department.

B. The Board of County Commissioners shall not perform, collectively or individually, general executive management functions in the administration of county government, these functions shall be delegated to the County Manager. This paragraph shall not apply to matters of policy, the responsibility and authority of the Board of County Commissioners to approve budgets and expenditures, contracts outside the signature authority of the County Manager, and matters that, in the discretion of the Board of County Commissioners, while they may involve management issues, are of County-wide importance.

#### **SECTION 29. PENALTIES.**

A person who violates this Ordinance is guilty of a misdemeanor and is subject to one or more of the following:

A. a fine of up to three hundred dollars (\$300.00) for each separate violation of this Ordinance;

B. a public reprimand;

C. a recommendation to the District Attorney that the violation be pursued in criminal or other proceedings; and

D. proceedings and penalties pursuant to the Santa Fe County Personnel Handbook, where appropriate.

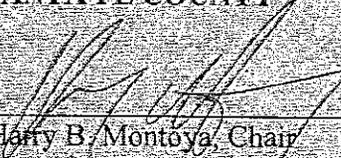
**SECTION 30. REPEAL.**

Santa Fe County Ordinance No. 2004-3 is hereby repealed.

**SECTION 31. EFFECTIVE DATE.**

This Ordinance shall become effective as of the date provided by law.

**THE BOARD OF COUNTY COMMISSIONERS  
OF SANTA FE COUNTY**

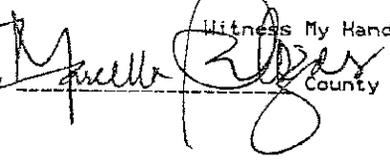
By   
Harry B. Montoya, Chair

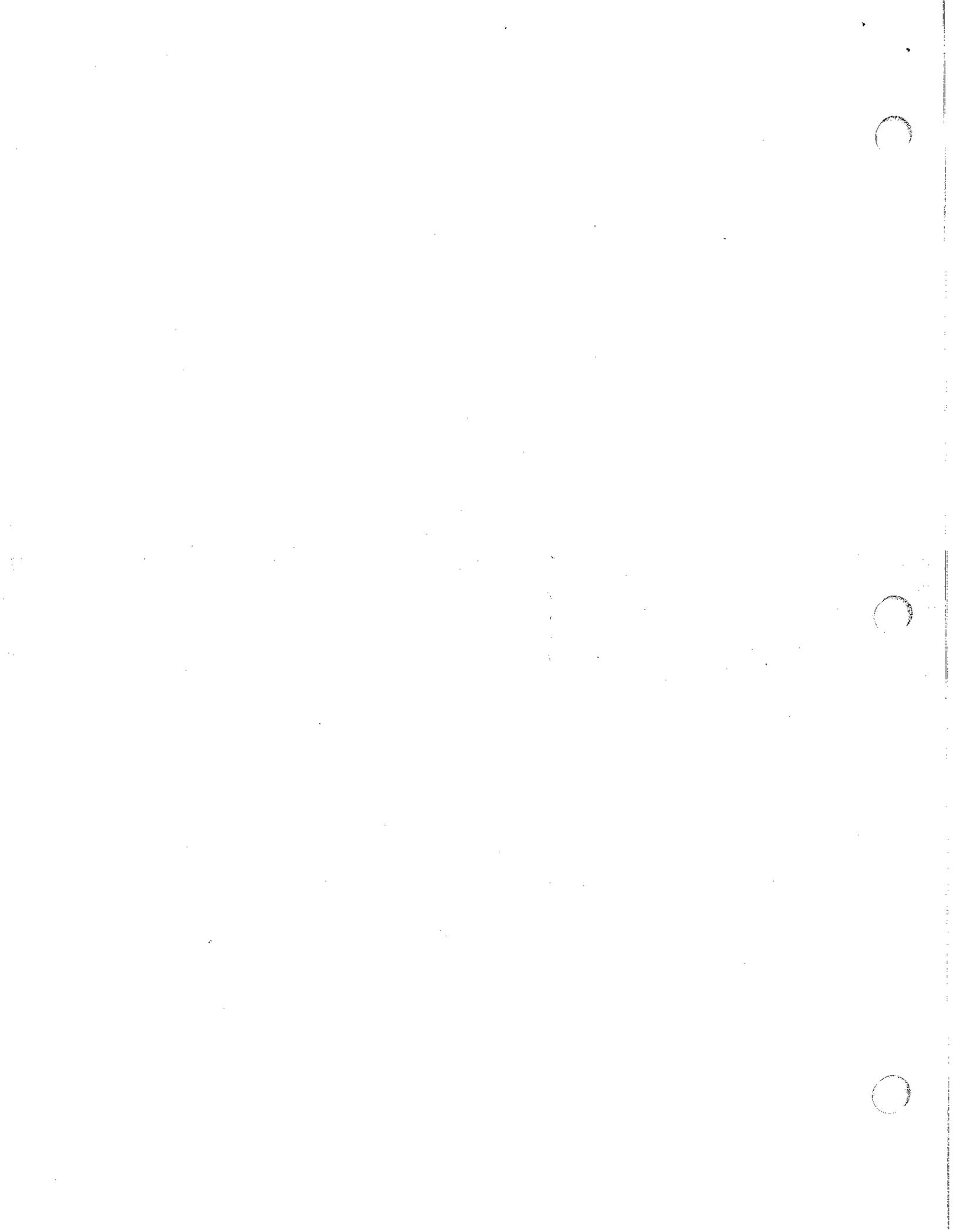
ATTEST:  
  
Valerie Espinoza, County Clerk



Approved as to form:  
  
Stephen C. Ross, County Attorney



COUNTY OF SANTA FE )  
STATE OF NEW MEXICO ) ss  
BCC ORDINANCE  
PAGES: 17  
I Hereby Certify That This Instrument Was Filed for  
Record On The 1ST Day Of October, 2010 at 03:11:53 PM  
And Was Duly Recorded as Instrument # 1612640  
Of The Records Of Santa Fe County  
Witness My Hand And Seal Of Office  
Deputy  Valerie Espinoza  
County Clerk, Santa Fe, NM



**SANTA FE COUNTY ETHICS BOARD MEMBERS**  
revised as of 1/11/2017

Lara Katz  
1020 Osage Cir.  
Santa Fe, NM 87505

Appointed February 24, 2015,  
term expires February 23, 2017

Sheldon Weinstein  
9 Calle de Montanas  
Santa Fe, NM 87507

Appointed February 24, 2015,  
term expires February 23, 2017

Mr. Bill Heimbach  
9 Arroyo Canyon Drive  
Santa Fe, New Mexico 87508

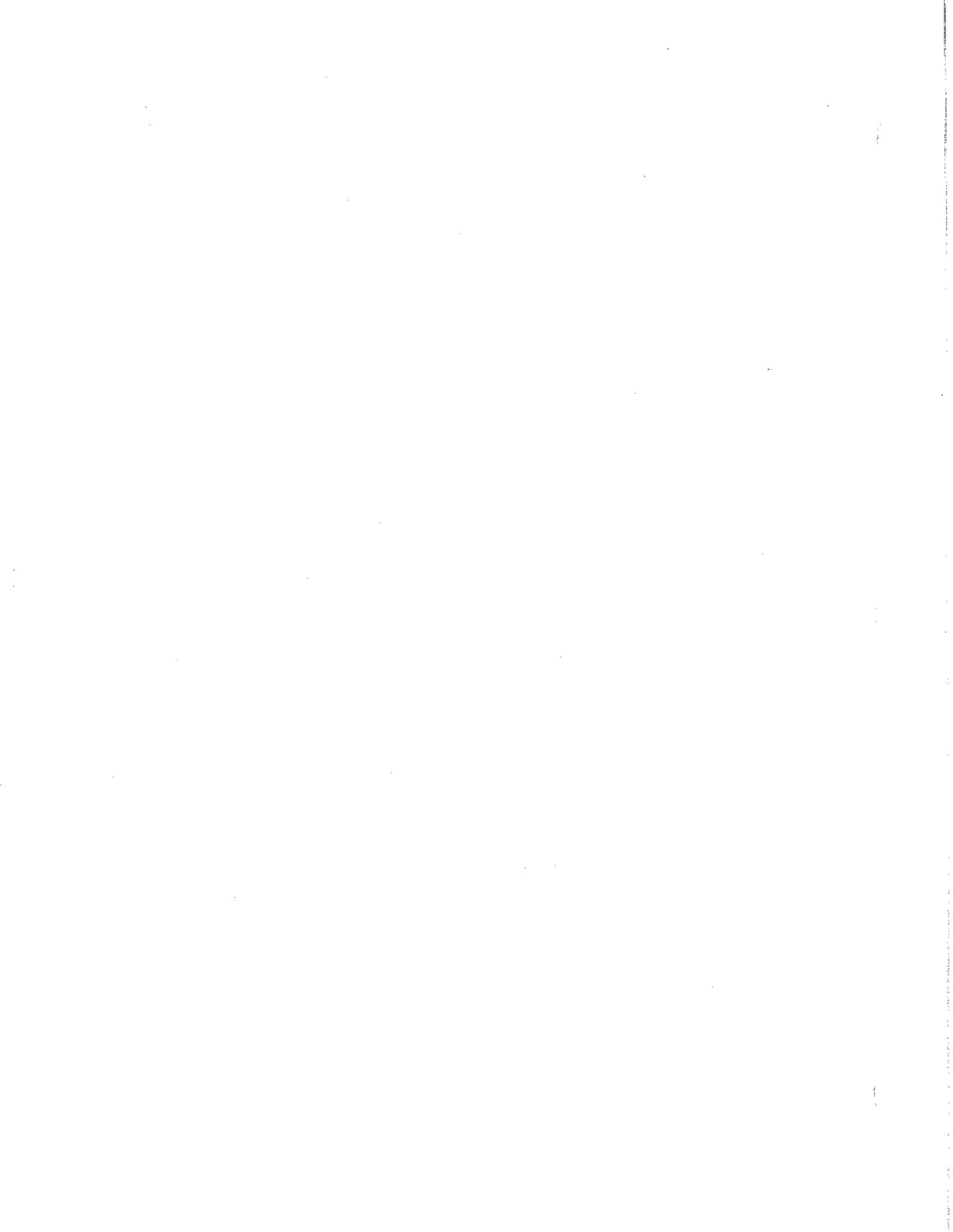
Appointed February 25, 2014 – February 25, 2016  
Re-Appointed February 26, 2016 – February 26, 2018

VACANCY

Carol Thompson  
Devoys Peak  
Santa Fe, New Mexico 87508

Appointed February 25, 2014 - February 25, 2016  
Re-Appointed January 10, 2017- January 10, 2019





Michael R. Rosanbalm  
8 Punta del Cazador  
Santa Fe, NM 87506-7902  
rosey777@verizon.net

7 Jan 2017

Katherine Miller  
Santa Fe County Manager's Office  
102 Grant Ave  
Santa Fe, NM 87504-0276

Dear Board of County Commissioners,

I am submitting this letter to express my interest in supporting the County as a member of the Ethics Board.

I graduated from the US Air Force Academy, where we were taught the basis of true strength is Character -- "the sum of those qualities of moral excellence which compel a person to do the right thing despite pressure or temptations to the contrary." We lived under a Code of Honor that is based on fundamental, positive principles of honesty, respect, fairness, and support. Character and Integrity became core values in every element of my life, to this day. I'm a retired Air Force officer with 20 years' service and a follow-on 17 years as a civilian at the Pentagon, all focused on acquiring, deploying, and operating military space capabilities. Every job directly or indirectly affected National Security and the lives of our service-men and -women, and moral conviction and dedication were essential. I believe our County government should be held to a similar high standard, and that my experience would benefit the Ethics Board in ensuring these standards are maintained.

Thank you for your time and consideration.

Respectfully Yours,



Michael R. Rosanbalm



**Michael R. Rosanbalm**  
8 Punta del Cazador, Santa Fe, NM 87506-7902  
703-798-9086 (c)  
e-mail: rosey777@verizon.net

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### *Objective*

Support the Santa Fe County Ethics Board in administering the Count Code of Conduct

### *Summary of Qualifications*

- **CUSTOMER SERVICE:** Working closely within a professional network spanning the country, analyzed requests and submission content, scheduled multiple formal presentations, documented progress, and provided feedback to customers striving to identify and fund space-based military systems such as GPS, and Defense Weather and Missile Warning satellites; customers included organizations in the execution of a formal process to identify and assess the priority of joint military requirements (including existing systems and equipment) to meet national defense strategies, and individuals seeking guidance and insight as they prepared their respective organization's submittals
- **LEADERSHIP:** In a servant-leader role, was Team Lead for up to 14 individuals providing customer service and subject matter expertise for HQ Air Force, Joint Chiefs of Staff, and Secretary of Defense customers; key tenets guiding our Company, team structure, and personal conduct in meeting or exceeding customer expectations were Integrity, Individual Initiative, Teamwork, Commitment, Humility, Individual Accountability, and Sense of Duty
- **PUBLIC SPEAKING:** Briefed and discussed customer requirements and issue resolution with senior Pentagon leaders and Congressional Staffers on a routine basis

### *Professional Experience*

**Customer Service Expert and Team Lead**  
Scitor Corporation – Reston, VA

1996 – 2014

- **OPERATIONAL REQUIREMENTS:** Provided initial and enduring customer service for Air Force organizations' satellite system requirements, entailing constant personal involvement with Pentagon counterparts, space system operators, and acquisition offices throughout the approval process
- **REVIEW PROCESS:** Within a well-defined process consisting of multiple reviews at increasingly higher decision levels, guided and advised customers on presentation content, key expectations, potential pitfalls, and political concerns prior to presentation of key decision briefings to Pentagon leadership
- **SCHEDULE MANAGEMENT:** Working with counterparts in a very dynamic time-limited environment, scheduled (and rescheduled as necessary) meetings ranging from table-top discussions and telephone conferences to formal gatherings of top Pentagon principals in pursuit of decisions on customer topics
- **REQUIREMENTS ADVOCACY:** Following validation of customer requirements, engaged with both the Pentagon budgeting system and Congressional Staffers to ensure adequate funding to field new capabilities was approved and subsequently maintained in the annual Defense budget
- **NETWORKING:** Established and maintained a close professional relationship with all Space System counterparts in seeking resolution to all customer issues

- **NETWORKING:** Established and maintained a close professional relationship with all Space System counterparts in seeking resolution to all customer issues

**Air Force Officer**

1976 – 1996

US Air Force – Numerous locations

- **SPACE SYSTEMS:** Responsible for identification and documentation of space system requirements, budgeting, operational testing, and mission operations for most major AF satellite programs

***Education***

- **Master of Science, Systems Management** 1988  
University of Southern California
- **Bachelor of Science, Basic Science** 1976  
US Air Force Academy



**Steven K. Chance, Esq.**

January 9, 2017

Santa Fe County Ethics Board  
Santa Fe County Manager's Office  
Attn: Lisa Katonak  
102 Grant Ave.  
Santa Fe, New Mexico 87504-0276

Dear Sir or Madam:

I understand the Santa Fe County Ethics Board is seeking a Board Member from the general public to serve on the Board. With this letter I am submitting my name for consideration for the position.

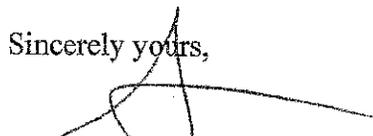
I am currently retired from the active practice of law after serving as a partner in a major law firm and general counsel of a NYSE-listed company with \$2 billion in revenues and worldwide operations. I moved to Santa Fe in 2013 upon my retirement. In Santa Fe, I have involved myself in a number of volunteer assignments, including as a Board Member of the Cancer Foundation for New Mexico, where I currently serve as Vice Chairman, as a member of SCORE, providing mentoring to local businesses, and as a director of the Santa Fe Council on International Relations.

I have spent my legal career concentrating on sophisticated corporate transactions, including over one hundred merger, acquisition, joint venture, strategic alliance and other complex business transactions. In my role as general counsel and corporate secretary of a major corporation, I was responsible for SEC and 1934 Act reporting and for corporate governance, reporting to the Board of Directors, including planning and implementation of corporate governance policies and corporate ethics requirements.

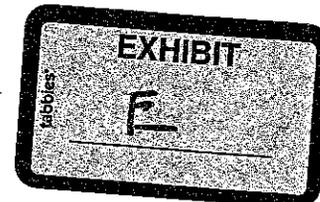
I believe I would bring a wealth of experience to the position of a Board Member of the Santa Fe County Ethics Board. I am a strong believer that citizens should make a contribution to the community in which they live. I can think of no more positive or rewarding way to make such a contribution than serving on the Ethics Board.

I look forward to discussing the position with you at your convenience.

Sincerely yours,

  
Steven K. Chance

630 Avenida Celaya  
Santa Fe, NM 87506  
(484) 431-2328  
[stevenkchance@gmail.com](mailto:stevenkchance@gmail.com)





**Steven K. Chance, Esq.**  
630 Avenida Celaya  
Santa Fe, NM 87506  
(484) 431-2328  
[stevenkchance@gmail.com](mailto:stevenkchance@gmail.com)

**PROFILE:** Highly experienced, self-motivated attorney with extensive and successful experience in providing sophisticated and innovative legal solutions to complex legal issues. Partner at a major Philadelphia law firm and General Counsel of a NYSE-listed corporation, specializing in mergers and acquisitions, technology transfers and complex financial transactions. I have the experience to provide fresh insights and imaginative, practical business solutions to seemingly intractable issues and the ability to take a businessman's hand-shake deal to completion with a straight-forward but highly effective legal agreement. I have planned, negotiated and managed the most complicated and sophisticated corporate transactions. See website at: [www.stevenchancelaw.com](http://www.stevenchancelaw.com) for additional professional qualifications.

**VOLUNTEER/NON-PROFIT BACKGROUND:**

**Board Member** – Cancer Foundation for New Mexico ([cffnm.org](http://cffnm.org)) 2014 to present. Vice Chairman 2016 to present. A Santa Fe non-profit supporting New Mexicans affected by Cancer.

**Volunteer** – Santa Fe Chapter of SCORE. 2013 to present. Providing business mentoring to entrepreneurs and businesses in the Santa Fe region.

**Board Member** – Santa Fe Council for International Relations 2014 to present. Chairman of Special Events Committee.

**Board Member** – Picture Alternatives, Los Angeles CA (<http://picturealternatives.org>). 2011 to present. A non-profit venture that uses creative media to promote the social value and effectiveness of alternatives to violence.

**World Heritage Coordinator** - Ghost Ranch, Abiquiu, NM. 2013 to 2014. Coordinating application for Ghost Ranch to qualify as a UNESCO World Heritage Site.

**Docent** – University of Pennsylvania Museum of Archeology and Anthropology, Egyptian Section. 2011 to 2013.

**Volunteer** – United States Naval Academy – Midshipmen Offshore Sailing Program. 2012 – 2013. Volunteers serve as coaches and mentors for Midshipmen enrolled in Academy's off-shore sailing program.

**PROFESSIONAL EXPERIENCE:**

**2004 – 2015: General Counsel Consulting Services**

Assisting start-up and well established companies with both complex and routine transactions, including acquisitions and dispositions, technology transfers, SEC compliance issues, private equity and VC financings and negotiating and successfully settling disputes.

**TELEFLEX INCORPORATED**

**1984 – 2004: Vice President, General Counsel and Secretary, Limerick, PA**

A NYSE-listed manufacturing company where my major focus was on high-value mergers and acquisitions, major financings and management of litigation. Implementing an active acquisition strategy of the company, I directed complex acquisitions of businesses in the US, Canada, England, Northern Ireland, Germany, France, Malaysia and Uruguay. This acquisition policy grew the company's Medical Group revenues from \$5 million in 1984, to \$550 million in 2003. Planned and implemented joint ventures and technology licenses in Europe, Asia and South America. Managed all litigation issues from basic contract disputes to large, multi-party actions, including development of strategy and management of outside counsel. Supervised trade secret and patent cases through trial and appeal to the Court of Appeals for the Federal Circuit. Directed all internal investigations reporting to the Board of Directors, and counseled the Board on corporate governance issues. Participated as a senior member of the company's management team in the development of corporate strategy and policy. Served as corporate Secretary with primary responsibility for 1934 Act reporting requirements and corporate governance. Additional responsibilities included supervision of company's Human Resources, Environmental, Safety and Health and Information Technologies Departments.

**DECHERT LLP**

**1973-1984: Partner, Philadelphia, PA**

Partner responsible for business acquisitions ranging from product line extensions to complex mergers valued in excess of \$100M. Significant experience with complex technology, international joint venture and technology transfer transactions.

**PINHEIRO NETO ADVOGADOS**

**1980: Attorney, Sao Paulo, Brazil**

Brazilian law firm having major U.S. clients doing business in Brazil. Advised clients in connection with investment, foreign exchange and technology transfer matters.

**EDUCATION AND BAR ADMISSION:**

Admitted to the Bar of the Commonwealth of Pennsylvania.  
The Law School of the University of Pennsylvania, J.D., Magna Cum Laude, Law Review Editor and Order of the Coif.  
The London School of Economics and Political Science, M.Sc.  
Wesleyan University, B.A.

**OTHER INTERESTS:**

Author of *Behind the Curve*, a mystery novel based at the New Jersey shore ([www.behind-the-curve.com](http://www.behind-the-curve.com)). Lifetime sailor. Member: Cruising Club of America and Mantoloking Yacht Club (former Commodore).

# DONALD J. CONVERSE

Santa Fe, NM | (530) 513-0253  
Converse1950@gmail.com

## MANAGEMENT PROFESSIONAL

### Organizational Leadership | Entrepreneur | Instructor & Educational Administrator

Experienced customer service and management professional with 20+ years expertise in educational, business, and consulting environments. Knowledgeable in all aspects of organizational management. Creative, enthusiastic, and engaging public speaker. Skilled in collaborating with a diverse audience including students, numerous organizational stakeholders, community members, and government officials.

- Project Management
- Resource Allocation
- Scheduling
- Detail-Oriented Editor
- Public Speaking
- Excellent Communicator
- Customer Service
- Problem-Solving
- Microsoft Office Suite

## PROFESSIONAL EXPERIENCE

**CHARTER COLLEGE**, Santa Fe, New Mexico 2016 - 2016

### *Campus Manager*

Managed day-to-day operations of planned Santa Fe campus, acting as the senior on-site management representative. Delivered exceptional customer service measured by student satisfaction scores for several Charter campuses.

**CALIFORNIA STATE UNIVERSITY**, Chico, California 2011 - 2016

### *Manager, Creative Media Technology Department Print Center*

Planned, directed, and coordinated the operation of the Rapid Graphics Print Center and provided customer service for the Presentation Graphics Lab. Hired, trained, and scheduled student workforce. Supported the campus team in implementing and maintaining designated technology equipment. Interacted with vendors and service providers; organized and assisted with the publicity of special events.

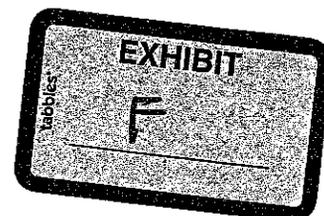
- Delivered support to largest student population through retail operation.
- Directed and oversaw all functions for team of 10 employees while supporting numerous faculty and staff members and outside customers.
- Appointed Vice Chair of University Staff Council

**FAMILY FRIENDLY SCHOOLS, LLC**, Galax, Virginia 2009 - 2011

### *Educational Development Director*

Selected family engagement development programs for schools within assigned district. Interacted with a diverse audience including Superintendents, government officials, internal school staff, parents, students, and other members of the community. Prepared presentations, newsletters, and led internal staff meetings to ensure all initiatives were well-communicated to all stakeholders.

- Coordinated the national FFS convention in Las Vegas for approximately 100 people



# DONALD J. CONVERSE

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Page Two of Two

**FCC COLLEGE**, San Diego, California 2006 – 2009

***Business Management Instructor***

Taught Management Theory, International Business, Business Mathematics, and Customer Service courses to first and second year students.

- Nominated for "Instructor of the Month" multiple times.

**SELF EMPLOYED**, San Diego, California 2003 – 2006

***Management Consultant***

Assisted numerous companies in expanding their business and improving customer service. Advised businesses on best practices and the keys to operating a successful business. Established partnerships for a nationally-recognized success coaching firm.

**IKON**, Walnut Creek, California 1993 – 2003

***Regional Customer Service Director***

Directed and supported all internal and external customer service initiatives; responsible for nearly 7,000 employees in the U.S. Western Region.

- Awarded Manager of the Year (1999).
- Achieved all monthly and annual customer service satisfaction goals as established by IKON's national headquarters; only Region to accomplish this.
- Attained 95% completion rate for company-mandated customer service training programs for all employees and managers; this was the highest percentage company-wide.

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## EDUCATION & VOLUNTEER ACTIVITIES

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**Doctorate of Mgt in Organizational Leadership (ABD)**, University of Phoenix, Phoenix, AZ

**Masters in Organizational Management**, University of Phoenix, San Diego, CA

**Bachelor of Science in Business Management**, Madonna University, Livonia, MI

**Associate's Degree in Marketing**, Schoolcraft College, Livonia, MI

***Volunteer Activities***

*Awarded "CSL Volunteer of the Year" (2012) | Habitat for Humanity | Fundraiser for numerous symphony, theater, educational, and radio causes | Voiced several radio PSAs & Spokesperson for local TV advertisements | Active Community & Church member*

I believe I have a great business background and the education that can be very valuable to your board. Please consider talking with me further about this opportunity. My career resume is attached for your perusal. Thank you.

Sincerely,

Donald J. Converse

[Converse1950@gmail.com](mailto:Converse1950@gmail.com)

530-513-0253

3102 Plaza Blanca, Santa Fe, NM 87507

December 21, 2016

Santa Fe County Manager's Office

Attn: Lisa Katonak

102 Grant Ave., Santa Fe, New Mexico 87504-0276

Ref: Santa Fe County Ethics Board Seeks Member

Dear Ms. Katonak,

As a somewhat new (1 year) resident of Santa Fe County, my wife and I have fallen in love with this area and the community and I would like to get more involved. My wife is the Senior Minister at Santa Fe Center for Spiritual Living and I am destined to be the Campus Manager of the new Charter College campus.

However, my job is on hold for a year or two until the company decides to go forward with the plans to open the campus, which are delayed for financial reasons. In the meantime, I have some time to contribute to my new community and I saw your announcement.

In California, where we moved from, I was the Vice Chair of the Staff Council for Cal State University, Chico as well as the Leadership Committee along with several hiring committees for the Police Chief, Vice President of Development, and others. I was on the Grant Board for Habitat for Humanity for Butte County. I have been on numerous boards and committees over the 20 years associated with my church.

## Lisa Katonak

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**From:** Peter Dodds <petergeorge42@gmail.com>  
**Sent:** Wednesday, January 04, 2017 4:01 PM  
**To:** Lisa Katonak  
**Subject:** Board Member for Santa Fe Ethics Board  
**Attachments:** PGRD Resume September 2016.docx

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

To whom it may concern

I attach my resume to this letter responding to the advertisement for the above.

I moved to Santa Fe in April 2016. I am a volunteer for the Santa Fe Chapter of SCORE, a resource partner of the Small Business Administration.

I am interested in public service and I believe that my background and experience will be a valuable resource for the Ethics Board.

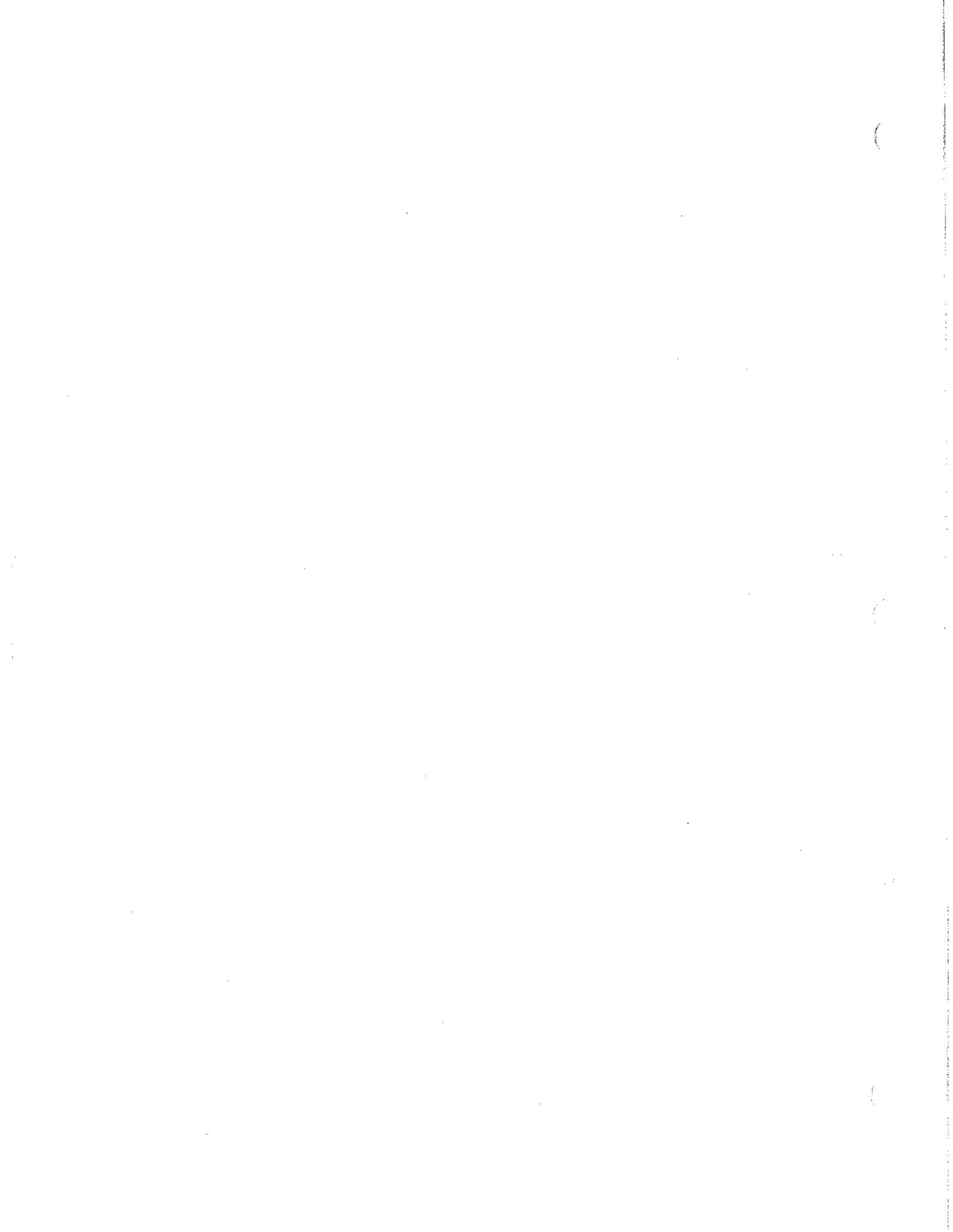
I am currently traveling overseas and will return to the US in mid-February.

I look forward to hearing from you.

Kind regards

Peter Dodds





## **Peter G.R. Dodds**

3101 Old Pecos Trail, Unit 119  
Santa Fe, NM 87505

66 Kim Yam Road  
Gambier House, # 05-02  
Singapore 239381  
+65 9054 0618 [current in use]  
petergeorge42@gmail.com

September 2016

### Current

- Counselor/mentor to small businesses at SCORE Santa Fe [a unit of the US Government's Small Business Administration];
- Consultant at Genesis Corporation [an international risk training company];

### Previous

Standard Chartered Bank [1993 - 2011]

- Risk Trainer; Core Credit Curriculum;
- Risk Integrator for the acquisition of Cazenove Asia, Ltd., Hong Kong
- Global Head Commodity Traders and Agribusiness, Singapore;
- Regional Credit Officer Global Specialized Finance and Commodity Finance, Singapore;
- Regional Risk Officer Americas, New York.

Midland Bank/HSBC [1988 - 1993]: problem asset management

Saudi International Bank, New York [1983 - 1987]; capital markets

Baring Brothers Asia Ltd, Hong Kong [1980 - 1982].

Warburg Paribas Becker, New York [1974-1976] money markets

Chase Manhattan Bank, London, New York, Malaysia [1970 - 1979].

Chartered Accountant, Peat Marwick Mitchell, London and Paris,

BA Economic Studies, Durham, England.

Citizen: US and UK; Permanent Resident: Singapore



FRANK SUSMAN  
1001 CALLE DORTHIA  
SANTA FE, NEW MEXICO 87506-9592  
HOME: (505) 984-3012  
CELL: (505) 603-8213  
LTCSUSMAN@COMCAST.NET

December 28, 2016

Santa Fe County Manager's Office  
Attn: Lisa Katonak  
102 Grant Avenue  
Santa Fe, New Mexico 87504-0276

Re: Ethics Board Vacancy

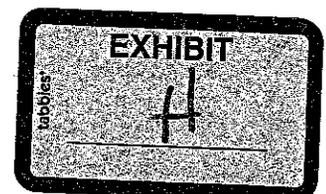
Dear Ms. Katonak

I write in reply to an email I received dated December 21, 2016 regarding openings on Santa Fe's County Ethics Board. This letter shall constitute my interest in that position and serve as the requested resume.

I am currently in my 51st year of practicing law. Over my career, I have served as trial and/or appellate counsel within the state and/or federal courts of the seventeen states of Alabama, Arizona, Arkansas, Colorado, Florida, Illinois, Kentucky, Massachusetts, Michigan, Minnesota, Missouri, Nebraska, New Mexico, Ohio, Tennessee, Texas and Utah. I have served as appellate

Appellate counsel in 155 appeals, including: Nine appeals before the United States Supreme Court (having briefed and argued five of those cases, co-authored briefs in three additional cases and served as co-counsel during oral argument in one additional case); 57 appeals before the United States Courts of Appeals for the Sixth, Seventh and Eighth Circuits (one case *en banc*, each briefed and argued); 10 appeals before the Missouri Supreme Court (having briefed and argued eight cases and co-authored briefs in two additional cases); one appeal before the New Mexico Supreme Court (briefed and argued); and 78 appeals before the Courts of Appeal of Missouri, Illinois and New Mexico (each briefed and argued). With extremely rare exception, I also served as chief trial counsel in each of the foregoing appellate cases.

On behalf of Santa Fe County, I have previously served as a member of the Santa Fe County Transparency Audit Committee and was principal author of the audit report conducted and published at the request of Santa Fe County on Santa Fe County's transparency in governance (2008-2009). I also served as Chair and Member of the Santa Fe County Corrections Advisory Committee during its first iteration in 2006-2009, as well as Chair and Member during its second iteration in 2013-2015.





Over the years, I have been the recipient of numerous awards including the "J.F. Hornback Ethical Humanist of the Year Award," "National Council of Jewish Women "Founder Award'," California Abortion Rights Action League North "Lifetime Achievement Award" (San Francisco, CA), National Women's Political Caucus "Good Guy Award," (National Press Club, Washington, D.C.), Missouri Association of Nurse Anesthetists "Special Recognition and Honor Award."

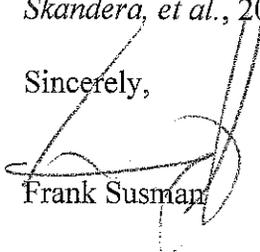
I have lectured at numerous law schools around the country on United States Supreme Court practice and served for three years as Adjunct Professor of Constitutional Law at Western State Colorado University, Gunnison, CO. I have been the principal subject of have received numerous mentions in a number of legal books and publications.

I have for many years served as President of the Santa Fe NM Board Chapter of the American Civil Liberties Union ("ACLU"), as a member of the ACLU state-wide affiliate Board and for ten years as a member of the ACLU National Board.

Having previously served for many years in various law enforcement capacities and being a semi-retired Lieutenant Colonel (homicide), I remain an active member of the International Association of Chiefs of Police.

With special permission of the New Mexico Bar Association, I represented the plaintiffs, Cathy Moses and Paul F. Weinbaum in a suit brought against defendant, Hanna Skandera, New Mexico Secretary of Education seeking to eliminate public funds directed towards private schools. This matter was undertaken entirely on a *pro bono* basis. After five years of litigation and adverse rulings by the trial court and by the appellate court, the New Mexico Supreme Court unanimously ruled in favor of the plaintiffs, reversing both lower court rulings. *Moses, et al. v. Skandera, et al.*, 2015-NMSC-036, 367 P.3d 838.

Sincerely,

  
Frank Susman



January 10, 2017

Santa Fe County Manager's Office  
Attn: Lisa Katonak  
102 Grant Avenue  
Santa Fe, NM 87504-0276

To the Board of County Commissioners:

I am interested in becoming a member of the Santa Fe County Ethics Board. I am a Training and Development Specialist for the New Mexico Department of Transportation. Ethics and Civil Rights are two of the many classes I teach to employees. I have a deep history of interest in ethics and law, and have taken and successfully completed many college courses in these subjects.

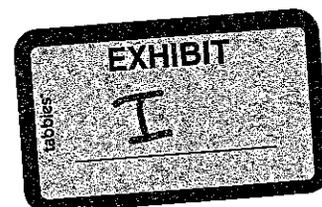
I am not affiliated with Santa Fe County government in any way, nor do I hold any elected public office or office with any political party within Santa Fe County. Additionally, I have the time, commitment and knowledge to be an excellent and dependable addition to the Santa Fe County Ethics Board.

Thank you for your time and interest. I look forward to hearing from you.

Best wishes,

Linda Ramos  
805-630-1356  
[Linda.louise.ramos@gmail.com](mailto:Linda.louise.ramos@gmail.com)

Attachments: Resume  
College Transcript - Cal Poly  
College Transcript - CU Boulder





**LINDA L. RAMOS**

**Santa Fe, NM**

**[linda.louise.ramos@gmail.com](mailto:linda.louise.ramos@gmail.com)**

**805-630-1356**

**ACCOMPLISHED TRAINER/INSTRUCTOR**

Expert comprehensive course and curriculum developer and instructor; Experienced with kinetic, auditory, and visual learning methods; Innovative creator of engaging classroom environments; Highly organized, adaptable, and detail-oriented; Strong technical writer; Research methods SME; SPSS; Effective collaborator and team member; Skilled evaluator; Motivator of highly diverse students/employees (age, race/ethnicity, language, culture, gender, sexuality, learning ability, religion).

**Education**

University of Colorado, Boulder, CO

M.A. in Sociology, 12/2007

California Polytechnic State University,

B.S. in Social Sciences, 06/1995

San Luis Obispo, CA

*Magna cum laude*

**Professional Experience – Training, Teaching & Research Positions**

2/2016-  
Present

**Training and Development Specialist**, Training and Staff Development Bureau, New Mexico Department of Transportation, Santa Fe, NM.

Teach 40 hour Management Master Class for supervisors at NMDOT

Teach Civil Rights classes and Ethics classes for all employees

Teach Developing Effective Workplace Communication Skills for all employees

1/2015-  
8/2015

**Adjunct Instructor**, Department of Social Sciences, Lincoln Land Community College, Springfield, Beardstown, and Jacksonville, IL.

- Invited to teach two classes Spring Semester while teaching full-time at IL College.
- Designed learning outcomes, evaluative measures (such as papers, quizzes and exams), and daily lessons in two weeks for Social Psychology class—new course assignment.
- Taught highly diverse Freshman and Sophomore students.

2014-2015

**Visiting Instructor**, Department of Sociology, Illinois College, Jacksonville, IL

- Taught full-time schedule of 4 different classes for Freshman through Senior levels.
- Updated Aging course to include current Social Security debates; brought in speakers who were SME's in diverse areas (i.e. elder abuse, advance directives, social security, and senior services).
- Added experiential component to Aging class by pairing students with senior citizens to broaden the students' perspectives and generational awareness and appreciation. Students included aspiring physicians, nurses, physical and occupational therapists, law enforcement officers, attorneys, and social workers.
- Advised students during full "office hours" M-F in one-on-one sessions.

2011-2012

**Visiting Instructor**, Department of Sociology, Illinois College, Jacksonville, IL

- Taught full-time schedule of 4 different classes for Freshman through Senior levels including full Office Hours.
- Taught two-term Research Methods & Data Analysis sequence. Designed curriculum and taught course, including survey development, conducting focus groups, and honing interviewing skills. Paired students with community groups with research needs.
- Guided/mentored students as they learned to conduct the research and taught them how to analyze their data using SPSS (Statistical Package for the Social Sciences.)

- 2005-2009 **Visiting Instructor**, Departments of Sociology and Criminal Justice, California Lutheran University, Thousand Oaks, CA.
- Taught 10 different courses across the Sociology and Criminal Justice disciplines, ranging from Freshman to Senior level, including technical courses such as Research Methods for both Criminal Justice and Sociology Majors. Nine of these courses were new assignments for me.
  - Developed inventive and engaging methods to teach Research Methods, including how to understand the basics of statistical theory and how to apply statistical theory to research design.
  - Planned curriculum design, textbook choices, student learning outcomes, testing and other evaluative methodologies, and multimedia training methods to effectively teach each course to maximize student proficiency.
  - Carried a full schedule of administrative and support responsibilities as a fulltime faculty member, including Faculty Advisor to a Student Club, CLU Student advisor to mentor/advise 40 students, and Enrollment Committee member (screened new candidates, worked on student retention, and chose students to receive scholarships).
- 2003-2004 **Lecturer**, Department of Social Sciences, California Polytechnic State University, San Luis Obispo, CA.
- Engaged, challenged, and motivated top-flight California students (with average high school GPA of 3.98).
  - Developed and taught a total of 3 different courses, both lower and upper division.
- 1998-2002 **Graduate Instructor**, Department of Sociology, University of Colorado at Boulder.
- Developed and taught 4 Sociology courses, both lower and upper division, as a graduate student while pursuing completion of my Ph.D.
  - Wrote two chapters for a popular Social Problems textbook, entitled "Social Problems, 8<sup>th</sup> ed., with co-authors J. Coleman and H. Kerbo. Published in 2002 by Prentice-Hall.
- 1997-1998 **Research Assistant**, *Domestic Violence Risk Reduction Project*, Center for the Study and Prevention of Violence, University of Colorado, Boulder, in conjunction with the Colorado Office of Probation Services
- Designed survey instruments, recruited participants, conducted telephone interviews with victims, made decisions on research ethics and research methodology.
  - Gave presentations at various conferences on research ethics and research methods.
- 1995-1997 **Teaching Assistant**, Department of Sociology, University of Colorado at Boulder,
- Apprenticed with three professors who had disparate teaching styles as I learned the craft of teaching and training. Identified my preferred teaching style; evolved and honed these skills and augmented them as new technology has come available.
  - Promoted to lead TA in my second year of being a Teaching Assistant; responsible for teaching/guiding four new TAs in a key course.

## References

Claudia Blaine  
Training Manager  
New Mexico Department of Transportation  
1120 Cerrillos Road  
Santa Fe, NM 87504  
Office phone: 505-827-5102  
E-mail: [claudiaj.blaine@state.nm.us](mailto:claudiaj.blaine@state.nm.us)

Dr. Janet Buhrmann  
Associate Professor and Chair  
Department of Sociology  
Illinois College  
1101 West College Avenue  
Jacksonville, IL 62650  
Office phone: 217-245-3877  
E-mail: [jbuhrman@mail.ic.edu](mailto:jbuhrman@mail.ic.edu)

Dr. Adina Nack  
Professor, Department of Sociology  
California Lutheran University  
60 West Olsen Road #3800  
Thousand Oaks, CA 91360-2700  
Office phone: (805) 493-3438  
Department fax: (805) 493-3479  
E-mail: [nack@clunet.edu](mailto:nack@clunet.edu)

Dr. Fred C. Pampel  
Professor, Department of Sociology  
Population Program  
University of Colorado at Boulder  
Boulder, CO 80309-0484  
Office phone: (303) 492-5620  
Department fax: (303) 492-6924  
E-mail: [Fred.Pampel@Colorado.edu](mailto:Fred.Pampel@Colorado.edu)



January 9, 2017

Allan Sindelar  
PO Box 696  
Cerrillos NM 87010  
[als@sindelarsolar.com](mailto:als@sindelarsolar.com)

Santa Fe County Manager's Office  
Attn: Lisa Katonak  
102 Grant Ave.,  
Santa Fe, New Mexico 87504-0276

Ms. Katonak:

This letter of interest is in response to Santa Fe County's 12/21 announcement that the Board of County Commissioners is currently seeking a board member of the general public who is interested in serving on the County Ethics Board. I am not affiliated with County government in any capacity, and I do not hold elected public office or office with any political party within the County.

I am interested in learning more about this opportunity and being considered for this volunteer position. While I have no direct experience in serving on such a board, I have served as a director on several other boards and task groups, and am comfortable working effectively with such a group.

As the founder/owner of my own business, I have not been asked to submit a resume in at least twenty years. The attached resume is accurate and current but focused on my particular professional specialty.

I would appreciate the opportunity to meet with yourself or with a member of the County Ethics Board in order to introduce myself, learn more about the Board and its duties and procedures, and determine whether I would fit well as a member representing the public. You are welcome to contact me to set up further contact.

Thank you for this opportunity to serve.



Allan Sindelar  
505 780-2738





ALLAN L. SINDELAR  
PO Box 696, Cerrillos NM 87010  
(505) 780-2738  
allan@sindelarsolar.com

**POST-CAREER OBJECTIVE:**

To build upon extensive experience and name recognition in the field of solar photovoltaics for remote residential and water pumping applications through pursuit of opportunities in teaching, writing, consulting, and contracted regional and international field services.

**KEY EXPERIENCE and QUALIFICATIONS:**

March 2014 – present: Sindelar Solar, a sole proprietorship primarily limited to consultancy, troubleshooting, support, repair, and upgrades to existing off grid residential and water pumping solar photovoltaic applications in New Mexico.

February 1997 – March 2014: Founder and Off Grid Specialist, Positive Energy, Inc., 3209 Richards Lane, Santa Fe NM 87507. Positive Energy is a licensed residential and commercial electrical contractor specializing in power systems using photovoltaic energy. Offices in Santa Fe, Albuquerque, and Las Cruces. [www.positiveenergysolar.com](http://www.positiveenergysolar.com). Retired March 2014.

February 2004 – present: New Mexico licensed Commercial Journeyman Electrician #34173.

August 2003 – present: New Mexico licensed Residential/Commercial Electrical Contractor, currently attached to Sindelar Solar as NM Contractor's License #384964.

October 2003 – present: North American Board of Certified Energy Practitioners (NABCEP) Certified Solar PV Installation Professional (charter certificant), #102503-52.

January 2011 – present: North American Board of Certified Energy Practitioners (NABCEP) Certified PV Technical Sales Professional (charter certificant), #PVTS012911-80.

2001 – present: Member of NABCEP Technical Committee for PV Certification.

2010 – present: Member of NABCEP Company Accreditation Program Development Committee (program officially launched 5/1/2012).

August 2012 – present: Course developer, "PV Operations and Maintenance" and "Off Grid Solar Electricity Design and Installation" NABCEP accredited continuing education courses for PV professionals, Workforce Training Center, Central New Mexico Community College, Albuquerque NM.

November 2013 – present: Instructor, Workforce Training Center, Central New Mexico Community College, 5600 Eagle Rock Ave NE, Albuquerque, NM 87113. Off Grid Solar Electricity Design and Installation. NABCEP accredited continuing education course.

January 2010 – May 2010: Instructor, Santa Fe Community College, 6401 Richards Ave., Santa Fe NM 87508. ENVR 221, Design and Installation of Photovoltaic Systems. Two sessions, 48 classroom hours, 3 credit hours each.

Summer 1992: Coordinator for "Advanced Photovoltaics for Remote Homes" course and "Careers in Renewable Energy" workshop with R. Perez, publisher, Home Power. Solar Technology Institute (now Solar Energy International), Carbondale CO.

1986-1988: Refined and maintained resource-efficient headquarters building for Rocky Mountain Institute, Snowmass CO, under the direction of Amory Lovins, Research Director.

Author of numerous Home Power magazine articles, including:

- \* Ask the Experts: Balanced Battery Coverage (HP #159, February/March 2014)
- \* Ask the Experts: Careers in Solar Energy (HP #151, October/November 2012)
- \* Ask the Experts: Array Size for Best Battery Charging (HP #150, August/September 2012)
- \* Battery Box Design (HP #141, February/March 2011)
- \* Off Grid Batteries: Thirty Years of Lessons Learned (HP #140, December 2010/January 2011)

Ask the Experts: Off Grid Machine Shop (HP #137, June/July 2010)

Before You Go Off-Grid (HP #137, June/July 2010)

Toast, Pancakes and Waffles: Planning Wisely for Off-Grid Living (HP #133, October/November 2009)

Engine Generator Basics (HP #131, June/July 2009)

Ask the Experts: Mismatched Modules (HP #124, April/May 2008)

Ask the Experts: PV Payback (HP #114, August/September 2006)

How to Finance Your Renewable Energy Home (HP #103, October/November 2004)

Payback on RE: How Wrenches Respond (HP #87, February/March 2002)

Y2K: How Wrenches Respond (HP #, June/July 1999)

### PROFESSIONAL MEMBERSHIPS:

Board of Directors (term expired 2009), Renewable Energy Industries Association of New Mexico

Board of Advisors, New Mexico Solar Energy Association (1998-present)

### EDUCATION AND PROFESSIONAL TRAINING:

John F. Kennedy University, Orinda CA.

B.A. Environmental Studies, Environmental Studies Area of Emphasis 1992. Cum Laude. Linn-Benton Community College, Albany OR.

A.S. Construction Technology, 1979. Cum Laude.

Solar Technology Institute (Now Solar Energy International), Carbondale CO.

Specialized coursework:

\* Advanced Photovoltaics for Remote Homes, October 1991.

\* Photovoltaic Water Pumping, April 1989.

\* Basic Photovoltaics, July 1988.

Advanced Photovoltaics, multi-day seminar, taught by Bill Brooks, Brooks Engineering. Taken three times (once per NEC Code cycle): August 2012, January 2010, October 2005.

Numerous manufacturer-specific trainings to build and maintain technical expertise, including SMA, Outback, Trojan, Magnum, and many others.

Ms. Lisa Katonak

January 4, 2017

Santa Fe County Manager's Office

102 Grant Avenue

Santa Fe, NM 87504-0276

Dear Ms. Katonak:

The purpose of this letter is to advise you of my interest in serving on the Santa Fe County Ethics Board.

My wife and I have been residents of Santa Fe (County) for approximately five years having moved here from another state.

I have a deep and abiding interest in the ethical conduct of all branches of government as well as any agency charged with the public's safety and /or interest.

I am retired from a career in law enforcement having worked for two large sheriff's departments.

Attached please find a brief résumé.

Thank you for your time.

Respectfully,

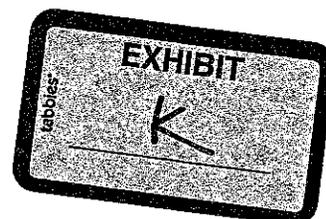


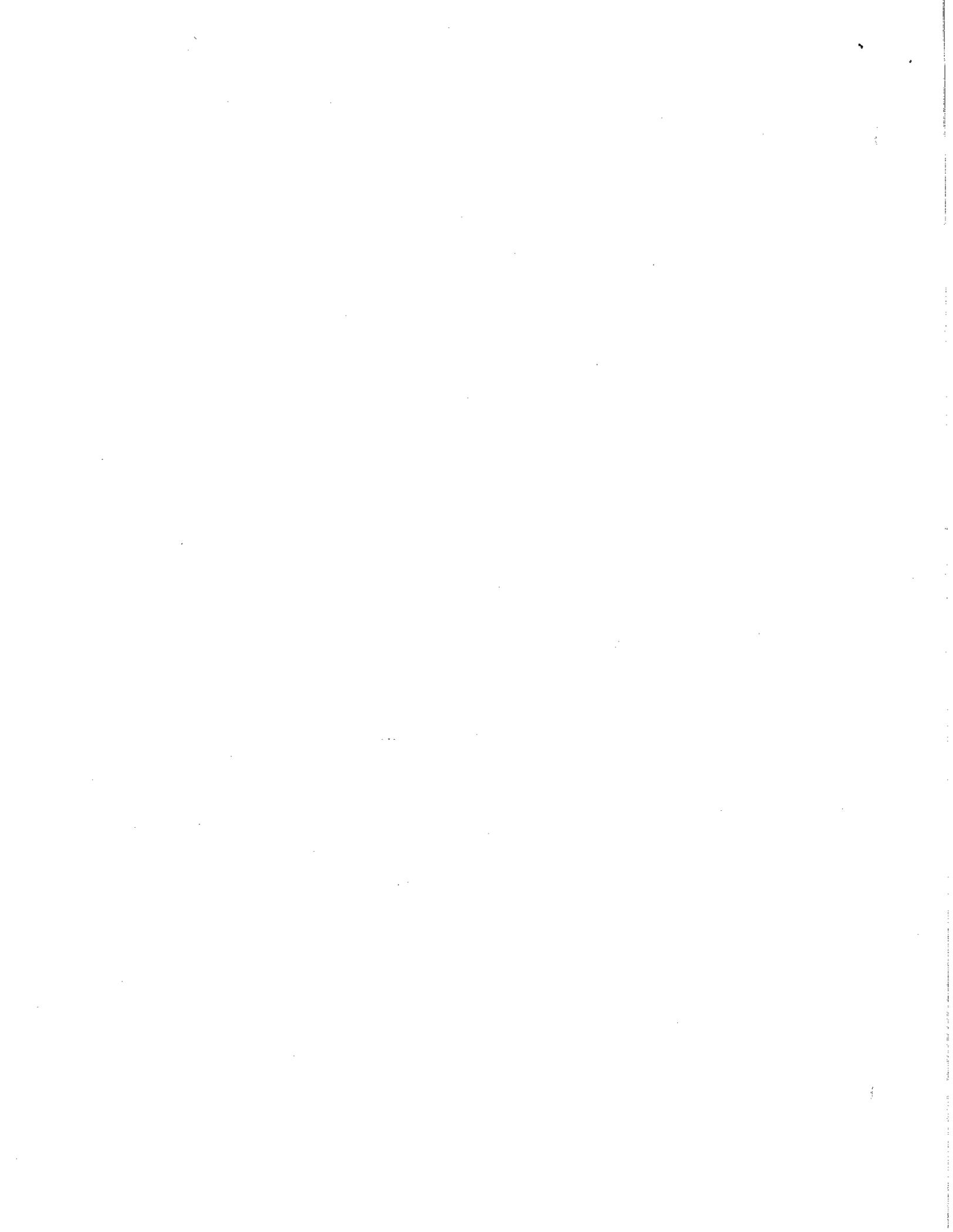
MacKenzie Allen

9 Camino Sudeste

Santa Fe, NM 87508

(505) 780-8342





RECENT APPLICABLE RÉSUMÉ for MacKENZIE ALLEN:

AGE: 70

BACHELOR of SCIENCE, CORNELL UNIVERSITY, CLASS of 1966

LOS ANGELES SHERIFF'S DEPT. (Los Angeles, Ca.) 1985-1989

KING COUNTY SHERIFF'S DEPT. (Seattle, Wa.) 1989-2001

- assorted assignments including patrol, training officer, master police officer, undercover detective and was the first deputy in the department assigned to be "Community Police Officer". In that capacity I conducted numerous community group meetings and outreach programs, dealt with local and national politician(s) and taught at our Citizens' Academy.

OWNER of ANTIQUES, ESTATE BUYING and AUCTION BUSINESS, 1995-present (though I am, basically, retired, I continue to do fundraising auctioneering here in Santa Fe).



January 6, 2017

Lisa Katonak  
Santa Fe County Manager's Office  
102 Grant Ave.  
Santa Fe, New Mexico 87504-0276

Re: Position on the Santa Fe County Ethics Board

Dear Ms. Katonak:

I am presenting my qualifications and my statement of interest for consideration for the position on the Santa Fe County Ethics Board due to a sincere interest in the betterment of Santa Fe County through ethical governing.

Throughout my career, I have held positions of trust and fiduciary responsibility and understand the personal commitment that is made to perform and serve a constituency, whether that be customers, vendors, or employees. I believe that my positions in management in my career, as well as being a small business owner, have exposed me to a number of scenarios that require evaluation and judgment as to the correct and ethical path to pursue.

In any situation, there are sometimes shades of grey that may need to be evaluated to determine if one choice was more ethical than another. In most, however, there are clear choices to make. Some decisions can easily be determined to be self-serving, dishonest, or simply illegal.

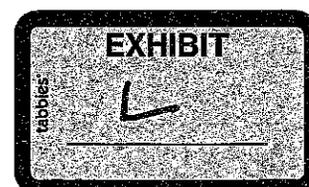
I hope that my background would be helpful to the board as a voice to help in determining if actions would be required due to an evaluation of all of the issues in a circumstance as bounded by the rules of the county.

My attached resume provides my professional experience. You will be able to see that a vast majority of my experience prior to moving to Santa Fe County has been involved with federal government contracting, ranging from financial roles, to executive management. This is an area where the rules of conduct in procurement and operating contracts were clearly spelled out in regulations. I believe that my experience here would contribute to the board diversity.

Thank you for your consideration. Should you have further questions, I may be reached by telephone at 505-670-0676 or by email at [bpeterson@ecfin.com](mailto:bpeterson@ecfin.com). I look forward to discussing the position further.

Sincerely,

Billy Peterson





## Billy B. Peterson

11 Camino de Brazos  
Santa Fe, NM 87540

e-mail: [bpeterson@ecfin.com](mailto:bpeterson@ecfin.com)

Work (505) 473-1901  
Home (505) 670-0676

---

**Business focused** with 30+ years of success in technology based professional service and manufacturing companies in mixed commercial and government market segments.

---

### PROFESSIONAL EXPERIENCE

#### **Frontier Frames, Santa Fe, New Mexico**

**July 2009 to present**

*Owner/Operator of Custom Art and Picture Framing shop providing excellent service and products to local Santa Fe County Artists, Galleries, and the public.*

**Owner and operator of a full service shop performing all required activities in the business.**

- We have continued to win the Best of Santa Fe 1<sup>st</sup> Place Winner each year since 2009 making the business a sixteen time 1<sup>st</sup> place winner.
- Employ and manage a staff of from five to twelve artisans and designers over the years.
- Perform all administrative business activities including financing, payroll, and purchasing.

#### **Danya International, Inc, Silver Spring, Maryland**

**Jan 2007 to Apr 2008**

*Government Contractor specializing in social impact programs, providing logistic and educational services.*

#### **Deputy Project Director, Head Start Monitoring and Support Contract**

- Hired as Sr. Director of Logistics, promoted to Deputy Project Director within three months
- Manage all operations of the project, role as the primary customer interface.
- Assisted in contract re-compete efforts resulting in win of new \$200 million, five year contract in open competition. Represents 60%+ of total company revenues.
- Manage Scheduling of over 1000 individual reviews, Review Planning for all logistical aspects of the reviews, payment processing for pre and post review labor, airline, hotel and car rental, and the Report Analysis and Production group that provides final report to the customer on each review, Communications and training, 2500+ Consultant pool management, and the Federal protocol research group.
- Manage 20+ IT developers for development and maintenance of software required on existing program and for development of next generation's solutions on the internet.

#### **ElderCare Financial, LLC, Vienna, Virginia**

**2005 to Jan 2007**

*Start-up financial services firm serving the elderly and other special needs populations with money management services and financial status information delivered to family and support groups across the internet.*

#### **President and Founder**

- Established company and all marketing and operational processes and created an internet presence for marketing and service access.
- Established web site and trademarks to protect intellectual property.
- Worked with consultants to investigate regulatory requirements

#### **Xtria LLC, Government Solutions Division, Vienna, Virginia**

**2003 to 2005**

*\$27.3 million diversified technology and professional services company providing technology solutions in healthcare, financial, and government markets.*

### **Sr. Vice President, Operations**

- Provided strategic, operational, and contract management leadership to turn around and grow the Government Solutions division from 52 employees and \$5.6 million in revenue into a 76 employee, \$11.8 million business in under two years.
- Profit and Loss responsibility for the division.
- Established a new line of business to capitalize on skill sets of existing staff and an internally developed software product making initial Beta version sale within two months.
- Managed vice presidents, directors, and management staff for four distinct lines of business. Staff included PhD level researchers, database programmers, web design professionals, technology specialists, subject matter experts, and logistics specialists working on projects across federal agencies.
- Built and led the sales & marketing team to establish a portfolio of 40 large, small, and small disadvantaged businesses partners to bid and contract with on new opportunities. This resulted in the winning of multi-million dollar contracts in Department of Health and Human Services.
- Established strategies that successfully won all contracts up for re-compete in full and open competitions.
- Created a revenue backlog of \$30 million, increasing the backlog from \$5 million.
- Targeted and won contracts in two new agencies, Homeland Security (DHS) and Department of Justice (DOJ), and grew Department of Health and Human Services programs (HHS).
- Contributed as a member of Corporate Leadership Team to determine corporate-wide strategy.
- Led all financial management processes for the division, supervising all accounting, contractual, and proposal activities.

### **Pearson Government Solutions**

**1997 to 2003**

*Diversified provider of technology and logistical solutions including data processing, call/contact centers, and other information technology services to state and federal government agencies. Formerly NCS Pearson, and National Computer Systems (NCS). I worked in several locations for this company.*

### **Director, Operations Excellence, eGovernment Division, Arlington, Virginia**

- Provided business management and P&L support of the President for a portfolio of projects exceeding \$700 million.
- Identified key financial and earned value metrics for evaluation and monitoring of programs with program managers.
- Reviewed and managed contract administration activity on portfolio projects.
- Coordinated requirements between programs, the division, and corporate C-level resources across the nation to provide successful program completion.
- Established new program specific policies and procedures to accommodate program requirements while maintaining corporate controls.

### **Business Manager, NCS4School™ commercial software development program for web-hosted delivery of education management tools (ASP), Mesa, Arizona**

- Provided extensive evaluation of marketing plans, pricing, and product cost elements to determine marketability of Internet delivered administrative and content-based tools and applications for the education market.
- Revised existing business plan to reflect a thorough analysis of the market prospects of the program. The revised plan included tactical and strategic requirements for the product development and successfully captured continued multi-million dollar funding from corporate leadership.

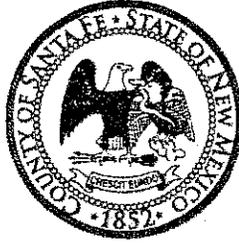




**Henry P. Roybal**  
*Commissioner, District 1*

**Anna Hansen**  
*Commissioner, District 2*

**Robert A. Anaya**  
*Commissioner, District 3*



**Anna T. Hamilton**  
*Commissioner, District 4*

**Ed Moreno**  
*Commissioner, District 5*

**Katherine Miller**  
*County Manager*

**Memorandum**

**To:** *Santa Fe County Board of County Commissioners*

**Through:** *Kathrine Miller, County Manager*   
*Rachel O'Connor, Santa Fe County Community Services Department*

**From:** *Lupe Sanchez*  
*Santa Fe County DWI Program*

**Date:** *January 9, 2017*

**Subject:** **Appointment and Re-appointment of DWI Planning Council Members**

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**Issue:**

This is concerning the appointment of Tamara Zawistowski and the reappointment of Erica Abeyta to the DWI Planning Council. Ms. Zawistowski submitted a letter of interest and application to represent the "Behavioral Health Consumers" position as per County Resolution. Mrs. Abeyta's term on the DWI Planning Council expired on May 28, 2016; she submitted an application and letter of interest to continue her service on the Planning Council. Mrs. Abeyta works for the Santa Fe Community College and will fill the mandated "Education" position on the DWI Planning Council.

**Background:**

The New Mexico Legislature enacted NMSA 1978, Sections 11-6A-1 through 11-6A-6 to address the serious problems caused by Driving While Intoxicated (DWI) in the State. Funds are generated from excise tax on the sale of alcohol, collected by the New Mexico Department of Taxation and Revenue, and administered by the Department of Finance and Administration (DFA). One of the requirements is that the county receiving funds must have a County DWI Planning Council to serve in an advisory capacity to the Board of County Commissioners.

Resolution 1997-87 established the original DWI Planning Council consisting of at least nine standing committee members. At this time there are currently five active members.

Tom Starke  
Jay Spoonheim

(Concerned Citizen)  
(Faith Community)

Maurey Lynne Walker Nash  
Christine Wendel  
John Mowen

(Courts)  
(Recovery Community)  
(Business Community)

The DWI program through an advertisement on the County website sought citizens to serve on the Santa Fe County DWI Planning Council. The advertisement was posted on September 2, 2016, with a deadline date to submit applications of October 30, 2016. The DWI program received two applications. After reviewing the application for membership the current Planning Council members and staff are recommending the appointment and reappointment of the following two applicants;

Erica Abeyta  
Tamara Zawistowski

(Education)  
(Behavioral Health Consumers)

**Staff Recommendation:**

With the support of the Santa Fe County DWI Planning Council staff recommends the reappointment of Erica Abeyta for the DWI Planning Council and the appointment of Tamara Zawistowski .

Re: Letter of Interest – Erica Abeyta

Over the past two years, I am truly honored to serve as a member of the DWI Planning Council. It's my desire to continue to be a part of a group that is dedicated to the continued education, prevention, and advocacy of promoting tougher DWI legislation in Santa Fe County. We change community norms about alcohol, binge drinking, and reduce the amount of fatalities and crashes due to DWI.

The DWI Planning Council has not only changed the personal landscape of our community but also changes me every time I get the privilege and honor of helping others. I want to make this community a better place. I'm steadfast and relentless in my pursuit of advocacy, education, and prevention of DWI in our community. For me, serving on the DWI Planning Council is not only a great responsibility but also is personally challenging and gratifying.

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# Erica C. Abeyta

4129 S. Meadows Rd. #218 • Santa Fe, NM 87507 • (505) 316-3302

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*I believe in order to accomplish anything in life you must always be a person of genuine and consistent qualities.  
You must always lead by example and never stop learning.*

## SUMMARY OF QUALIFICATIONS

- Strategic Planning implementation
  - Effective Communicator
  - Grant Writer
  - Extensive Understanding of Drug Abuse Risk Factors
  - Energetic
  - Problem Solver
- 

## PROFESSIONAL EXPERIENCE

Santa Fe Community College, Santa Fe, NM  
*Substance Abuse Prevention Coordinator*

*2012-Present*

- Develop and coordinate Alcohol and Drug Prevention Program
- Conduct a needs assessment based on campus and community-wide surveys
- Implement a set of evidence-based, data-driven strategies to help reduce binge and underage drinking
- Provide DWI and Substance Abuse Prevention education
- Provide local community resource information for substance abuse and mental health
- Develop alcohol and drug prevention materials
- Increase student and campus awareness of alcohol related problems and consequences such as: New Mexico's 4th Degree Felony law for purchasing/providing alcohol to minors and the consequences of a DWI conviction on a student's record
- Reduce binge drinking along with its consequences (DWI, accidents/injuries, etc.) by addressing student misperceptions of the normative levels of alcohol and other drug use
- Conduct presentations to campus and external community
- Develop Women's and Men's Conferences and STEP FORWARD TO BE FREE tobacco-free taskforce
- Coordinate student activities that encourage participation and engagement in areas such as: retention, drug and alcohol prevention, and recruitment
- Establish and maintain collaborative partnerships with various community organizations and programs
- Prepare and submit programmatic reports to ensure compliance with Scope of Work

Santa Fe Public Schools, Santa Fe, NM  
*Botvin Life-skills Teacher*

*2015-Present*

- Teach school based prevention curriculum to students in areas such as:  
Self-esteem, Positive Choice Making, Effective Communication,  
Tobacco, Alcohol, and Marijuana risks and resisting peer pressure,  
Stress Management, Social Skills, Social Media Safety  
Advertisement and Media Messaging

Santa Fe Public Schools, Santa Fe, NM  
*Student Wellness Action Team Sponsor (SWAT)*

*2014-Present*

- Promote positive, healthy behaviors and engage in health advocacy by way of fun, pro-social activities.  
Areas of focus include:  
Substance Abuse Prevention  
Suicide Prevention  
Gun Violence Prevention
-

Santa Fe Public Schools, Santa Fe, NM  
 Middle School Strengthening Families Facilitator

2014-15

- Teach prevention curriculum to at-risk youth in subjects such as:  
 Future Goals, Resisting Peer Pressure, Effects of Drug on the Brain,  
 Stress Management, Effective Communication, Social Skills, and Media Messaging

Santa Fe Prevention Alliance, Santa Fe, NM  
 Steering Committee, Education Committee, Santa Fe Opiate Safe Committee, and Full Alliance Member 2012-Present

- Collaborate with organizations and individuals to implement culturally competent, evidence-based best practices in education, prevention and public policy.
- Organize and participate in community outreach
- Develop alcohol and drug prevention material for use in community outreach
- Apply principles related to the continuum of care for prevention
- Apply Strategic Prevention Framework (SPF) planning process for preventing substance use and misuse

Santa Fe County DWI Program, Santa Fe, NM  
 DWI Planning Council Member 2014-Present

- Prepare a comprehensive plan with planning council members that documents the extent of the County and City's alcoholism problem, DWI resources and needs regarding DWI, alcoholism and alcohol or other drug abuse issues including:  
 Prevention, Screening, and Alternative Sentencing Programs

EDUCATION/TRAINING

10/13 – Present	168 Continuing Education Units across all domains including Alcohol, Tobacco, and Other Drugs (ATODA) specific with 6 hours of Prevention Ethics. Domains include: Planning & Evaluation, Prevention Education and Service Delivery, Communication, Community Organization, Public Policy and Environmental Change, and Professional Growth and Responsibility
5/12 – Present	Working towards a BA in Communication, transferring to UNM (HEC Center) Spring 2017
4/16	SYNAR Compliance Check and BHSD-STAR Training and Certification
10/15	Youth Mental Health First Aid Certification
8/15	Community Anti-Drug Coalitions of America (CADCA) Mid-Year Training Institute, Indianapolis, IN
1/15	Botvin Student Life-skills Facilitation Training, Santa Fe, NM
10/14	Middle School Strengthening Families Program Facilitation Training, Santa Fe, NM
10/14	Youth Leadership Institute, Santa Fe, NM
10/14	Student Wellness Action Team (SWAT) Leadership Training, Glorieta, NM
9/14	Community Anti-Drug Coalitions of America (CADCA) Academy Strategic Planning Training, DuPont, WA
7/14	Community Anti-Drug Coalitions of America (CADCA) Academy Strategic Planning Training, DuPont, WA
4/14	Start Talking Healthy Relationship Training, Santa Fe, NM
5/12	Santa Fe Community College, Associate of Applied Science – Media Arts (4.0 GPA)

AWARDS/HONORS

- Manager of the Year, State of New Mexico, Continental Loans
- Speaker, TRIO Achievers Dinner, Santa Fe Community College
- Academic Excellence, TRIO, Santa Fe Community College
- Inspire a Shared Vision Award, Student Ambassador Program (STAM) Santa Fe Community College
- Outstanding Achievement and Support Award, Bondage Breakers, Santa Fe Community College
- Wrote for and get awarded a \$5,000 Legacy Community Grant Initiative to support efforts to advocate for,



Dear DWI Planning Council Board:

I've always had a dream that I'd be "helping" -- that I'd be an active advocate for a cause. I didn't know for what until I got my DWI and went through the entire program.

Today I find myself dreaming of the opportunity to share my story, which hopefully can help one, two, or three individuals -- maybe even a community. Being an active member of the DWI Planning Council would be a great honor and a way of helping; raising awareness and educating.

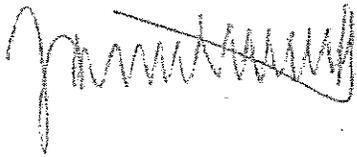
I believe I would be a great contributor to the program, the council, especially after having the personal experience of getting a DWI.

I'd love to help develop new ideas, create new campaigns, fundraisers, and help with existing ones.

I think we are all champions but sometimes we need a champion to get ourselves to that "Divine" place. For me, it was the program -- now I want to use my voice to perhaps be someone's champion.

Thank you for the opportunity.

Tamara Zawistowski

A handwritten signature in cursive script, appearing to read 'Tamara Zawistowski', written in dark ink.

Tamara Zawistowski

505-660-2882 mobile

TTANYA@ME.COM

**Summary:**

An organized, enthusiastic and motivated professional with excellent work ethic, integrity, management and interpersonal skills; natural leadership ability in developing solid rapport with clients and co-workers, excellent time management skills and superior communication and presentation skills.

**Education:**

- Hartwick College, Oneonta, New York
- SUNY Purchase, Purchase, New York
- Institute for Integrative Nutrition, New York, New York

**Experience:**

**3/15- present: Ten Thousand Waves Spa, Food and Lodging Santa Fe, New Mexico**

- Guest Services, offering world-class customer service. Excellent written and spoken communication skills with a positive and energetic personality. Multitasking, highly team oriented.
- Purchasing Manager

**1/14-11/14: Neiman Marcus NM Café, Plano, Texas**

- Manager of Café responsible for cashiers and servers and overall production. Will act on behalf of all positions required to run the operation smoothly and successfully.
- Achieved over 100% of plan. Sales overall 124% higher than last year.
- Participate in all management meetings.
- Responsible for hiring, firing, recruiting, marketing, training, schedules, ordering, deposits, menu.
- Huge customer advocate, ensuring customer satisfaction. Received 99% score when mystery shopped as well as health department and everclean inspections.

**1/13-1/14: Waffle House, Bedford, Texas**

- Unit Manager responsible for food preparation, food cost, staffing, scheduling, purchasing, inventory, audits, bank deposits and overall operation. I did all from the cooking to expediting, wait tables, pre bus and dishes, quality control and sanitation. Of 27 units I ran the best numbers overall, my food cost was the best and I've received awards for my people quota.

**1/12-12/12: Main Street Bistro & Bread Baking Co., Grapevine, Texas**

- General Manager, all FOH and BOH responsibilities.

**1/08-Present: Destination Food/Yellow Armadillo, New York, Texas, New Mexico**

Tamara Zawistowski  
505-660-2882 mobile  
TTANYA@ME.COM

- Owner/Operator, offering health coaching, cooking classes, catering

**07/05-12/07 Tinsley Hospitality Group, Santa Fe, New Mexico**

- Worked with 18 franchise owners of K-BOB'S Steakhouse, reviewed, negotiated and renewed contracts. Interviewed and hired consulting firms. Liaison between THG and the franchisee.
- Extended links with key referral sources and partners. Pursued and established strategic alliances with complimentary players. Created business/sales plan for each target market to raise the level of quality recruits. Worked very closely with the marketing department.
- Established target markets. Created job board, newsletter and monthly informational meetings. Strengthened web presence to further 'promote' both the franchise and THG. Worked closely with local communities. [especially Socorro NM where I managed a K-BOB's]
- Supported Chairman of the National Restaurant Association, President/CEO of THG with *all administrative functions*.
- Human Resource Manager responsible for all hiring, firing, payroll, training, orientation, overall customer satisfaction, health codes, policies/procedures, events, networking, standards of operation, conflict resolution, management meetings.

**12/02-07/05 Yellow Armadillo Café & Décor, Cross River, New York**

- OWNER/OPERATOR/BUYER small café offering quality, homemade fare for those getting off the biking trails or the ski mountains. Supporter of the local community.
- Held multiple support and networking groups onsite, in support of eating disorder and women going through divorce and abuse, as well as business networking groups.

**12/99-11/02 Cognet/PowerQuest Corp., New York & Utah**

- Account Executive, lead producer. Closed over \$1 Million in sales. (exceeded second sales exec by 70%) Responsible for maintaining, retaining and growing sales to new and installed client base to ensure 100% client satisfaction. Presented onsite and online demos. Managed VAR's to ensure Outreach Program to assist customers/prospects in wake of Sept. 11<sup>th</sup> attacks. Worked closely with customer support, marketing, and inside sales to ensure full support of client. Continued to manage sales force automation tool. Attended all trade shows and sales training meetings.

Tamara Zawistowski  
505-660-2882 mobile  
TTANYA@ME.COM

05/98-12/99 Cognet Corp., Valhalla, New York

- Business Development Manager. Generated enough revenue in Q4 to establish Inside Sales department. Implemented and managed sales force automation tool for sales and marketing: Pivotal. Managed lead generation firm, Hancock. Directly involved in all sales meetings to review forecast/pipeline reports. Prepared quotes, proposals and assisted in RFPs/RFIs. Liaison between sales and marketing, account executive and client. Participated in all trade shows.

01/97-05/98 Cognet Corp., Valhalla, New York

- Customer Relationship Manager. Heavy cold calling, pre-qualifying prospects and scheduling appointments for direct sales. Worked closely with direct sales to ensure success. Developed and maintained relationships with clients.

**Editing and Knowledge of DOE Standards applicable to Nuclear Safety Basis:**

Knowledgeable of DOE standards as part of self-taught online programs for understanding of Nuclear and Safety Basis requirements for DOE facilities, i.e.:

10CFR830, Nuclear Safety Management

DOE-STD-3009-94, Prep Guide for Nuclear Facility DSA

DOE-STD-1189, Integration of Safety into the Design Process

**Language Skills:** Proficient in Polish and knowledge of French and Spanish

**Proficient in computer software programs, MAC and PC**

**Serv Safe and TABC Certified**

**Activities/Volunteering:**

Santa Fe Animal Shelter

Community Farm

BNI [Business Networking International]

Junior League of Women

Boys and Girls Club

AVON – Susan Koman walks/fundraisers for Breast Cancer

ANAD Resource

Lion's Club

Key Club Leader

Tamara Zawistowski

505-660-2882 mobile

TTANYA@ME.COM

**Other Positions Held At:**

ELOISA: Assistant General Manager

Chocolate Maven: General Manager/Baker

Delaware North Companies: Human Resource Manager

Zara Arts Intl: Assistant Director

Santa Fe Jet Center/Jet Center at Santa Fe: Customer Service Representative, Sales/Marketing

Children's Garden Center: Head Teacher 1991-1997

Princeton Ski Outlet: Head Cashier, boutique Sales Manager, Events Coordinator

**References furnished upon request**



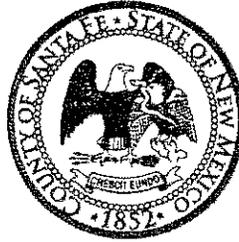




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*Commissioner, District 3*



**Anna T. Hamilton**  
*Commissioner, District 4*

**Ed Moreno**  
*Commissioner, District 5*

**Katherine Miller**  
*County Manager*

## Memorandum

**To:** Santa Fe County Board of County Commissioners

**From:** Rachel O'Connor, Director  
Santa Fe County Community Services Department

Anna Bransford, Program Manager  
Community Operations

**Through:** Katherine Miller  
Santa Fe County Manager

**Date:** January 9, 2017

**Subject:** Appointment of Trustees for Community Centers

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### Issue:

The Community Services Department is submitting recommendations to the Board of County Commissioners to appoint five individuals as trustees at various Community Centers.

### Background:

Santa Fe County Resolution 2013-61, Exhibit A, Section II states that the Commission shall appoint one or more Trustee(s) at each Community Center to assist the Community Services Department in the operation of the Centers. Other responsibilities of the Trustees include working with the County to schedule, process, and calendar events and take on other responsibilities associated with running the Centers at the request of the Director of the Community Services Department or his / her designee. Trustees attend periodic meetings with the Department to discuss issues at each center, upcoming events, and updates on new information.

There are five new individuals who responded to the three ads for new trustees that the Community Services Department is requesting are appointed. All of these individuals completed the paperwork and passed the background check. They are as follows:

Gerald Castañeda  
John Kadluczek  
Lisa Lincoln

El Rancho Community Center  
Rio En Medio Community Center  
Max Coll Corridor Community Center

Janice Abrams  
Joan Mitchell

Max Coll Corridor Community Center  
Max Coll Corridor Community center

The following Community Centers still have vacancies:

La Cienega Community Center  
Cundiyo Community Center  
Bennie J. Chavez Community Center

**Staff Recommendations**

The Community Services Department recommends that the above noted individuals be approved to serve as Trustees for the Santa Fe County Community Centers.

Exhibit A:  
POLICIES FOR SANTA FE COUNTY COMMUNITY CENTERS

I. General

Community Centers ("Centers") owned by or leased to the County of Santa Fe ("the County") are for the use of the County and County residents, and may be used for public or private gatherings. The Center may be used for standing or regularly scheduled meetings. No standing or regularly scheduled meetings shall be scheduled on weekends. Centers shall not be used for any business or profit making endeavors.

The County reserves the right to use any Center at any time.

II. Community Center Trustees

The Commission shall appoint one or more residents of Santa Fe County to serve as Trustee(s) at each Center to assist the Community Services Department in the operation of the Centers. The Trustee(s) of each center shall cooperate in ensuring the facility is well operated. The Trustees shall designate one Trustee to work with the County to schedule, process and calendar events and take on other responsibilities associated with running the Centers at the request of the Director of the Community Services Department or his/her designee. Trustees shall ensure that each person or entity seeking to utilize a Center completes the application (attached hereto as Exhibit 1) before the facility is reserved. Trustees shall abide by all policies applicable to the Centers adopted by the Community Services Department.

Each Trustee shall serve at the pleasure of the Board and may be removed at any time.

Trustees shall accept Applications on a first come, first serve basis. Reservations shall not be accepted more than three (3) months before the date of any function or activity, except standing or regularly scheduled meetings, which may be scheduled in one year increments. Any dispute regarding scheduling shall be communicated by the Trustees to the Community Services Department, and the dispute shall be forwarded to the County Manager or his/her designee for resolution.

III. Fee Schedule and Receipt of Funds

Fees for use of the Community Centers will be as follows:

1. A \$50 rental fee will be charged for use of the facility. The rental fee may be waived for government entities by the County Manager or Designee.
2. A \$150 annual rental fee will be charged for the facility for standing meetings /events that are repetitive but do not exceed one meeting/event per month. The rental fee may be waived for Government entities by the County Manager or Designee.
3. A \$250 annual rental fee will be charged for other Community Center activities/events which do not fall under Categories 1 or 2. Pursuant to the Procedures, a Letter of Request must be submitted with the application. The Letter of Request must include:

SAC DEPT RECORDS 5/13/2016 11:21/2016

Letter of Interest for Community Center Board

June 23, 2016

To whom it may concern,

I am a resident of the Rio en Medio valley, and have been very disappointed to see the little use that our community center gets. It is an amazing facility, and a place that I think should draw members of the community. I can imagine a number of different uses for it and it becoming a vital place that supports the interests of our valley. To that end, I have been involved in selecting the artist for the mural that is being painted there now.

I would be happy to be involved in the center, help open it when it needs to be opened, and help plan programs that will make it more actively used. I would like to become a member of the Community Center Commission.

Thank you.



John Kadlecek, Majordomo Rio en Medio Ditch Assn.  
87 Rio en Medio Road  
Santa Fe, NM 87506  
720 982 4636

Mailing address:

P. O. Box 103  
Tesuque, NM 87574

10/12/16 To Whom It May Concern:

This letter is to express  
my interest in becoming  
trustee for the  
Eldorado Community Room.

Thank you,  
*Lisa Linn*

---

Lisa@rancheros.com

---

16 Mariposa Rd.  
Santa Fe, NM 87508  
Nov. 13, 2016

Marie Garcia  
S.F. County Community Services Dept.  
2052 S. Celisteo St.  
Santa Fe, NM 87505

Dear Ms. Garcia,

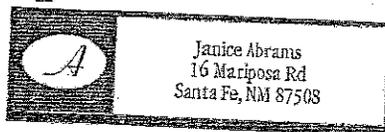
I am writing to ask to become a trustee for the Max Coll Community Room at the Senior Center in Eldorado. Enclosed is the required paperwork.

I am a member of the Eldorado Depot Dancers, the square dance club whose caller is Lisa Lincoln. Lisa has already requested that our club be allowed to dance in the Max Coll Community Room on Friday evenings.

Hoping to receive a prompt response -

Sincerely,

Janice Abrams



JaniceKAbrams@yahoo.com

Marie Garcia  
Community Operations  
Santa Fe County Community Services Department  
2052 South Galisteo Street  
Santa Fe, NM 87505

December 15, 2016

Dear Marie Garcia:

I am pleased to submit this letter of interest with my application to become a trustee for the Ken and Patty Adam Senior Center in Eldorado at Santa Fe. I have been a resident of Eldorado for 15 years, and have resided in Santa Fe County since 1975. I've been square dancing for six years.

Our square dance club, the Eldorado Depot Dancers, is growing and can barely fit into our space in the rail yard building. The community room at the senior center is a beautiful space, one that will allow us to continue to expand while remaining in Eldorado.

Our members range in age from 50+ to well over 80. Square dancing is an ideal senior activity. It is easy on the body, relatively easy to learn, and provides mental as well as physical exercise. We also emphasize community, caring and sharing.

I'm happy to serve in whatever way I can to facilitate our relationship with Santa Fe County and the Ken and Patty Adam Senior Center.

Sincerely,



Joan Mitchell

JOMIT0901@yahoo.com

## Tony T. Flores

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**From:** Anna L. Bransford  
**Sent:** Thursday, January 19, 2017 8:08 AM  
**To:** Tony T. Flores  
**Subject:** FW: El Rancho

**From:** Gerald Castaneda [<mailto:gerald.oldman76@gmail.com>]  
**Sent:** Wednesday, January 18, 2017 5:08 PM  
**To:** Anna L. Bransford  
**Subject:** Re: El Rancho

ok ,

my name is Gerald Castaneda I have lived in El Rancho for over 40 years I got married in 1977 to a local Annie Archuleta we had 3 kids who graduated from Pojoaque I have always loved working with our youth in our church I play with the praise team iam a drummer also I worked at the los Alamos nat labs in security for 33 years then decided to retire I love our valley and would like to take this oppurinity to represent El rancho as a trustee to make our community look nice and to give back to the people that have always treated me with respect. I coach middle school football I have been coaching for more then 15 years. I also have instructed CPR for about 15 years. just a little back ground on me.



