



Mayor Seth Coleman | Council President– Sara McCarthy Council Members: Darla Ives, James Hollander, and Ron Wales.

**AGENDA**  
**Special Session Council Meeting**  
**January 7<sup>th</sup>, 2020**  
**9:00 am**

#	Item	Notes
1.	Call Meeting to Order By Mayor	
2.	Roll Call	
3.	Pledge of Allegiance	
4.	<u>Executive Session: Personnel Issue</u>	
5.	<u>ADJOURNMENT</u>	

\*\*\*AGENDA SUBJECT TO CHANGE WITHOUT NOTICE\*\*\*\*

**Upcoming Council Meetings**

**Work Sessions:** January 13<sup>th</sup>, 2020 @ 9:00am/ January 14<sup>th</sup>, 2020 @ 6:00pm/ January 28<sup>th</sup>, 2020 @ 6:00pm

**Council Meetings:** January 14<sup>th</sup>, 2020 @ 7:00pm/ January 28<sup>th</sup>, 2020 @ 7:00pm



# APPLICATION FOR EMPLOYMENT



**Town of Mills**  
**307-234-6679**  
**704 4<sup>th</sup> Street**  
**Mills, WY. 82644**



APPLICANT INFORMATION											
Last Name	Foreman			First	Sabrina			M.I.	L	Date	01/02/2020
Street Address	1867 Kit Carson Ave.						Apartment/Unit #				
City	Casper			State	Wyoming			ZIP	82604		
Phone				Cell Phone	307-259-3585						
Date of Birth	02/16/1978		Driver License #	WY 110809-308			C.D.L.	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>		
Position Applied for	Community Development						Date Available	01/21/2020			
Are you a citizen of the United States?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?	YES <input type="checkbox"/>	NO <input type="checkbox"/>						
Have you ever worked for this company?	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>	If so, when?								
Have you ever been convicted of a felony?	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>	If yes, explain								

EDUCATION											
High School	Lebanon High School			Address	Lebanon, Ohio						
From	1992	To	1996	Did you graduate?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	Degree	Diploma			
College	Kaplan College			Address	Ft. Lauderdale, FL (online)						
From	2013	To	2015	Did you graduate?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	Degree	Master of Business Administration (MBA)			
Other	Kaplan College			Address	Ft. Lauderdale, FL (online)						
From	2011	To	2013	Did you graduate?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	Degree	Bachelor of Science, Business Administration			

REFERENCES										
<i>Please list three <b>PROFESSIONAL</b> references.</i>										
Full Name	Bunky Loucks				Relationship	Worked with lobbying state legislators				
Company	Wyoming Office Products/State Legislator				Phone	307-259-0195				
Address	Casper, Wyoming									
Full Name	Rob Hendry				Relationship	Worked with Casper Economic Development				
Company	Clear Creek Cattle Co./Natrona County Commissioner				Phone	307-259-6203				
Address	Casper, Wyoming									
Full Name	Emily Genoff				Relationship	Worked with Medical Committee				
Company	Wyoming Behavioral Institute				Phone	307-262-0362				
Address	Casper, Wyoming									

**PREVIOUS EMPLOYMENT**

Company	Advance Casper	Phone	307-577-7011		
Address	Casper, Wyoming	Supervisor	Justin Farley		
Job Title	VP of Business Development	Starting Salary	\$60,000	Ending Salary	\$70,000
Responsibilities	Concentration with the Medical, Energy and Finance Industries in Casper and Natrona County				

From	09/17	To	Present	Reason for Leaving	Seeking new challenges
May we contact your previous supervisor for a reference?				YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>

Company	CK Mechanical, Inc.	Phone	307-473-8448		
Address	Casper, Wyoming	Supervisor	Kevin Maston		
Job Title	Operations Manager	Starting Salary	\$55,000	Ending Salary	\$65,000
Responsibilities	HR, Payroll, Accounting, Finance				

From	02/16	To	08/17	Reason for Leaving	Company was downsizing
May we contact your previous supervisor for a reference?				YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>

Company	Mallard Cove Assisted Living	Phone	513-772-6655		
Address	Cincinnati, Ohio	Supervisor	Jane Leopold		
Job Title	Business Office Manager	Starting Salary	\$12/hour	Ending Salary	\$55,000
Responsibilities	HR, Payroll, AP, AR				

From	05/15	To	02/16	Reason for Leaving	Moved to Wyoming
May we contact your previous supervisor for a reference?				YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>

**DESCRIBE ANY SPECIALIZED JOB OR MILITARY TRAINING, APPRENTICESHIP, SKILLS, OR ACTIVITIES**

I served in the United States Air Force for eight years. I am very disciplined from that service along with being detail oriented and well organized. I have an MBA and Business Degree which contributes to me working well with and understanding local businesses and economic development. I have worked in the Casper economic development for the past two- and one-half years, building my experience.

**DISCLAIMER AND SIGNATURE**

I certify that my answers are true and complete to the best of my knowledge.  
 If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature		Date	01/02/2020
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# SABRINA L. FOREMAN

1867 Kit Carson Ave • Casper, Wyoming 82604

(307) 259-3585 • [sabrinaforeman2017@hotmail.com](mailto:sabrinaforeman2017@hotmail.com) • [linkedin.com/in/sabrinaforeman](https://www.linkedin.com/in/sabrinaforeman)

## Financial Management

## Economic Development

## Operations Management

## Project Evaluation

VP of Business Development, Operations Manager, CFO and former Service Member with a passion for enabling the success of a broad range of projects, including leading mission critical transport operations for the US Air Force and providing due diligence for community economic development projects. Vigilant about driving operational excellence.

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**Strategy focused** – Translate comprehensive analyses into effective strategic plans and actionable recommendations.

**Collaborative leader** – Gain support by building a shared understanding of issues and presenting clear action plans.

**Solutions oriented** – Serve as a strategic partner and resource during periods of uncertainty, ambiguity, and change.

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## PROFESSIONAL EXPERIENCE

### Advance Casper

Sept 2017 – Present

#### Vice President of Business Development

As the Economic Development arm of Natrona County, facilitates collaboration between local and regional industry leaders to enhance market leading goals. Creates solutions to industry problems through community partnerships. Builds and grows community alliances through coordinated efforts, setting strategic goals to develop diversification.

- Influences various channels of ongoing communication with local, regional and state public and private leaders to develop diversification strategies through market needs analysis to build out exiting businesses and recruit complementary businesses to the community
- Designed, developed and perpetually launches Wyoming's only Succession Planning Course for successful, profitable business owners; inspiring business owners to seek Wyoming succession options for 13 local companies
- Assisted and encouraged co-partnership agreement between Casper College and Laramie County Community College to satisfy the market need for surgical technicians; increasing course attendance 112%
- Created, coordinated and annually executes Casper's Entrepreneurial Boot Camp for aspiring entrepreneurs, expanding Casper's small business community and encouraging small business growth by 20 new companies
- Worked in partnership with Wyoming Veteran's Commission, State Construction Department, MOA Architects, City of Casper leaders, Natrona County commission representatives and Natrona County Legislators to emphasize Casper as the optimal location to build a Veteran's Skilled Nursing Facility

### Superior Air Solutions, LLC

July 2017 – Present

#### Operations Manager

Aided in creating Superior Air Solutions by working with local Small Business Development Center, creating business plan, advising owners and generating QuickBooks account. Directs and manages all aspects of the Finance & Accounting functions of the company, contributing to consistent 40% growth since inception.

- Guarantees integrity of company by providing timely and accurate job proposals and invoices to customers
- Continuously coordinates with owners to review market trends for competitive analysis in challenging market

**CK Mechanical, Inc.**

Feb 2016 – Sept 2017

**Operations Manager / Chief Financial Officer**

Directed and administered all aspects of Human Resources, Finance, Accounting, Payroll, and Operational functions of the organization for over 50 employees and over 300 customers. Communicated and enforced company values, policies, and procedures through owner coordination and employee handbook revitalization; planned and reviewed compensation strategies.

- Developed financial well-being of the organization by providing financial projections and accounting services
- Ensured credibility of Finance group by providing timely and accurate analysis of budgets, financial trends and forecasts
- Developed a reliable cash flow projection process and reporting mechanism that included minimum cash threshold to meet operating needs

**Mallard Cove Senior Living**

May 2015 – Feb 2016

**Business Office Manager / Human Resources / Accounting Manager**

Oversaw all Accounts Payable/Accounts Receivable, Human Resources, and Payroll for business unit with substantial annual revenues. Prepared and executed payroll for over 120 employees. Prepared and reported resident status information to corporate owner for over 160 residents. Created monthly resident financial obligation spreadsheet.

- Implemented co-partnership transition for company to partner with a Professional Employment Organization
- Worked independently and as part of a team to ensure timely and accurate AP/AR transactions
- Lead orientation of new employees to guarantee company policies were acknowledged and enforced

**Rod Poppe and Daughters Heating & Air, LLC**

Apr 2005 – May 2015

**Business Specialist / Partner**

Managed 3-Owner HVAC inspection and repair business, from performing client consultation to managing supply chain, inventory, and accounting. Coordinated and performed annual service inspections for over 200 clients as well as numerous new construction / remodel projects. Ensured compliance with environmental regulations.

- Drove down project costs, reduced delivery times, and improved customer experiences by maintaining an inventory of select parts and remained agile for project planning by pulling from existing inventory.
- Established and maintained a reputation for service excellence that resulted in consistent referral business and contributed to an increase in sales 6%+ between 2013 and 2014.
- Cultivated strong relationships with a network of suppliers in order to reduce roadblocks to project completion, rapidly secured critical parts, and met the needs of clients.
- Introduced a "certified" service inspection checklist and workflow to ensure thoroughness of inspections, strengthen customer confidence, and provide added value, such as year-over-year equipment efficiency ratings.

**MILITARY SERVICE**

**United States Air Force**

Feb 1998 – May 2006

**Aircraft Loadmaster Instructor / Supervisor**

Planned and managed air transport logistics and delivery of Dept. of Defense personnel, members of the US Government, and 100K+ tons of equipment. Instructed orientation, continuation, and safety training. Complied with strict US Government and Federal Aviation Administration (FAA) regarding up-to-date publications, policies, and procedures.

- Directed several large-scale air transfers of personnel and cargo with 100% accountability, providing mission critical support to ensure operational continuity and, in certain instances, regional stability. Key transport projects include:
  - Airlifted 62 tons of equipment and nearly 100 personnel, saving \$90K in contractor costs for the US's "#1 defense initiative."
  - Managed transport logistics for timely delivery of 13 tons of equipment to remote radar sites in Alaska.
  - Led air transport of a laboratory team tasked with the safe return of remains of fallen Vietnam conflict heroes.
- Flew 8 vital missions in support of the US Secretary of Defense's National Missile Defense Program.
- Facilitated in-flight operations of several US Presidential Cabinet members.

## **EDUCATION**

<b>MBA – Kaplan University</b>	2013 - 2015
Honors: Alpha Beta Kappa National Honor Society / GPA 3.9	
<b>BS, Business Administration – Kaplan University</b>	2011 – 2013
Honors: Summa Cum Laude / GPA 3.9	

## **CERTIFICATIONS AND LICENSES**

Pilots License (#2843436) – Federal Aviation Administration (FAA)	2004 – Present
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## **AFFILIATIONS**

Mentor – Big Brothers / Big Sisters	2008 – 2010
Secretary – Warren County Chapter of the Ohio Horseman's Council (WCOHC)	2008 – 2009
Rotary Club of Casper	2019 – Present

## **TECHNICAL SKILLS**

Microsoft Office Suite (Word, Excel, PowerPoint, Outlook, Publisher)  
QuickBooks  
GoldMine  
Mindjet MindManager  
Grant Writing and Grant Management