

Please contact Jacquelyn Puett at (719) 385-5453 or [jpuett@springsgov.com](mailto:jpuett@springsgov.com) Submit Date: Feb 16, 2018 with questions.

## Application for City of Colorado Springs Boards & Commissions

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### Profile

Eric	E	Phillips
First Name	Middle Initial	Last Name
<hr/>		
[REDACTED]		
Email Address		
<hr/>		
[REDACTED]		
Street Address	Suite or Apt	
Colorado Springs	CO	80923
City	State	Postal Code
Mobile: [REDACTED]	Home:	
Primary Phone	Alternate Phone	
U.S. Small Business Administration	Economic Development Specialist	
Employer	Job Title	

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### Which Boards would you like to apply for?

Colorado Springs Housing Authority : Submitted

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### Interests & Experiences

#### Why are you interested in serving on a board or commission?

I believe my background in real estate, landlord/tenant agreements, finance, construction, social services and my love for this city makes me uniquely qualified for this position. PLEASE SEE ATTACHED RESUME.

[Resume.docx](#)

Upload a Resume

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### Demographics

City Council seeks to have diversity in making appointments to boards, commissions and committees. It is the policy of the City Council to make appointments to the citizen boards, commissions, and committees, based on the needs of the City as well as the interests and qualifications of each applicant without discrimination based on race, color, national origin or ancestry, gender, religious convictions, disability, age, or sexual orientation.

Completion of this section of the application is VOLUNTARY and in no way affects the decision regarding your appointment to a Board, Committee or Commission. This information is confidential and will be maintained separately from your application.

### Ethnicity

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African American

### Gender

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Male



Date of Birth

### How did you hear about this position?

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Other

## Eric E. Phillips



**OBJECTIVE:** To secure a position within the Small Business Administration that will allow me to utilize my expertise, education, and experience, to enhance the SBA and the Small Business Owners that we serve.

### EMPLOYMENT HISTORY:

**Business Opportunity Specialist, GS-11- 1101-** 03/16 to Present

Employer: U.S. Small Business Administration



**Duties:** Program Compliance and 8 (a) Business Development for 26 Small Businesses. Completing all assigned 8 (a) Annual Reviews and Mentor Protégé/Joint Venture agreements and other programmatic support activities such as offer letters, change of ownership requests, waivers, and resolving contract issues. Training and Outreach - Public speaking is required to conduct or participate in training and outreach activities such as training 8(a) participants, contracting officers, and SBA Resource Partners. Small Business Opportunity Assistance - provide assistance with small businesses, procuring entities, collaborative partners, resource partners and the general public regarding SBA programs and services. Business Development – reviews firms’ annual business plans and assists with increasing revenue and business development.

**Contract Specialist, GS-9 1102-** 11/12 to 03/16

Employer: VA Rocky Mountain Health Care Network-NCO 19



**Duties:** Purchase acquisitions for standard or specialized items, services, and/or construction contracts where specifications have become standardized and established; competitive markets and price competition exist. Monitor contract performance and assists in contract termination. Monitor contract performance through telephone conversations, correspondence, site visits, inspections, progress reports, and analysis of contractor metrics, for compliance with performance standards, applicable laws, delivery schedules, payment provisions, inspections, progress reports, and other requirements stated in the contract. Review requisition package for adequacy, consistency, and compliance with administrative, regulatory, and procedural requirements. Prepare and issue solicitation documents selecting appropriate clauses, ensuring clear and complete

specifications, including packing and delivery requirements or other routine supplemental stipulation.

- Develop solicitations and evaluate responses. Compile complete bidders' list from qualified applications, knowledge of suppliers, contacts with trade associations, Small Business Administration, or other sources.
- Initiate signature requests and execute contract awards within warrant authority, as requested by the contract officer. Prepare other documentation for award including Federal Procurement Data System (FPDS) reports, solicitation and award synopses, Electronic Contract Management System (eCMS) documents, administrative correspondence, contract management, and contract reporting. Utilize electronic systems (eCMS) for contract writing, contract management, and financial management within the Integrated Funds Control Point Activity, Accounting and Procurement (IFCAP).
- Applied knowledge of federal procurement laws, regulations, policies, and procedures when recruiting, training, educating or developing businesses interested in doing business with the government or contractors to include Federal
- Assisting staff working with government entities and prime contractors to support the accomplishment of their business goals (e.g. Needs Assessment, Requirements Development, and Assessment of Business Capabilities, Acquisition Planning).
- Acquisition Regulation (FAR), Veterans Affairs Acquisition Regulations, Information Letters, and VHA policy directives.

**Non-VA Medical Care Coordinator, G-S 5 - 8/12 to 11/12**

Employer: Denver Veterans Affairs



**Duties:** Coordinated Non-VA medical care coordinator (Fee Basis) processes for the Colorado area. Primarily focused on standardizing front-end non-VA processes by: 1. deploying standardized non-VA consult/referral templates across all VHA medical centers. 2. Implementing new tools and Standard Operating Procedures (SOPs) to improve the way we coordinate Non-VA Medical Care services for Veterans. Generates a standardized Non-VA Care Consult/Referral using the Computerized Patient Record System (CPRS). Ensured Veterans were administratively and clinically approved or not approved for authorization. Schedule the appointment(s) for the Veteran. Scheduled Pre and Post-Appointments. A pre-appointment telephone call is made to the Veteran by a VA contractor (Health Net) or by a Dorn VAMC Non-VA Coordinated Care staff member to discuss as to a community provider whom the veteran may be scheduled with for the requested service (s), and preference for date and time of appointment. Conducted post-appointment telephone calls once the scheduled appointment has occurred and the Veteran is called to ensure successful completion of the appointment. Ensured the tracking of the Veteran while he/she continues to receive care from the non-VA provider

and ends once he/she is either transferred to a VA medical center, discharged; and is no longer receiving treatment from the non-VA provider.

- Appointed to the Compensation and Pension department of the VA Hospital to research and pay a year of unpaid invoices to Small Businesses. Invoices were paid and distributed to Business within 45 days.
- Developed and implemented Standard Operating Procedures for the newly created positions, which are still in place.
- Accomplished program goals in business by negotiating with the Compensation and Pension Department, Small businesses, and Non VA Providers.

**Founder/CEO, 12/09-Present**

Employer: Community Partnership Project, LLC, (Non Profit)

**Duties:** Directly responsible for the planning, organizing, marketing and directing, of the company's strategic and operational activities. in the re-establishment and securing existing partners and contracts. Maintain collaborations with other organizations in Colorado Springs and other Cities in order to enhance programs and further alliances. Work to develop the organizations budget for review and approval of the Board. Complete and file necessary reports for local, state, and federal agencies. Worked with the City of Colorado Springs and the City of Denver's Economic Development Staff to develop and implement significant new program strategies; analyze key business and industry policy questions and contribute to significant City decisions, policy recommendations and positions. Developed marketing strategy for programs and services and developed outreach, training, presentations and education on a variety of business and financial management topics. Worked with Federal and non-Federal partners for the purpose of revitalizing, expanding, and upgrading distressed communities' physical infrastructure in order to attract new industry, encourage business expansion and generate or retain long-term private sector jobs and investment. Plan and coordinate all aspects of major events for the organization to increase community awareness and donor contributions for distressed communities. Directed high performance planning efforts focused on strategic project plans, resource attainment/allocation, revenue generation, outcome measurement, and goal accomplishment. Our mission is to create value to the public by fostering communication, coordination and collaboration with the Community, State, and Local government. Support public relations efforts through information-sharing with local media sources, e.g. keeping them apprised of significant CPP efforts and/or issues affecting the Community Centers or the general public.

- Member of the City Colorado Springs Request for Quotes (RFQ) Board formed to review the financial and to perform analysis of Businesses that were interested in taking over one of the Cities Community Centers.

Reviewed 10 Business financial reports ranging from \$500,000 to 10,000,000 in assets.

- Form the Community Center Task Force consisting of 40 Citizens tasked to look at short term and long term goals to save the Community Centers i.e. fund raising, raise community awareness, public-private partnerships.
- Tailored communications for diverse audiences such as Church's, Small Business, and Government Officials. Facilitated small group meeting, one-on-one consultations, and negotiations presenting our plan for the City.
- Interacted with representatives of the media to include radio, television, and press to represent the interests and views of the Community and the Community Partnership Project.
- Worked to emphasize economic efficiency and substantive effectiveness of the Community Centers by providing awareness, strengthened communications, and training programs.

**City of Colorado Springs Planning Commissioner (Chair), 03/11-Present**

Employer: City of Colorado Springs (City Council)

30 s. Nevada Ave. #105

Colorado Springs, CO 80903

Salary: Volunteer; 25 hours/week

Supervisor: Merv Bennet- City Council President (719) 385-5469; may contact.

**Duties:** Serve and advise the City Council on future physical planning and economic development of the City. Serve and advise the City Council on urban planning including policy development, community design, natural resource conservation and enhancement, economics, housing, land use, population, streets, zoning, subdivision regulation, transportation, the comprehensive plan and more. The City Planning Commissioner is a volunteer appointed board position. The Planning Commission also provides a forum for public comment on issues dealing with development of our community.

**Duties:** Chairman is responsible for running the meetings-*no different than a judge in a courtroom*. Ensure diplomacy and set the tone for respectful public discourse, ensure proper procedures are followed-adopted by-laws and rules of order, ensures compliance with public hearing policies in the by-laws or as adopted by elected officials, ambassador representing the community, responsible for the conduct of the Commission, responsible for managing the conduct of the public, and provide the Commissioners with an opportunity to listen, ponder, and share ideas.

- Initiated the first Joint Meeting of the Colorado Springs City Council, City Planning Commission and the Mayor. Resulting in an agreement to finance the Cities 10 year old Comprehensive Plan.



- Created the first State wide City Planning Commissioners Summit for the purpose of sharing best practices and studying zone changes to improve, expand and continue the work on the small business zoning and infill programs.
- Built and managed Collaborative alliances and partnership with City Council, economic development organizations and small businesses counseling individuals on business management; and provided program oversight and compliance reviews through consultative customer interaction.

**Founder/Owner, 01/05 – 12/09**

Employer: Optimum Property Management, LLC.

**Duties:** Managed the daily functions of the organization. Created, initiated, and maintained programs through program development and implementation. – Evaluation of nationwide policies, programs and directions for application throughout the City. Implement programs applicable to the operation and maintenance of Commercial Buildings and leased space. Researched information and developed and implemented new policies and procedures. Completed and filed necessary reports for local, state, and federal agencies. Address the most complex complaints and recurring issues pertaining to any of these areas, including contractor-related problems, concerns regarding a particularly critical service or space requirement. Based on customer response and input from on line personnel, determine what resources are needed to devote individual projects and programs, and decide what programs or major projects should be initiated, curtailed, or dropped. Developed marketing strategies for programs and services and developed and delivered outreach, training, presentations and education on a variety of business and financial management topics. Determines appropriate timing for staging changes to programs considering such factors as; customer requirements, changing workload, labor market, and political climate. Provide program oversight and compliance reviews through consultative interaction. Solicited bids for maintenance contractors and construction projects as well as participating in the selection of contractors. Coordinated and scheduled the use of facilities for annual meetings, classes, conferences, and other special events. Prepared reports and organizational documents and govern the activities of the Homeowners Associations. Work closely with the Board of Directories for the Homeowners Association, the media, community groups, and the general public to ensure compliance on the changing local and state laws in Colorado.

- Directed high performance planning efforts focused on strategic project plans, resource attainment/allocation, revenue generation, outcome measurement, and goal accomplishment.
- Monitored contracts for compliance and controlling cost. Monitored general expenditures of unit; and performed quality control inspections to

ensure adherence to contract specifications and industry standards for 1400 unites and 10 Homeowner Boards.

**Founder/Owner/COO, 10/03 – 07/05**

Employer: Diversified Property Management, LLC

**Duties:** Created the company from the ground up. Monitored the use and rate of expenditure of budgeted funds to ensure funds and ceiling were not overspent through continuing dialogue with property managers and their staff(s). Review of written documents and examination of accounting records. Prepared and/or reviews workload documentation in conformance with applicable Desk Guides, i.e., Operation and Maintenance of Real Property, Buildings Maintenance Management, Custodial Management and Concessions, as the basis for determining funding and/or staffing levels for owned or operated buildings and facilities throughout the Property Management Center. Initiated revisions when required by a change in workload inventory or production standards. Compares on-board mechanical and custodial staffing with approved levels from workload documents and recommends staffing changes as required to comply with current staffing criteria. Applies staffing criteria to future workload, analyzes and evaluates future equipment and personnel requirements. Recommended timely recruitment and procurement action(s) to coincide with the addition of workload. Analyzed workload documents, special requirements, geographical considerations and market conditions to determine the most effective and efficient method of contracting for building services. Developed and wrote a wide range of marketing materials such as speeches, articles, flyers, news releases, letters, repots, memos, newsletters and other persuasive materials in a creative and imaginative format for Diversified Property Management and the Homeowner Associations. Prepare specifications based on that analysis for full maintenance, mechanical, elevator maintenance and /or commercial facility management, custodial, and concessions contracts. Prepared independent government estimates based on current labor rates, historical and/or projected material costs and documented workload for all types of building service contracts.

- Prepared and conducted a variety of oral presentations (such as workshops, lectures, formal training and impromptu speeches) to influence the acceptance of programs, services to Homeowners Associations and there Board Members.



**Portfolio Property Manager, 11/02 – 10/03**

Employer: Front Range Commercial, Inc.



**Duties:** Responsible for all property management functions for Front Range Commercial. Managed a Portfolio consisting of 3 properties totaling 445, 00 SF with 65 tenants under lease. Responsible for property preparation for renting to new and existing Tenants. Handle Complaints in a Professional and discreet manor. Served as the technical representative to the company on property management issues. Developed and/or reviewed new specifications for mechanical systems operation and maintenance within the PMC, including but not limited to features required for the economical and effective maintenance and repair operations of building HVAC and mechanical systems and associated equipment.

**Logistics Manager (Quartermaster) 11/87 – 09/02**

U.S. Army, 10<sup>th</sup> Special Forces Group



**Duties:** Train, supervised, and evaluated soldiers during peace -time as well as combat conditions. Used computers to track supplies of raw materials to ensure property accountability. In charge of overall operations for a supply rooms serving 400 personnel. Prepare and maintained a \$150,000 plus annual budget. Maintained expenditures for the brigade within an established budget. Inventory all supplies and order as necessary. Evaluate attitude, goals, skills and work history. Prioritize work according to regular schedule or urgent needs. Accountable for \$1,500,000 plus in equipment and supplies. Conducted inspections of facilities, equipment and personnel. Promote orderliness and cleanliness of work areas. Briefed upper management on productivity and efficiency of operations. Developed and implement processes procedures to pre-approve expenditures consistent with the proposed DOD spending plan. Developed and implement processes and procedures to track spending to ensure consistency with proposed DOD spending plan.

- Maintained personal contacts with government and civilian employees at all levels, including agency heads and senior officials.
- Developed a logistical tracking and accountability bar code program that led to the accountability of 100% of all Property, and a smooth transition of property during deployments.

**EDUCATION:**

Bachelor of Science in Business Management- 06/2011  
University of Phoenix

**TRAINING:**

- CSLI Center for Creative Leadership- 4/2016
- Completed All FAC-C Level 1 Courses /VA Acquisition Academy- 11/2015
- ICSC International Council of Shopping Centers- 04/2005
- IREM Institute of Real Estate Management- 04/2004

**COMPUTER SKILLS:**

- Microsoft Office (Excel, Outlook, PowerPoint, Word)

**PERFORMANCE AWARDS:**

- Colorado Springs and Chapter of the Urban League Pillar of Excellence Award, Colorado Springs, CO: Awarded for bringing the community city officials together to save Colorado Springs Community Centers. - 08/2010
- Battalion Level Excellence Award 10th Special Forces Group, Colorado Springs, CO- 01/2000
- Army Commendation Medal (4<sup>th</sup> AWD), Army Achievement Medal (3<sup>rd</sup> AWD) Army good Conduct Medal (4<sup>th</sup> AWD)- 11/1987-09/17/2002

**VOLUNTEER EXPERIENCE:**

- Colorado Springs Comprehensive Plan Steering Committee- 05-Present
- City of Colorado Springs City Planning Commission- 03/2011-Present:
- Colorado Springs City Council Civic Engagement Program- 01/14-Present
- Mayors Initiative to End Homelessness in Colorado Springs- Trustee. 02/2014-Present
- El Pomar Foundation- Black Advisory Council Member-06/2006- Present
- Community Association Institute, President- 1/2005- 6/2012

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## Application for City of Colorado Springs Boards & Commissions

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### Profile

Donnis

First Name

A

Middle Initial

Martin

Last Name

donnis@q.com

Email Address

9825 Arroya Ln

Street Address

Suite or Apt

Colorado Springs

City

CO

State

80908

Postal Code

Home: (719) 964-2029

Primary Phone

Home:

Alternate Phone

Retired

Employer

Job Title

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### Which Boards would you like to apply for?

Colorado Springs Housing Authority : Submitted

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### Interests & Experiences

#### Why are you interested in serving on a board or commission?

Having served on the Board of Commissioners in the past, I am still very passionate about serving my community, particularly dealing with Housing. This is a critical time for our community related to housing issues. My skills and experience and corporate knowledge on the Board will be an asset to the organization.

[Colorado Springs Housing Authority Resume.doc](#)

Upload a Resume