



## Internal Memorandum

Mayor-President's Office (1200)

TO: Veronica Williams

DATE: August 29, 2022

FROM: Josh Guillory

SUBJECT: **Lafayette Mayor-President's Awareness Committee for Citizens with Disabilities**  
***Appointment of Haley Block***


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I hereby appoint Haley Block to the Lafayette Mayor-President's Awareness Committee for Citizens with Disabilities for a three-year term expiring and a new term through November 15, 2025. She will be filling the unexpired term of Keely McGibboney, who resigned on August 5, 2022.

Ms. Block's contact information is listed below:

Haley Block  
Old Settlement Road  
Lafayette, LA 70508  
blockhaley3@gmail.com

If further information is needed, please let me know.



Josh Guillory  
Mayor-President

jm

cc: Harlon Cowsar, II



Josh Guillory

Mayor-President Mayor-President

August 29, 2022

Haley Block  
Old Settlement Road  
Lafayette, LA 70508

**RE: Lafayette Mayor-President's Awareness Committee for Citizens with Disabilities**

Dear Ms. Block:

Thank you for accepting the appointment to the Lafayette Mayor-President's Awareness Committee for Citizens with Disabilities. You will be filling an unexpired three (3) year term, which begins immediately, and a new term which will expire on November 15, 2025. Your participation and knowledge will be beneficial to the citizens of our community.

Thank you again for your willingness to serve.

Warm regards,

Josh Guillory  
Mayor-President

JSG:jm

CC: Harlon Cowsar



One Acadiana, 1001 Poydras Street, Suite 2000, New Orleans, LA 70112 // P 504.581.2700 // F 504.581.2701 // [OneAcadiana.org](http://OneAcadiana.org)

August 5, 2022

Mr. Harlon W. Cowsar II  
Disability Awareness Coordinator  
Lafayette Consolidated Government  
705 West University Avenue  
Lafayette, LA 70506

Re: Appointment to Mayor-President's Awareness Committee for Citizens with Disabilities

Mr. Cowser:

I am requesting to transfer the remainder of my appointment to the Mayor-President's Awareness Committee for Citizens with Disabilities to another representative of One Acadiana, Haley Block.

Haley is a positive and energetic presence on our team and I believe she will bring the same eager and open mindset to the Committee that she brings in her work at One Acadiana. Her life experiences will also be uniquely useful to the Committee's work in our community.

Please also allow this letter to serve as permission for Haley to be designated as my Proxy for any Committee meetings or activities until such time as her appointment may be confirmed.

Sincerely,

Keely McGibboney  
Director, Policy Initiatives and Governmental Affairs  
One Acadiana

# Haley Block

(337) 254-5959   blockhaley3@gmail.com

## Work History

### ***Spring 2018-2020***

#### **Coach Safety, Office Manager/ Bookkeeper**

Lafayette, LA

- Oversee company's financial data and compliance by maintaining accurate books in QuickBooks on AP/ AR, payroll and daily financial entries and reconciliations.
- Prepare payroll for staff and clients, prepare tax payroll returns.
- Expertise in developing and delivering monthly, quarterly, and annual Profit and Loss statements and Balance Sheets for company owner and CPA.
- Complete bank reconciliations.
- Create and enter invoices and collect on overdue accounts. Research and resolve billing and collection disputes.
- Interact with external clients and vendors on a regular basis, cultivating strong professional relationships.
- Proven ability to interact and implement improvements to streamline processes and increase efficiency and productivity.
- Maintain accurate electronic and physical filing system for accounting, finance, and HR related data.
- Receive payments from customers and vendors and make bank deposits.
- Assist CPA in tax filings and 1099 and W2 preparations.
- Write checks and maintain regular basis balance control on all bank accounts.
- Establish and maintain safety related field documents.
- Complete, review and enter MSA contract reviews including insurance certificate provision.
- Oversee ISNetwork and other compliance networking required functions to permit vendors to meet major operating company requirements.
- Created audit packaging with safety course material and completed courses from clients' employees.
- Establish files and documents of employee training for client and regulatory audits.
- Assisted in performing and implementing all safety courses; PPE, Hazmat, JSA, H2S, etc.
- Scheduled all H2S safety technicians to job sites of various vendors.

### ***Fall 2017-2018***

#### **Van Alan Homes, Assistant Office Manager**

Youngsville, LA

- Coordinate and organize office procedures and administrative duties.
- Maintained office by ordering supplies, managing filing, and providing support to clients.
- Complied with office management system data standards and integrity (enters and maintains complete and accurate information).
- Professionally and efficiently manage the company's phone system.
- Performed weekly payroll administrative functions.
- Daily entries into the company system, subcontractors certificates of insurance, invoicing from subcontractors, three-way matched homes for precise budgeting on homes accounts.
- Provide direction/ assistance for any problems or questions that may arise with customers, management, constructions, and outside vendors.

### ***Spring 2014- 2017***

#### **Gulf Coast Bank, Personal Banker**

Lafayette, LA

- Cross-sell bank products and services to consumer and small business customers. Assist in loan applications for consumer and commercial customers.
- Interact with customers to ascertain needs. Open deposit accounts, leverage in-depth product knowledge to assist the bank in meeting its goals. Accept loan payments: verify payment amount and issue receipts. Buy and sell currency from the vault as necessary, ensuring that teller drawer cash limits are not exceeded.
- Applied market and securities knowledge to sell financial products and services to businesses and individual clients.
- Demonstrated ongoing commitment and tireless work ethic complemented by expert knowledge of credit/ fraud-related situations.
- Managed customer portfolio and serviced relationships to acquire 100% of the customer's business.

### ***Fall 2014***

#### **Community First Bank, Bank Teller**

Youngsville, LA

- Provide service to bank customers by conducting appropriate transactions and meeting the needs of customers by referring them to appropriate departments in the bank. Accept loan payments: verify payment amount and issue receipts. Buy and sell currency from the vault as necessary, ensuring that teller drawer cash limits are not exceeded.
- Receive checking and savings deposits: verify cash and endorsements, receive proper identification for cash back, and issue receipts of deposit.

# Haley Block

(337) 254-5959    blockhaley3@gmail.com

*Examine checks deposited and determine proper funds availability based on regulation requirements and complete Hold Notices. Process savings withdrawals. Cash checks: verify endorsement, receive proper identification, and ensure validity. Identify counterfeit currency.*

- *Answer basic customer inquiries regarding interest rates, service charges, and account histories while complying with disclosure requirements, regulations and consumer privacy policies.*

## **Fall 2013**

**So Meekelle Costumes, Executive Assistant**

Lafayette, LA

- *Created a highly effective organizational and filing systems, included quick and thorough indexing, filing and offsite storage resulting in easy access to critical information and streamlined office functioning.*
- *Answered a high volume of incoming calls and in-person inquiries from clients and colleagues; treated each person with respect and provided information and referrals.*
- *Updated and maintained CEO's calendar.*

## **Education**

**University of Louisiana at Lafayette**

***Fall 2014/ Fall 2020***

Major: Business Management

**South Louisiana Community College**

***Spring 2013- Fall 2013/ Fall 2019***

Major: Business Management

### ***Organizations***

- Office of Disability Services – Note Taker

**University of Louisiana at Monroe**

***Fall 2011- Spring 2012***

Major: General Business

### ***Organizations***

- Kappa Delta Sorority
- Philanthropists for St. Jude Charity

**Saint Thomas More Catholic High School**

***Graduated May 2011***

## **References** (Contact information available upon request)

- Sharon Catalon, Branch Manager, Loan Officer NMLS #616833
- Elizabeth Haik Johnson, former Attorney.
- Carey Chopin, Commercial Lender NMLS #477735
- Chris Klock, CEO Oilfield Safety Company