

Bonney Freeman Hughes

Most Relevant Experience

November 2022-present

Employer: NMED Climate Change Bureau, 525 Camino de los Marquez, Santa Fe, NM 87505

<https://www.env.nm.gov/climate-change-bureau/>

Job Title: A/O I – Environmental Science (Program Manager) – full time

1. Assist with and manage several large programs, sometimes simultaneously
 - a. Was responsible for submitting and wrote parts of Climate Pollution Reduction Planning (Phase 1) Grant
 - b. Assist with managing and writing and submitting reports for CPRG planning grant
 - c. Assisted with writing and editing Priority Climate Action Plan (PCAP), a major deliverable of CPRG planning grant
 - d. Managed logistics, public notice and outreach, and majority of procurement for Advanced Clean Cars II, Advanced Clean Trucks, and Heavy Duty Omnibus rulemaking hearing
 - e. Handle large part of outreach and education regarding Clean Fuel Standard
 - f. Review and edit Clean Fuel Standard regulations
2. Hire and assist with hiring key Climate Change Bureau staff
 - a. Recruit applicants, publicize open positions
 - b. Help write and submit interview questions
 - c. Assist with selection of candidates to interview
 - d. Schedule and run interviews
 - e. Assist with selection of candidates to hire
 - f. Check references
3. Supervise staff
 - a. Train and introduce staff to NMED (New Mexico Environment Dept) and CCB (Climate Change Bureau):
 - i. Training requirements such as civil rights, sexual harassment, defensive driving
 - ii. Policies and procedures for travel, leave, timekeeping, payroll
 - iii. Computer and IT systems, including website, timekeeping, file sharing, and email
 - b. Procure and prepare equipment and supplies for staff according to procurement rules
 - c. Direct staff to appropriate resources to learn about Climate Change Bureau's work
 - d. Direct, supervise, and review work of staff
4. Conduct outreach
 - a. Write, design, edit, and publish e-blasts, brochures, website content, and legal ads, arrange translation
 - b. Write public involvement plans, including outreach to tribes, colonias, and land grants
 - c. Arrange logistics for and assist with presentation at public meetings

August 2015 – November 2022

Employer: NMED Petroleum Storage Tank Bureau (PSTB), 2905 Rodeo Park Dr East, Bldg 1, Santa Fe, NM 87505, https://www.env.nm.gov/petroleum_storage_tank

Ending Job Title: Environmental Scientist & Specialist – Advanced – full time

1. Gave regulated community and public easy access to vital information
 - a. Coordinated outreach programs for people of varying backgrounds, including writing, designing, editing, and publishing e-blasts, brochures, website content, and legal ads, arranging translation
 - b. Edited and advised on public involvement plans, including outreach to tribes, colonias, and land grants
 - c. Coordinated and publicized virtual and in-person public meetings for diverse audiences, took and published meeting minutes
 - d. Communicated and worked with the public regarding regulation revisions, public information requests, other issues
2. Managed project to gain State Program re-approval from EPA for New Mexico's Underground Storage Tank Program
 - a. Assisted Bureau Chief with revision and implementation of the Petroleum Storage Tank regulations as part of a team
 - b. Monitored and kept team on track to meet multiple deadlines for regulation submission, hearings, public notices, etc.
 - c. Directed compilation of complex State Program Approval application
3. Monitored spending of funds specified in purchase orders
4. Trained and supervised new staff and interns
 - a. Used communication and interpersonal skills to train many staff on responding to Inspection of Public Records Act Requests, using NMED databases and applications, etc.
 - b. Effectively if unofficially supervised several new staff and interns, advising on state, NMED, and PSTB policies, procedures, and norms
 - c. Reviewed and edited work of co-workers, especially coworkers in Planning Section
5. Helped PSTB submit accurate and timely reports
 - a. Used databases CAF and OneStop to obtain information and generate and review technical reports on tanks, facilities, releases, corrective action, etc.
 - b. Assisted with federal data reporting requirements by editing end of year report, other technical reports measuring compliance, publishing public record on website
6. Researched programs and activities of other petroleum storage tank programs
7. Attended conferences to stay up to date with emerging issues and successful tactics for continuing to protect groundwater and human health from petroleum releases
8. Oversaw quality assurance and quality control of field-collected data
 - a. Served as Quality Assurance Officer for PSTB
 - b. Reviewed technical remediation and monitoring reports
 - c. Coordinated revising, editing, and submission of yearly Quality Management Plan and Quality Assurance Project Plan to USEPA Region 6
9. Developed processes and policies for responding to Inspection of Public Records (IPRA) requests, publishing information to website, and publishing public notices, based on policies and laws.

September 2013 - August 2015

Employer: Historic Santa Fe Foundation, 545 Canyon Road, Suite 2, Santa Fe, NM 87501,

<https://www.historicsantafe.org>

Ending Job Title: Office Manager – part-time

Edited, laid out and mailed newsletters, wrote and sent email blasts to hundreds of interested supporters of and donors to this historic preservation nonprofit

- In interim period between permanent executive directors, solved problems and made decisions related to personnel and tenants in consultation with other employees
- Used project management skills to assist with search for permanent executive director: placed ads and notices, collected, evaluated, and summarized applicant information, communicated results to members of search committee
- Arranged interviews, took and distributed notes of interviews and minutes of committee meetings
- Managed finances, including running payroll, with QuickBooks, reconciled accounts
- Wrote checks, entered and made deposits, issued invoices, collected rent, generated reports, made journal entries
- Helped develop, implement, and oversee program policies and procedures related to use of building, selection of tenants, collection of rent, etc.
- Communicated by phone and in person with donors, Board members and the public

August - December 2013

Employer: Santa Fe Community College, 6401 Richards Ave, Santa Fe, NM 87508, <https://www.sfcc.edu>

Ending Job Title: Adjunct Faculty – part-time

Taught introductory biology lecture and lab to about 15 students

- Prepared and gave lectures
- Prepared, administered and graded quizzes and exams
- Set up and taught labs
- Graded lab reports and lab exams
- Reviewed, learned and planned how to present a great deal of material

November 2008 - November 2012

Employer: Training Resources for the Environmental Community (TREC), trec.org, 1000 Cordova Pl #551, Santa Fe 87505

Ending Job Title: Admin/Program Assistant – part-time

- Copyedited annual reports and most other important documents for external distribution,
- Designed, edited and launched e-blasts
- Used Quickbooks to enter and print checks and debits
- Trained/supervised new employee
- Used, entered data into, and generated reports from complex database
- Helped develop, implement, and oversee program policies and procedures for compiling training materials, processing reimbursements, and other activities
- Assisted with evaluating training programs
- Increased proficiency in computer skills, including with Constant Contact, Microsoft Excel, and Quickbooks

January 2009 - February 2011

Researched, wrote, and published Carbonless Copy, <http://carbonlesscopy.blogspot.com>, a blog about personal and political ways to fight climate change

Employer: Self (volunteer) – part-time

May 1990 - August 2012

Employer: Self/family

Had primary responsibility for raising two boys – full time

Management and supervision of children and household

March 2003 - August 2005

Employer: Santa Fe Community Housing Trust (now The Housing Trust)

Ending Job Title: Outreach Specialist – part-time

- Coordinated and performed public outreach duties for this provider of affordable housing
- Wrote and distributed press releases resulting in media coverage
- Organized events: planned and recruited attendees, including local and state officials, for special events and programs
- Wrote and edited effective reports and outreach fliers
- Effectively organized and managed multiple projects which had various timelines and deadlines
- Committed to serving a diverse community of clients and officials
- Assisted with grant proposals
- Compiled program information for, wrote for, and edited Annual Report, newsletter
- Worked with federal grant programs
- Made administrative/procedural decisions and judgments with skills in gathering data, compiling information, and preparing reports

January – August 2001

Employer: Santa Fe Watershed Association

Ending Job Title: Technical Assistance Group liaison – part-time

- Helped coordinate plans for monitoring thinning of Santa Fe Municipal Watershed with federal and local organizations and individuals
- Managed activities of the multi-agency Technical Assistance Group to protect and enhance the Santa Fe River
- Assisted with grant applications
- Assisted with comments on Santa Fe National Forest Environmental Impact Statement for thinning project
- Wrote reports, letters, etc.

August 1991 – May 1997

Employer: NMED Surface Water Quality Bureau

Ending Job Title: Water Resources Specialist 2 – half-time

- Developed and led public outreach program
- Gained knowledge and experience of field operations involving scientific data collection by assisting with water quality monitoring field work

- Used interpersonal skills to work effectively with and educate the public, officials, NMED management, other agencies on pollution prevention and watershed protection
- Analyzed and interpreted technical reports
- Helped apply for federal grants
- Founded, produced, wrote for, edited, and distributed Clearing the Waters, a New Mexico Environment Department newsletter educating the public on water pollution prevention
- Gave numerous slide presentations to groups of all ages and backgrounds statewide
- Implemented contracts, helped apply for Federal grants
- Increased proficiency in science and chemistry by reading and analyzing technical reports regarding development of water quality standards, watershed protection, and related topics
- Stayed up to date with emerging issues and strategies in watershed protection
- Wrote project plans for public outreach program
- Wrote documents such as brochures, newsletters, quarterly reports to comply with Federal reporting requirements

April 1989 – May 1990

Employer: NMED Underground Storage Tank Bureau

Ending Job Title: Environmental Supervisor – full time

Full-time position

Managed/supervised five employees

- Headed Public Outreach/Grants Management section of Underground Storage Tank Bureau, now called Petroleum Storage Tank Bureau
- Assisted with implementation of new regulations by educating affected public and writing numerous notices informing tank owners and operators of regulatory requirements
- Managed and coordinated public outreach, effectively communicating, educating, and working with the public and regulated community about underground storage tank and related environmental issues and regulations
- Gave talks to numerous groups statewide, communicating complex pollution prevention and regulatory issues in everyday language
- Edited and wrote articles for newsletter sent quarterly to over 1000 tank owners and others
- Helped apply for federal grants
- Complied with federal reporting requirements
- Developed and used project management skills
- Maintained, used, and helped develop complex records-tracking database for petroleum tanks, including entering data and generating and reviewing reports
- Gained and used interpersonal skills to supervise four to five employees in data management section

November 1986 – April 1989

Employer: NMED Occupational Health and Safety Bureau

Ending Job Title: Environmental Scientist – full-time

- Helped develop the industrial hygiene program of the Occupational Health and Safety Bureau

- Gained knowledge and experience of field operations involving scientific data collection by accurately using ambient and personal air monitoring equipment, decibel meters, etc., and recording data
- Increased proficiency in science, mathematics, and chemistry by performing calculations necessary to determine whether standards (permissible exposure limits) had been exceeded
- Analyzed data, compared measurements to standards to determine whether violations had occurred or not or whether further testing was needed
- Traveled throughout New Mexico to conduct thorough workplace inspections to protect public health, implementing occupational health and safety regulations
- Trained and mentored new hires
- Used excellent interpersonal skills to meet and deal tactfully with a diverse community of employees and employers, some of whom were antagonistic

Education

Cornell University

Ithaca, NY

M.S., Environmental Toxicology, January 1986. Minor: Education.

Honorable mention, National Science Foundation Fellowship, 1984.

B.S., General Agriculture, May, 1983. Minor: International Agriculture. Graduated with honors and with distinction.

Selected Publications

"Out Alive: Trapped by Rising Water," *Backpacker*, Aug. 2012

For the *Eldorado Sun*: "Homes for the Homeless," Mar. 1999; "Founders Not Always Keepers," Nov. 1999; "Agonizing Over Education," Dec. 2000; etc.

"Off the Grid: Building a House That Makes Its Own Electricity," *Crosswinds Weekly*, Sept. 16-23, 1999

Clearing the Waters (Nonpoint Source Water Pollution Newsletter of the New Mexico Environment Department), vol. 1-vol. 4 no. 2 (1992-97)

"Citizens' knowledge, beliefs, and actions regarding chemical contamination of drinking water," with Carole A. Bisogni; in L. Lave (ed.), Risk Assessment and Management, vol. 5 of series Advances in Risk Analysis, Plenum Press, pp. 697-702 (1988)