



CURRICULUM VITAE
Deby Skawinski, Esq.
Consultant

800-727-2766 (EPS Main)
214-893-8062 (Consultant Phone)
dskawinski@epspros.com
www.epspros.com

EDUCATION

TEXAS A&M UNIVERSITY SCHOOL OF LAW
J.D., 2012

DALLAS BAPTIST UNIVERSITY
Bachelor of Arts and Science, Psychology

PROFESSIONAL EXPERIENCE

Employment Practices Solutions, Inc. 2024 - present
Consultant

Conduct investigations into complaints of workplace misconduct. Provide guidance to employers on sound personnel practices, policies, and procedures. Facilitate training programs on a broad range of employment laws and issues, including investigation procedures, harassment and discrimination prevention, DE&I, effective hiring, disciplinary action and other workforce policies and practices. Provide one-on-one coaching to employees and leaders post-investigation.

Veritas Legal, PLLC 2023 - present
Founder

Counsel employers in employment law matters by leveraging over 25 years of extensive and diverse experience in public and private sectors as an employment attorney, risk manager, human resources leader, and business professional. Provide advice and strategic guidance on a wide array of HR and employment law matters, including workplace investigations, policy development and review, auditing human resources functions, leave and absence management, compliance and ethics, reductions in force, employee relations, performance management, discipline and discharge, employment agreements, and other areas, with a focus on preventative measures to maintain legal compliance, develop organizational culture and employee engagement, and avoid litigation.

City of Denton 2018-2023
Deputy Director, Risk and Compliance | Human Resources (September 2020 – October 2023)

- Oversaw HR functions, including employee leaves and benefits, payroll, and employment compliance. Provide counsel regarding employment-related and other high-risk matters. One of three HR senior leaders who managed the City's COVID response on a 24/7/365 basis.

- Responsible for the leadership and strategic direction of the City's risk management, safety, retirement and pension plans, health and wellness benefits programs, COBRA, self-insured commercial insurance portfolio, self-funded employee benefits plans, on-site employee health clinic, and the division's budgets, which totaled approximately \$44.5M.
- Developed and implemented departmental goals, policies, and priorities, including HR, employee benefits, risk management, workers' compensation, and other health and wellness programs.
- Managed self-insured benefits portfolio with a \$36.5M budget, which included medical and prescription drugs, dental, vision, FSA, life, disability, EAP, on-site employee health clinic, health concierge, COBRA, and ancillary products.
- Reorganized benefits and risk management functions to be more customer service oriented and to meet employee and organizational needs.
- Responsible for planning and managing the City's risk and safety program for approximately 1,800 employees, oversight of the workers' compensation third-party claims administrator, in-house liability claims program, and the City's self-insured workers' compensation, general liability, and auto insurance programs. Reviewed first- and third-party contracts, specifically regarding additional insured, contract provisions, identifying areas of risk and risk transfer options, as well as the priority of coverage, assessed insurance and indemnity obligations owed to and by the insured, and determined insurance requirements.
- Extensive purchasing responsibilities include but are not limited to a workers' compensation third-party administrator, new risk management information system (RMIS), employee health clinic clinical management vendor, employee benefits plans, property and casualty brokerage services, and annual renewals of property and casualty insurance policies.
- Ensured appropriate insurance coverages and policy design, including risk identification, coverage analysis, negotiation, procurement, and loss prevention.
- Presented to the City Council on a variety of topics, including budgets, employee benefits, policies, and closed-session items.
- Logistics Section Chief on the City's Emergency Operations Center (EOC).

KEY ACCOMPLISHMENTS

- Spearheaded the first on-site property appraisal in 12 years, resulting in a 21% increase in values but no rate changes due to extensive efforts to manage and provide comprehensive, accurate data.
- In-sourced safety program and built a new in-house safety team; redesigned and expanded City-wide safety program.
- Implemented a new workers' compensation third-party administrator on an expedited timeline.
- Worked extensively with brokers to "tell the story" of the City and risk management division and ensure advantageous insurance renewals.
- Project managed the implementation of the new RMIS application, starting from incomplete and unreliable data from the previous application to current clean and reliable data for accurate tracking and forecasting and to ensure a positive response from underwriters.

Benefits and Compliance Manager (October 2019 – September 2020)

- Responsible for developing, managing, and leading the employee benefits, retirement, payroll, and leave programs, and HR compliance, ensuring related policies, procedures, and practices comply with local, state, and federal laws. Provide counsel regarding employment-related and other high-risk matters, including investigations and employee relations.
- Directed the activities of the benefits and leave divisions, including planning, coordinating, administering, and evaluating programs, projects, processes, procedures, systems, standards, and service offerings.
- Evaluated benefit plans and streamlined and optimized HR processes to enhance efficiency, accuracy, and service. Identified opportunities for process improvements and implemented best practices.
- Oversaw administration of employee leave and accommodation programs and ensure compliance with the FMLA, ADA, USERRA, Title VII, and other applicable laws.
- Supervised direct reports, including assigning and prioritizing work, performance management, training and development, hiring, corrective action, and termination.

- Monitored and evaluated the quality, efficiency, and effectiveness of assigned human resources programs, service delivery methods, and procedures for the continuous improvement of City services.
- Managed development and implementation of departmental goals, objectives, policies, and priorities for assigned areas.
- Participated in designing, developing, and implementing organization-wide HR initiatives to ensure alignment with strategic objectives.
- Conducted operational and performance assessments and provided various analyses and recommendations on findings.
- One of three HR senior leaders who managed the City's COVID response on a 24/7/365 basis.

Human Resources Compliance Specialist (May 2018 – October 2019)

- Employment Attorney working in the City's HR department responsible for providing legal support on employment, benefits, and employment activities arising throughout the life cycle of employment to minimize exposures and manage inherent risks related to HR operations. Develop and implement strategies for providing accurate and timely guidance on a wide range of employment-related issues, legal requirements related to DEI programs, OFCCP, and other compliance related to employee benefits, retirement plans, data privacy (PII/PHI), employee relations, employee leaves, wage and hour (FLSA), benefit plans (ERISA and HIPAA), Form I-9 compliance, and other issues.
- Conducted and oversaw effective workplace investigations on highly complex and sensitive matters including, but not limited to, harassment, discrimination, retaliation, policy, and ethics violations; analyzed and reported findings and recommended action when necessary. Provide counsel regarding internal investigations, terminations, and general management of employment-related claims.
- Policy drafting, interpretation, and administration; reviewed hiring practices, drug testing program compliance, and benefits; reviewed documentation and provided counsel on discipline and terminations before action was taken.
- Reviewed Human Resources policies, procedures, and documents relating to hiring practices, drug testing, DOT adherence, benefits administration, etc., to mitigate risk by ensuring legal compliance and recommended improvements.
- Collaborated with City attorney's office staff regarding high-risk human resources-related issues; drafted employment contracts and agreements.
- Conducted the City's first I-9 audit and corrected multiple inefficiencies by training HR staff and reviewing policies, guidelines, SOPs, and handbooks.

Grable Martin Fulton PLLC

2016-2018

Employment Counsel

- Specialized in providing outsourced general counsel and overflow support for in-house legal departments.
- Conducted and oversaw effective workplace investigations on highly complex and sensitive matters including, but not limited to, harassment, discrimination, retaliation, policy, and ethics violations; analyzed and reported findings and recommended action when necessary. Provide counsel regarding internal investigations, terminations, and general management of employment-related claims.
- Provided employment-related advice and counsel to clients on a diverse range of legal matters, including hiring, discipline and termination practices, wage and hour, risk management, compliance, employment contracts and agreements, policies and procedures, leaves and accommodations, employment-related audits, and M&A due diligence and general management of employment-related claims, litigation, and related matters.
- Investigated and provided complaint responses to the EEOC, DOL, and state agencies. Developed and implemented strategies for providing accurate and timely guidance on a wide range of employment-related issues, focusing on employment and labor law, legal requirements related to diversity, equity and inclusion programs, OFCCP, and other compliance related to government contractor designation, employee benefits, and retirement plans.

Engage PEO

2013-2015

Assistant General Counsel & Human Resources Manager

- Provided management of litigation and oversight of outside counsel on litigated matters, including handling mediations, settlements, and strategy.
- Provided employment-related counsel to internal and external clients on diverse legal matters, including hiring, discipline and termination practices, wage and hour, risk management, compliance, employment contracts and agreements, policies and procedures, workplace investigations, employment-related audits, and leaves of absence. Provided investigation and complaint responses to the EEOC, DOL, NLRB, and state agencies for over 200 clients and over 17,000 worksite employees in all 50 states.
- Conducted and oversaw effective workplace investigations on highly complex and sensitive matters including, but not limited to, harassment, discrimination, retaliation, policy, and ethics violations; analyzed and reported findings and recommended action when necessary. Provide counsel regarding internal investigations, terminations, and general management of employment-related claims.
- Managed company licensing and reporting requirements on a state-by-state and federal basis to meet all business license and reporting requirements.

Legal Clerkships

U.S. Department of Labor, Office of the Solicitor

2012

Little Mendelson PC

2012

Equal Employment Opportunity Commission (EEOC)

2011

Additional Experience

Wells Fargo Dealer Services

2004 – 2010

Assistant Vice President, Human Resources / Senior Recruiter

- Managed all employment-related activities within four divisions for up to 27 Regional Business Centers across 23 states.
- Provided coaching, training, and professional development to hiring managers on all aspects of employment, including hiring, employment law, interviewing, employee counseling and discipline, compliance issues, policy, and procedures.
- Nominated for WFDS Leadership Award 2005 through 2009.

Texas Health Resources

2003 – 2004

Workforce Planning Analyst / Senior Recruiting Consultant

- Proactively managed sourcing and recruitment efforts for 13 Dallas Ft. Worth acute care hospitals.
- Successfully managed 16 affirmative action plans for hospitals and corporate entities, managing annual plans, audits, and OFCCP information requests.

LICENSE/CERTIFICATIONS

- State Bar of Texas
- Texas Bar College, Member
- Association of Workplace Investigators, Inc. Certificate Holder (AWI-CH)



Proud Member of
Texas Bar College
A Professional Society of Legal Scholars