



MLB SERVICE GROUP

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Key Personnel Profile: Chief Executive Officer / Managing Member

Melissa L. Barnard

Chief Executive Officer & Managing Member

Ownership: 100% Owner & Executive Director, MLB Service Group

Executive Summary

A seasoned executive and administrative leader with over 26 years of dedicated service to the State of Texas (TDCJ) and over 40 years of total operational, logistics, and personnel management experience. Proven expertise in multi-million-dollar inventory control, state and federal regulatory compliance, agency accounting, vendor procurement coordination, and workplace safety administration. As CEO of MLB Service Group, she directs all corporate governance, contract compliance, financial administration, and prime vendor relations.

Core Operational & Executive Capabilities

1. Executive Leadership, Compliance & Administration

- **100% Managing Member & Executive Director:** Directs all strategic planning, contract negotiations, government agency filings, and financial governance for MLB Service Group.
- **Law Enforcement & County Administration:** Served as Assistant Jail Administrator for the Polk County Sheriff's Department, managing facility operations, records, and staff compliance.
- **State Agency Governance:** Completed 26 years of dedicated state service with the Texas Department of Criminal Justice (TDCJ), holding high-level administrative positions across inventory, trust fund management, pricing, and inmate records.

2. Large-Scale Logistics, Procurement & Inventory Control

- **Inventory & Store Specialist IV (Supervisor):** Directed comprehensive warehouse and commissary inventory control systems. Supervised up to 20 state employees and offender work crews; managed physical inventories, stock rotation, salvage, and vendor product specification testing.

- **Administrative Assistant III (Pricing Coordinator & Inventory Control Specialist):** Managed automated inventory management systems, pricing structures, purchase orders, vendor warranty claims, past-due delivery tracking, and vendor performance audits.
- **Unit Store Manager (Byrd Unit):** Managed full unit store operations, institutional inmate trust fund accounts, electronic ledgers, bulk warehousing, and logistics replenishment for state facilities.

3. Safety Management, Cybersecurity & Regulatory Oversight

- **Collateral Duty Safety Manager:** Formally trained and certified in state workplace safety standards, environmental compliance, and MSDS/HAZMAT documentation maintenance.
- **Cybersecurity Certified:** Holds active, annual TDCJ Cybersecurity Certification, ensuring strict protocol adherence for state and federal regulatory systems, data privacy, and CUI/governmental data protection.
- **Commercial Logistics:** Teamed as a cross-country commercial transport driver hauling chemical freight, possessing real-world hazardous materials and DOT freight experience.

Professional Credentials, Awards & Recognition

- **26-Year State of Texas Service Award & Certificate of Retirement** (Dedicated TDCJ Service)
- **Multiple TDCJ Employee of the Month Awards** (Recognized for exceptional operational excellence)
- **TDCJ Collateral Duty Safety Manager Certification**
- **TDCJ Cybersecurity Certification (Annual)**

CEO Closing Statement

"My career has been defined by 26 years of strict state accountability, regulatory compliance, and managing complex inventory and financial systems where accuracy wasn't optional—it was required by law. At MLB Service Group, I apply that same uncompromising standard of state-level oversight to our corporate governance, contract management, and vendor fulfillment. We operate with complete fiscal transparency, total regulatory compliance, and an absolute commitment to delivering on our commitments."

Melissa Barnard