

Jaymz Touchstone

May 14, 2026

Alicia Halvensleben

Office of the Mayor, City Hall
201 Delafield Street
Waukesha, WI 53188

Re: Letter of Interest — District #11 Aldermanic Appointment

Dear Mayor Halvensleben and Members of the Common Council,

I am writing to express my strong interest in serving as the appointed Alderperson for District #11. As a Waukesha resident at 212 Fountain Avenue and a longtime member of this community, I believe my background in public policy, emergency management, veteran advocacy, and local business ownership uniquely positions me to represent the constituents of District #11 with integrity and effectiveness.

Over the course of more than 25 years in public service, I have developed deep expertise in the areas most critical to a functioning city council. As Supervisor of Veterans Benefits for the Wisconsin Department of Veterans Affairs, I led a team managing complex policy implementation across state and federal regulatory frameworks — ensuring compliance, improving outcomes, and advocating for those in need. Prior to that, as Business Continuity Manager and Emergency Planner for the Wisconsin Department of Workforce Development, I served as Incident Commander and COOP Manager, developing the policies and emergency preparedness programs that protect essential government services when they matter most. These roles demanded the same qualities required of an effective Alderperson: careful policy analysis, collaborative leadership, and an unwavering commitment to the public good.

My military career spans four decades of service with the National Guard, Navy, and Army Reserve, including a deployment to Afghanistan where I was awarded the Bronze Star for planning and coordinating 300 missions. As a Civil Affairs officer, I worked directly with local government leaders, negotiated contracts, managed large-scale construction projects, and developed print and radio communications — skills that translate directly to the finance, public works, and ordinance responsibilities of the Common Council. I understand what it means to be accountable to a community under pressure, and to lead with both decisiveness and transparency.

As the owner of Touchstone Restoration, I have operated a construction and restoration business here in Waukesha since 1998 — with only a brief pause for state service — working with homeowners, commercial clients, and institutional partners while maintaining full OSHA compliance and code adherence throughout. I know what it takes for small businesses and families to thrive, and I will bring that practical, on-the-ground perspective to every council discussion and committee assignment.

I am committed to attending all Common Council and committee meetings, engaging actively with District #11 constituents, and working constructively with colleagues across the council to advance sound policy for the City of Waukesha. I welcome the opportunity to be interviewed on June 6th and am prepared to begin serving immediately upon appointment.

Thank you for your time and serious consideration of my application.

Respectfully,

Jaymz Touchstone

JAYMZ TOUCHSTONE

PROFESSIONAL PROFILE

Results-driven professional with over 25 years of success in planning, directing, and managing customer-centric operations across public service, construction, and military sectors. Proven track record in veteran advocacy and benefits administration, emergency management, program development, and skilled trades leadership. Hands-on, empowering leader skilled at identifying individual strengths and driving teams toward mission-critical goals.

AREAS OF EXPERTISE

- Veteran Benefits Administration
- Program & Policy Development
- Team Building & Leadership
- Public Speaking & Training
- Business Continuity Planning
- Conflict Resolution
- Operational & Strategic Planning
- Grant Management & Coordination
- Welding & Metal Fabrication
- Procedure Improvements
- Negotiation & Policy Research
- Construction Project Management

PROFESSIONAL EXPERIENCE

Touchstone Restoration — Waukesha, WI
Owner / Operator

2023 – Present

Re-established and currently operating a construction company specializing in personalized, relationship-driven service. Manages all facets of operations including finances, budgeting, licensing, insurance, and logistics.

- Directs day-to-day operations including estimating, project scheduling, subcontractor coordination, and client relations.
- Oversees residential and commercial construction, renovation, and restoration projects ensuring OSHA compliance and WI code adherence.
- Leverages welding and metal fabrication skills to expand service offerings and provide value-added solutions to clients.

Wisconsin Department of Veterans Affairs (WDVA) — Wisconsin
Supervisor, Veterans Benefits

2021 – 2023

Supervised the department of veterans benefits for the State of Wisconsin, leading a team dedicated to ensuring Wisconsin veterans, their families, and survivors received the full range of benefits and support services they were entitled to under state and federal law.

- Directed and supervised staff responsible for benefits intake, assessment, and case management for Wisconsin veterans.
- Ensured compliance with state and federal laws, regulations, and agency policies governing veterans' entitlements and support programs.
- Collaborated with state and federal agencies to streamline the delivery of benefits and resolve complex case issues.
- Developed and implemented procedural improvements that increased team efficiency and improved outcomes for veterans and their families.
- Served as an advocate and resource for veterans navigating benefits claims, appeals, and support service access.

Wisconsin Dept. of Workforce Development — Office of Special Initiatives — Wisconsin
Career & Technical Education (CTE) Grant Lead Worker

2019 – 2021

Coordinated a \$6 million statewide Career and Technical Education grant program, leading a team of five in certifying submitted grants from school districts across Wisconsin. Served concurrently as Lead Worker for the Prison Job Center at

Kettle Moraine Institution.

- Coordinated policy and program efforts within DET and with partner agencies including DPI and the Wisconsin Technical College System.
- Reviewed and analyzed relevant federal and state laws, rules, and regulations for program compliance and impact.
- Drafted SOPs and standards for the CTE program to ensure fair and compliant administration across all schools and WTCS institutions.
- Directed and provided oversight for both the CTE grant program and reintegration program.

Wisconsin Dept. of Workforce Development — Wisconsin 2014 – 2019
Business Continuity Manager / Emergency Planner (Program & Policy Analysis, Advanced)

Served as COOP Manager, Incident Commander, and Risk Manager. Primary contact for DWD staff in the development, communication, coordination, and implementation of emergency management policies and programs. Collaborated with DOA COOP Director and Wisconsin Emergency Management.

- Created a real-time business continuity recovery application for DWD that improved departmental emergency preparedness.
- Developed and maintained comprehensive emergency management plans, policies, and training programs across the department.

Independent Project Management Consultant — Waukesha, WI 2012 – 2014
Construction Project Management

Partnered with companies to accomplish short-lead-time, fast-turnaround construction projects including emergency structural repairs and interior remodeling with electrical and plumbing subcontractor oversight. Completed all projects on time and within budget without disrupting ongoing business operations.

- Clients included: Menards, State Farm, Eagles Club, and Waukesha First Assembly.

United States Military Service — National Guard, Navy & Army Reserve 1986 – 2026
Director of Civil Affairs / Multiple Roles

Currently assigned to the 432nd CA BN. Planned and directed civil affairs initiatives involving written and oral communications with local governmental leaders and local nationals. Led teams coordinating major program initiatives for local government and regional command.

- Negotiated a \$60K dining services contract with local nationals, saving \$2.2M in U.S. taxpayer funds while ensuring health, safety, and security of U.S. personnel.
- Managed and coordinated a \$450K construction of a school building for a rural community in Afghanistan; trained local nationals in construction quality standards.
- Awarded the Bronze Star for successfully planning and coordinating 300 missions and overseeing the Forward Operating Base.
- Developed print and radio communications outreach in conjunction with local government, focusing on social services and education.
- Led a team of 30 civil engineers and construction workers in Iraq to restore bridges and roads; managed \$1M+ in equipment and human resources.
- Led construction teams that built 18,000 sq. ft. of office space and over 25,000 sq. ft. of living quarters for the Iraqi army.

Touchstone Restoration — Waukesha, WI 1993 – 2011
Owner / Founder

Founded and operated a construction company specializing in personalized, relationship-driven service. Managed all facets of operations including finances, budgeting, licensing, insurance, and logistics.

- Built several two-story residences ranging from 3,500 to 4,000 sq. ft., all inspected and compliant with WI code.
- Contracted with national chain to remodel and retrofit four Pizza Hut locations, including electrical upgrades to commercial ovens.
- Renovated an entire 70-unit apartment complex, updating bathrooms, electrical, and paint; built to code and fully inspected.

- Maintained full OSHA compliance across all project sites and staff.

EDUCATION & TRAINING

Waukesha County Technical College (WCTC)

2023 – 2026

Associate Degree, Welding & Metal Fabrication — **Graduated with Honors**

Bethel University

St. Paul, MN

Bachelor of Arts in Theology — *Minor in Writing/Communications*

CERTIFICATIONS & PROFESSIONAL TRAINING

Business Continuity & Emergency Management

- FEMA Certified Professional Continuity Practitioner
- Wisconsin Emergency Manager — Level Two
- RAVE Instructor

Health & Safety

- Red Cross First Aid/CPR Instructor
- Wilderness First Aid Instructor
- Communication Under Pressure Instructor

United States Army Leadership Certifications

- Master Leader Course; Senior Leadership Course
- Advanced and Basic Non-Commissioned Officer Leadership Programs
- Battle Staff Leadership School
- Certified Contracting Officer Representative
- Combat Lifesaver