

DATE: 01-25-2008

TO: City Clerk

FROM: Representative Beto O'Rourke

ADDRESS 2 Civic Center Plaza, 10<sup>th</sup> Floor TELEPHONE 541-4123

Please place the following item on the (Check one): CONSENT X REGULAR \_\_\_\_\_

Agenda for the Council Meeting of February 5, 2008

Item should read as follows: Appointment of Jessie N. Sustaita to the Community Development Steering Committee, filling an unexpired term, as requested by Representative Beto O'Rourke, District 8.

SPECIAL INSTRUCTIONS: \_\_\_\_\_

**BOARD COMMITTEE/COMMISSION APPOINTMENT/REAPPOINTMENT FORM**

NAME OF BOARD/COMMITTEE/COMMISSION: Community Development Steering Committee

NOMINATED BY: Representative Beto O'Rourke DISTRICT: 8

NAME OF APPOINTEE Jessie N. Sustaita  
(Please verify correct spelling of name)

BUSINESS ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ ST: \_\_\_\_\_ ZIP: \_\_\_\_\_ PHONE: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ ST: \_\_\_\_\_ ZIP: \_\_\_\_\_ PHONE: \_\_\_\_\_

WHO WAS THE LAST PERSON TO HAVE HELD THIS POSITION BEFORE IT BECAME VACANT?

NAME OF INCUMBENT: Joseph Nevarez, III

EXPIRATION DATE OF INCUMBENT: 06-10-2008

REASON PERSON IS NO LONGER IN OFFICE (CHECK ONE): TERM EXPIRED: \_\_\_\_\_  
RESIGNED X  
REMOVED \_\_\_\_\_

DATE OF APPOINTMENT: 02-05-2008

EXPIRATION DATE OF NEW APPOINTEE: 06-10-2008

PLEASE CHECK ONE OF THE FOLLOWING: 1<sup>st</sup> TERM: \_\_\_\_\_

2<sup>nd</sup> TERM: \_\_\_\_\_

UNEXPIRED TERM: X

# Jessie N. Sustaita

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## Professional Experience

Benefits Counselor ▪ Rio Grande Area Agency on Aging, El Paso, TX ▪ Oct 2005 – Present

- Responsible for implementing the objectives of the RGCOG Area Agency on Aging which include increasing the education, outreach and enrollment of older adults in a variety of federal, state, and local health and social service programs.
- Individual counseling and advocacy in areas of public benefits, Social Security, Medicare, Medical Assistance, SSI, health insurance supplements, V.A. disabilities, age discrimination, food stamps, consumer fraud, utilities, etc.
- Assist older adults in completing enrollment forms for various federal and state social service programs.
- Coordinate with RGCOG Area Agency on Aging, nutrition, health and other social service programs to provide outreach to older adults on benefits for which they are eligible.
- Act as a resource, educational and outreach specialist for the elderly population by providing information at nutrition sites, senior citizens centers, facilitating workshops, media releases, radio talk shows and advertisement of available services and development of informational materials.

Neighborhood Planner ▪ El Paso Empowerment Zone, El Paso, TX ▪ Nov 2003 – Nov 2004

- Assisted Planner with neighborhood zoning presentations
- Provided assistance with different committees like Development Coordinating Committee City Plan Commission
- Helped form board of directors for newly formed neighborhood associations
- Assisted in the development of neighborhood associations' by-laws
- Trained in developing power-point presentations

Provider Specialist – Upper Rio Grande @ Work, El Paso, TX – Dec 2000 – Dec 2002

- Monitored daycare centers with the county of El Paso
- Trained providers on health and safety issues and customer service
- Assisted new daycare owners with becoming members of the Child Management Services

## Skills

Good organizational, project management and planning skills. Ability to communicate effectively through oral and/or written formats. Bilingual. Ability to complete projects in a timely manner, and team player. Able to meet deadlines and to maintain a balanced workload. Proficient with word processing, database, and spreadsheet software programs. These include: Microsoft Office: Word, Excel, Outlook, PowerPoint, Publisher & Access.

## Education

MBA/HRM Business Administration ▪ University of Phoenix, Santa Teresa, NM ▪ 2003-2005

Certificate of Special Education ▪ University of Texas, El Paso, TX ▪ 2002-2003

Bachelors of Science in Business Management ▪ University of Phoenix, Santa Teresa, NM ▪ 1998-2001

Certificate of Human Resources ▪ University of Phoenix, Santa Teresa, NM ▪ 1998-2001

Coursework in Human Services ▪ El Paso Community College, El Paso, TX ▪ 1994-1995

## References

Available upon request.