

DATE: 2/21/2012

TO: City Clerk

FROM: Representative Cortney Carlisle Niland

ADDRESS 2 Civic Center Plaza

TELEPHONE 915-541-4268

Please place the following item on the (Check one): CONSENT XXX REGULAR _____

Agenda for the Council Meeting of February 28, 2012

Item should read as follows: Appointment of Lidia Flynn to the Foster Grandparent Program Advisory Council by Representative Cortney Carlisle Niland, District 8.

SPECIAL INSTRUCTIONS: _____

BOARD COMMITTEE/COMMISSION APPOINTMENT/REAPPOINTMENT FORM

NAME OF BOARD/COMMITTEE/COMMISSION: Foster Grandparent Program Advisory Council

NOMINATED BY: Representative Cortney Carlisle Niland DISTRICT: 8

NAME OF APPOINTEE Lidia Flynn
(Please verify correct spelling of name)

BUSINESS ADDRESS: 625 West Yandell Drive

CITY: El Paso ST: TX ZIP: 79902 PHONE: 915-532-4300

HOME ADDRESS: _____

CITY: _____ ST: _____ ZIP: _____ PHONE: _____

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

NAME OF INCUMBENT: Trinidad Acosta

EXPIRATION DATE OF INCUMBENT: 06/19/2011

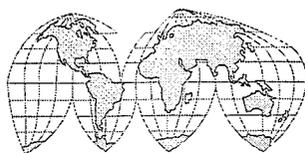
REASON PERSON IS NO LONGER IN OFFICE (CHECK ONE): TERM EXPIRED: X
RESIGNED _____
REMOVED _____

CITY COUNCIL APPROVAL DATE: 02/28/2012

TERM BEGINS ON : 06/20/2011

EXPIRATION DATE OF NEW APPOINTEE: 06/19/2013

PLEASE CHECK ONE OF THE FOLLOWING: 1st TERM: XX
2nd TERM: _____
UNEXPIRED TERM: _____



FLYNN & ASSOCIATES, INC.

**RESUME OF FORENSIC TRAFFIC ACCIDENT RECONSTRUCTION & SPECIALIZED
INVESTIGATIVE EXPERIENCE**

For

Lidia Flynn



Present:

**Flynn & Associates, Inc.
Investigator**

Conducts Investigations for attorneys, insurance companies and private citizens throughout Texas and New Mexico. Supervises and performs address verifications.

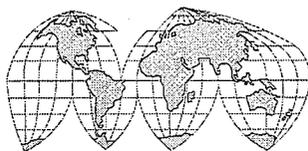
Fluent in the Spanish language.

April 1993 to January 1997:

**Rio Grande Council of Government
Executive Secretary**

Coordinated arrangements for Board of Directors meetings. Annual meeting activities, Annual Rural Meeting and TARC, NARC meetings. In additions, coordinated activities of the departmental secretarial staff and receptionist.

Office duties included handling of correspondence, travel arrangements for the Executive Director, Board of Directors, and agency staff. Coordination of recruitment programs to include examination of application for employment and conducting employment interviews, reference investigations, maintaining personnel and administrative files for the agency. Assisting in procurement of office supplies, equipment and furniture.



FLYNN & ASSOCIATES, INC.

**RESUME OF FORENSIC TRAFFIC ACCIDENT RECONSTRUCTION & SPECIALIZED
INVESTIGATIVE EXPERIENCE**

For

Lidia Flynn

April 1992 to October 1992:

**Melvin Simon & Associates
Administrative Assistant 11**

Coordinated staff members during programs pertaining to various mall promotions. Assisted in other production related activities such as promotion scheduling and set-up.

Office duties included management of the Merchants Association financial accounts and the monthly production of the mall's financial and activity reports.

April 1989 to March 1992

**CBS Property Services
Building Secretary**

Was responsible for the day-to-day management of 55,000 square foot office building. Duties included the direct supervision of maintenance and services personnel, coordinating contract labor activities, and vendor invoicing, and general bookkeeping regarding rent collection and processing.

Successfully completed the required training to obtain the Texas Realtors License.

**October 1987 to November 1988:
Advertising Clerk**

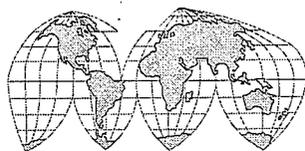
Safeway, El Paso Division of Furr's

Was responsible for the final proofing of circular and newspaper. Newspaper advertisement to include computer program advertising for Safeway Products. Supervision of division wide game promotions to include coordinating scheduled media events.

October 1980 to April 1987:

**County of El Paso
Legal Secretary\Office Manager**

In this position I maintained both, civil and criminal dockets for the court. Scheduled court cases. Assisted attorneys, law enforcement and the general public with all aspect of civil and criminal process pertaining to the Court.



FLYNN & ASSOCIATES, INC.

RESUME OF FORENSIC TRAFFIC ACCIDENT RECONSTRUCTION & SPECIALIZED
INVESTIGATIVE EXPERIENCE

For

Lidia Flynn

During my seven (7) years of service, I assisted two (2) separate judges. I managed their private practice law offices and performed all the normal functions of a legal secretary. In addition, I coordinated telephone campaigns for the periodic re-election bids.

Education:

1983 to 1995:

El Paso Community College

Attended various courses in shorthand, data entry, real estate, and word processing programs.

May 1976:

Graduated from Irvin High School

Present:

**Flynn & Associates
Investigator**

Conducts Investigations for attorneys, insurance companies and private citizens throughout the United States. Performs surveillance operations, field interviews and witness location investigations. Qualified in providing expert testimony in private, commercial and industrial security standards.

Fluent in the Spanish Language.

Civic Organizations:

Served on the following boards:

Art and Culture Department Advisory Board (Museum & Cultural Affairs Advisory Board); Retired & Senior Volunteer Advisory Council – RSVP; Sunset Heights Garden Club; Concordia Heritage Association, Inc Board; Burges House – Fundraiser; El Paso Convention & Visitors Bureau Advisory Board; Celebrity Waiters Luncheon – Hospice of El Paso.