

DATE: April 8, 2009

TO: City Clerk

FROM: Representative Emma Acosta

ADDRESS 2 Civic Center Plaza, El Paso, Texas TELEPHONE (915) 541-4572

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

Agenda for the Council Meeting of April 14, 2009

Appointment of Belinda Luna to the Airport Board as requested by Representative Emma

Item should read as follows: Acosta, District 3.

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

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

NAME OF BOARD/COMMITTEE/COMMISSION: Airport Board

NOMINATED BY: Representative Emma Acosta DISTRICT: 3

NAME OF APPOINTEE Belinda Luna  
(Please verify correct spelling of name)

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

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

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

CITY: El Paso ST: TX ZIP: \_\_\_\_\_ PHONE: \_\_\_\_\_

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

NAME OF INCUMBENT: Fred Jackson

EXPIRATION DATE OF INCUMBENT: 04/01/2010

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

DATE OF APPOINTMENT: 04/14/2009

EXPIRATION DATE OF NEW APPOINTEE: 04/01/2010

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

**Belinda M. Luna**

**Professional Work History**

***11/04-present Principal - Luna Insurance Group El Paso, Texas***

- Responsible for daily management of operations of an independent insurance agency
- Hiring and staff development
- Target Sales Projections
- Implementation of retention procedures
- Sales of insurance products; auto, home, flood, business, commercial
- Sales of life and health insurance products
- Accounting and budget review
- Marketing and Advertising

***08/99-10/04 Assoc. Agent - Nationwide Insurance Company/The Luna Agency***

- Managed daily operations to include sales and customer service
- Agency underwriter
- Staff development
- Target Sales Tracking
- Retention management
- Lead generation
- Accounts Receivable/Accounts Payable
- Marketing Centers of Influence
- Coordinated advertisement; print ads, billboard, television and radio spots

***11/95 -10/97 Claims Manager - Littleton Risk Services Inc., Covington LA***

- Managed TA Program encompassing 8 counties in Texas, 22 cities
- Responsible for the development and implementation of reporting, adjusting and auto material damage procedures
- Supervised a team of 8 local adjusters and 3 field adjusters
- Hiring and staff development
- Established preferred auto repair shops throughout territory to facilitate and expedite accurate estimates of material damage claims.
- Responsible for all litigated claims
- Compilation of monthly loss to corporate office
- Reserve reporting to reinsurers
- Final settlement authority for program.
- Heavy travel required

**02/92-09/95 Claims Representative - Progressive County Mutual Insurance Company El Paso, Texas**

- Property Casualty Adjuster
- Investigated liability
- Material damage appraisals with an emphasis on auto body repair, refinishing, mechanical, frame and suspension
- Managed daily suspense calendar
- High value inspections
- 30 day binder investigations
- Adjusted pre-litigated bodily injury claims
- Interfacing with attorneys and health care professionals
- Catastrophic adjusting

**Active Insurance Licenses and Qualifications**

- General Lines Agent; Qualified for Property and Casualty and Life, Accident, Health & HMO; Texas
- Adjuster: Qualified for All Lines Texas
- Casualty and Surety Vehicle and Property: New Mexico

**Education**

- Attended University of Texas, El Paso
- Attended El Paso Community College
- Course work for CCU designation

**Current Professional and Civic Involvement**

- Independent Insurance Agents of Texas
- Insurance Professionals of El Paso
- El Paso Claims Association
- Women's Council of Realtors
- Governmental Affairs Board - Greater El Paso Assoc of Realtors
- El Paso Hispanic Chamber of Commerce
- El Paso Mortgage Bankers
- El Paso Mortgage Brokers
- Better Business Bureau
- City Plan Commissioner - Present
- Storm Water Master Plan Community Advisory Committee 2009
- Past Member of City Plan Commission
- Past Member of Comprehensive Plan for El Paso 2025
- Past Chairperson of County Parks Board
- Past Vice President Tejano Democrats
- Past Member Community Development Steering Committee
- Past Member Polo with a Purpose Aids Committee

**References**

To be furnished upon request.