

DATE: 6-2-06

TO: City Clerk

FROM: Mayor Pro Tempore Beto O'Rourke

ADDRESS 2 Civic Center Plaza

TELEPHONE 541-4123

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

REGULAR

Agenda for the Council Meeting of June 13, 2006

Item should read as follows: Felipe J. Luna to the Community Development Steering Committee as requested by Mayor Pro Tempore Beto O'Rourke, District #8.

SPECIAL INSTRUCTIONS:

Item No.

BOARD COMMITTEE/COMMISSION APPOINTMENT/REAPPOINTMENT FORM

NAME OF BOARD/COMMITTEE/COMMISSION: COMMUNITY DEVELOPMENT STEERING COMMITTEE

NOMINATED BY: Mayor Pro Tempore Beto O'Rourke

District #8

NAME OF APPOINTEE Felipe J. Luna

(Please verify correct spelling of name)

BUSINESS ADDRESS:

CITY:

PHONE:

HOME ADDRESS:

CITY:

PHONE:

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

Trini Acevedo

REASON PERSON IS NO LONGER IN OFFICE (CHECK ONE):

TERM EXPIRED:

RESIGNED

REMOVED

OTHER (SPECIFY):

EXPIRATION DATE OF INCUMBENT:

6/06

EXPIRATION DATE OF NEW APPOINTEE:

6/08

PLEASE CHECK ONE OF THE FOLLOWING:

1st TERM:

2nd TERM

UNEXPIRED TERM:

OTHER

Felipe J. Luna

MASTER DEGREE/PUBLIC ADMINISTRATION/UTEP, 1991
BACHELOR DEGREE/BUSINESS ADMINISTRATION/UTEP, 1987
ASSOCIATE DEGREE/BUSINESS ADMINISTRATION/EPCC, 1985

WORK HISTORY

10/2004- Present Insurance Agent – Nationwide The Luna Agency.

- Responsible for the daily operations of the agency; customer service, budget review, staff development.
- Issue insurance policies on auto, home, life and commercial

4/1999- 2/2000 Project Manager – El Paso Proactive Reemployment Project – Upper Rio Grande Private Industry Council, Inc.

- Directly responsible for the overall operations of the PREP Program that included 60 full-time employees with a budget of 20M/yr
- Responsible for designing, developing and implementing a work plan to meet PREP objectives.
- Assist the PREP Operation Manager in establishing goals, milestones, and time frames, funding levels, staffing/hiring.
- Responsible for ensuring compliance with all applicable federal/state/local rules, regulations and laws governing PREP.
- Prepare program reports in compliance with federal/state/local requirements.
- Fully responsible for directing and coordinating program activities and outlines related to scope of authority.

1/1999-4/1999 Part-time College Instructor/Management-Business Administration El Paso Community College.

- Meet class at specified time and date, facilitate instruction for entire scheduled class period,
- Be fully prepared for each class with module and test material.
- Interact with the class by providing information related to class subject.
- Organize and make available the widest possible resources for learning.
- Monitor and evaluate the student's efforts to master stated learning outcomes, and assist students in achieving learning goals.

5/1997-12/1998 Executive Director/Southwest AIDS Committee, El Paso, TX

- Fully responsible for all operations of the agency, with an operating budget of 1.6M.
- Responsible for the direct supervision of 30-40 full-time/part-time staff and over

200 volunteers.

- Developed and ensured compliance with policies and procedures pertaining to personnel, benefits, compensation, staff-development.
- Oversaw the operations of on-site residence unit that included 8 apartments.
- Developed and maintained a network of local, state and national organizations.
- Developed and monitored annual budget as approved by the agency's Board.
- Assured compliance with all laws, regulatory polices and funding requirements.
- Represented the agency at public-functions.

12/1993-5/1997 Deputy Director/West Texas Council on Alcoholism, El Paso, TX

- Responsible for the day-to-day operations of the agency that included 40-50 full- and part-time staff, five departments, with an operating budget of 1.5M.
- Developed and implemented staff development programs.
- Supervised, monitored and provided directives to Program Directors to assure proper program compliance.
- Developed and maintained a working relationship with all elements of the community.
- Formulated program goals and objectives to meet funding source requirements.
- Participated in the preparation of the agency's annual budget.
- Attended Board of Directors Meetings in the absence of the Executive Director.

5/1992-12/1993 Regional Coordinator/Texans' War On Drugs, El Paso, TX.

- Directed and managed the overall operations of a regional office that included the coordinator, a technical assistance and fifty volunteers, with an operating budget of \$200,000/yr.
- Developed and implemented regional plan to achieved Agency's goals and objectives.
- Developed, organized & maintained coalitions of local, state and national organizations.
- Coordinate activities of core group of volunteers.
- Organized and conducted workshops, trainings, and conferences.
- Reviewed local, state and national policies related to substance abuse and provided input to Executive Director and elected officials.

9/1997-9/1998 Vice-President/External Affairs / UTEP Student Association, El Paso, TX.

- Served as liaison between the university and the city, state and federal entities.
- Organized and coordinated conferences, forums and symposium.
- Developed partnerships between community entities and university organizations.

ASSOCIATIONS

- Chairperson/Member Regional Advisory Consortium/Texas Commission on Alcoholism and Drug Abuse/1996-98.

- Community Elected Co-Chair/Member/Region 10 HIV-AIDS Prevention Planning Committee/Texas Department of Public Health/1995-98.
 - Joint Together National Leadership Program/Boston University School of Medicine & School of Public Health/1995-98.
 - Co-Chairperson/Member SAFE 2000 Community Partnership Coordinated Body 1995-97.
 - Consultant/Center for Substance Abuser Prevention (CSAP), 1995-97.
 - Peer Review Member-Grant Applications/Texas Commission on Alcohol and Drug Abuse, 1998.
 - President Movimiento Estudiantil Chicano de Aztlan (MEChA) UTEP 1995-97.
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HONORS

- Men of Mines, UTEP 1997.
- Sigma Iota Epsilon, UTEP/Business Honor Fraternity, 1989.

PERSONAL DATA

- Bilingual / Spanish-English.
- Licensed in Property & Casualty, Life and Health.
- Licensed in Series 6 and 63. Financial Investments.