

DATE: July 13, 2009

TO: City Clerk

FROM: Representative Emma Acosta

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

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

Agenda for the Council Meeting of July 21, 2009

Item should read as follows: Appointment of Maria Elena Garcia to the Animal Shelter Advisory Committee as requested by Representative Emma Acosta, District 3.

SPECIAL INSTRUCTIONS: _____

BOARD COMMITTEE/COMMISSION APPOINTMENT/REAPPOINTMENT FORM

NAME OF BOARD/COMMITTEE/COMMISSION: Animal Shelter Advisory Committee

NOMINATED BY: Representative Emma Acosta DISTRICT: 3

NAME OF APPOINTEE Maria Elena Garcia
(Please verify correct spelling of name)

BUSINESS ADDRESS: _____

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

HOME ADDRESS: _____

CITY: El Paso ST: TX ZIP: 79936 PHONE: _____

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

NAME OF INCUMBENT: New Committee

EXPIRATION DATE OF INCUMBENT: _____

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

DATE OF APPOINTMENT: 07/21/2009

EXPIRATION DATE OF NEW APPOINTEE: 02/01/2011

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

Maria Elena Garcia

Home Address: _____

Email: _____

PROFESSIONAL DEVELOPMENT

TRAINER/TROUBLESHOOTER, *Travis County, Elections Division, Austin, TX*

Led small group training sessions of Election Officials such as Deputies, Clerks, and Judges. Taught Election Officials about current election procedures and law for Early Voting, Election Day Voting, HAVA (Help America Vote Act), and ADA (Americans with Disabilities Act) compliance. Visited polling sites during Early Voting and Election Day voting to ensure the election process ran smoothly and provide troubleshooting support as necessary. Worked at the RSS (Receiving Sub Station) on Election Day to process election materials. **Result:** Valuable training and communications experience. Received positive feedback from Election Officials about my innovative training style, which made learning and retaining information about the election process easier and fun. Helped facilitate a smooth election process.

APRIL 2009-MAY 2009 (Seasonal)

ELECTION COMMITTEE, *Luis Ruiz Campaign, El Paso, TX*

Provided research and analysis on Base Realignment and Closure (BRAC) and its effects on El Paso. Advised candidate on policy issues affecting voters. Assisted with editing marketing and media materials such as campaign signs, flyers, and press releases. Prepped candidate for town hall meetings, debates, and public appearances. **Result:** Became versed in city politics and issues and how to respond to them. Improved candidate's visibility and standing amongst other challengers in the City Council election.

JANUARY 2009-MARCH 2009 (Volunteer)

EVENT PLANNER, *Cupid's 4-Legged Helpers, El Paso, TX*

Planned and organized charity event. Wrote and issued press releases. Designed marketing materials such as flyers and event related website content. Point person for all media contact regarding the event. **Result:** Raised needed funds for area non-profit animal rescue group. Brought the idea of SpeedDating to El Paso.

JANUARY 2009-FEBRUARY 2009 (Volunteer)

FIELD WORKER/PRECINCT WALKER, *Joseph Moody Campaign, El Paso, TX*

Traveled to targeted areas in House District 78. Educated prospective voters about the voting process, voter rights, the candidate, polling places, and Early and Election Day voting. **Result:** Freshman candidate defeated opponent despite being outspent on campaign.

OCTOBER 2008-NOVEMBER 2008 (Volunteer)

ASSISTANT EDITOR, NO-KILL HANDBILL, *Austin Pets Alive, Austin, TX*

Reviewed and edited submitted articles for publication. Prepared No-Kill Handbill to be sent to the Editor for final review and publishing. **Result:** Newsletter distributed to approximately 700+ subscribers. FEBRUARY 2008-AUGUST 2008 (Volunteer)

ADOPTION SUPERVISOR, *Austin Humane Society (AHS), Austin, TX*

Managed a staff of five. Coordinated with Receiving, Clinic, and Animal Care departments to ensure the flow of animals into the Adoption Department. Translated signage and official documents into Spanish. Acted as a liaison between AHS staff and monolingual Spanish speakers. Provided counseling and high level customer service to adopters in distress due to arising issues such as terminal illness, behavior, and the death of a pet. Provided humane education to public schools through public speaking engagements and tours of the shelter. Referred low-income individuals, in need of assistance with basic pet needs and veterinary care, to available resources. Reviewed current adoption policies and procedures and provided recommendations to improve the efficiency of the department. Created and developed adoption materials. Collaborated with the AHS Board and Executive Director to identify and analyze challenges facing AHS Adoption Department. Tracked adoption and return data to ensure compliance with National ASPCA adoption related programs. Managed corporate donation and adoption kit programs with companies including Purina and Iams. **Result:** Adopted out 2,500+ animals in 2006. Reduced complaints against the Adoption Department. Transitioned AHS to the Meet Your Match ASPCA Adoption Program. Created and instituted the Adoption Support and Special Events Team (ASSET) to get community participation in adoption and outreach. Organized and motivated volunteers to compensate for frequent staff shortages. Cultivated a safe and inclusive environment to make all community members, regardless of income level and language barriers, comfortable at AHS to adopt or seek assistance. DECEMBER 2005-DECEMBER 2006

EXECUTIVE ASSISTANT, *Child Identification Program of America (CHIP), Austin, TX*

Introduced regional schools to the CHIP program. Coordinated with school districts to offer CHIP. Managed CHIP calendar and communication for CHIP Director. Organized students on picture day. Acted as a liaison between Spanish speaking parents and students with CHIP staff. Created and implemented a new filing system to manage increased region participation. **Result:** Increased student and school participation. OCTOBER 2005- DECEMBER 2005

FELLOW, *Latino Financial Issues Program, Austin Community Development Corp. (CDC), Austin, TX*

Created and implemented wealth and asset building study for non-profit Austin Community Development Corporation (CDC). Interviewed small business owners and collected wealth and asset building data. **Result:** Provided the CDC with the data to create a new loan product designed to enable clientele to purchase commercial property. JUNE 1, 2005 - AUGUST 5, 2005

ELECTION CLERK, Travis County, Austin, TX

Facilitated the voting process during 2005 Early Voting, Election Day, and the Run-off elections. Reviewed voter registration information, processed voters, provided technical support, assisted Spanish-speaking and disabled voters. **Result:** Increased efficiency of voting process leading to shortened waiting times.

SPRING 2005/ SUMMER 2005

POLICY ANALYST, Texas Senate Hispanic Caucus (SHC), Austin, TX

Worked collaboratively with public interest groups and Senate staff to identify issues critical to the Hispanic community. Organized working group meetings between Senate staff and experts from various organizations to formulate legislative options. Provided all SHC members with an objective brief, including talking points and group recommendations on major policy matters anticipated to arise during the 78th session. **Result:** Improved the ability of SHC legislators and staff to move quickly and collaboratively on legislative issues important to the SHC.

SEPTEMBER 2001 - JULY 31, 2002

EXECUTIVE AIDE, Texas Senate Hispanic Research Council, Austin, TX

Provided research on policy initiatives benefiting minority and socio-economically disadvantaged communities. Helped to organize fundraising benefits to support the Gregory Luna Legislative Scholars Program. Facilitated communication between the members of the board and provided periodic updates regarding project developments. Worked with state legislators to increase member participation, therefore providing more internship opportunities future Latino leaders. **Result:** Helped expand the SHRC by improving fundraising and recruiting applicants to the Luna Scholars Program. Increased Senate office participation in Luna Scholars Program.

SEPTEMBER 2001 - MAY 31, 2002

LEGISLATIVE AIDE/GREGORY LUNA SCHOLAR, State Senator Mario Gallegos, Jr., (D-6) Austin, TX

Researched constituent matters and handled legislative correspondence. Tracked the following committees: Natural Resources, Veterans Affairs & Military Installations, and the Sub-Committee on Border Affairs. Prepared briefing documents and talking points for the Senator. Monitored legislation authored by and important to the Senator, through the legislative process. Met with constituents, advocate groups, and lobbyists. Provided research and administrative support to staff. **Result:** Improved the legislative efficiency of Senator, by keeping him abreast of current and future issues affecting constituents and the state.

JANUARY 2001 - JUNE 2001

MESSENGER, Texas Legislative Council, Austin, TX

Secured correspondence of legal documents. Researched state legal opinions. Delivered redistricting maps to members of the Texas legislature. Provided administrative support. **Result:** Ensured that state attorneys and legislators were able to work with the documents and information necessary to conduct state business.

AUGUST 2000 - JANUARY 2001

ELECTION CLERK, Travis County, Austin, TX

Organized volunteers on election night. Assisted with ballot counting, resolution, and monitored the process of the election. **Result:** Helped initiate and foster a smoother, more efficient election process, with a large number of volunteers.

NOVEMBER 2000

EDUCATION

BACHELOR OF ARTS, MEXICAN AMERICAN STUDIES, FOCUS IN PUBLIC POLICY

MAY 2005

University of Texas at Austin

Austin, Texas

Latino Financial Issues Program Fellow 2004-2005. Texas Federation of Women's Clubs Scholar 2002. Gregory Luna Memorial Scholar 2001. Head Delegate representing U.T. Austin, at the Organization of American States, in San Antonio, TX, February 2000. LBJ Policy Institute-Annual Barbara Jordan Conference 2000. Hispanic Affairs Agency Representative 1999-2000. Help One Student To Succeed (HOSTS) program, volunteered teaching students to read at Sims Elementary School Austin, TX, Spring 2000. Habitat for Humanity, Austin, TX, collaborated to help build homes for the underprivileged, Summer 1998.

SKILLS

Computer proficient with Corel WordPerfect, Microsoft Word, Access, Excel, PowerPoint, Publisher, Windows98/ME/XP/VISTA. Experienced in Internet research. Bilingual in Spanish.