

DATE: September 9, 2013

TO: City Clerk

FROM: City Representative Carl L. Robinson

ADDRESS: 300 N. Campbell Street TELEPHONE (915) 541-4400

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

Agenda for the Council Meeting of September 17, 2013

Item should read as follows: Appointment of Sussette Kenney to the Fair Housing Task Force

SPECIAL

INSTRUCTIONS:

BOARD COMMITTEE/COMMISSION APPOINTMENT/REAPPOINTMENT FORM

NAME OF BOARD/COMMITTEE/COMMISSION: Fair Housing Task Force

NOMINATED BY: Representative Robinson DISTRICT: #4

NAME OF APPOINTEE Sussette Kenney
(Please verify correct spelling of name)

E-MAIL ADDRESS: _____

BUSINESS ADDRESS: 6501 Boeing Suite J1C

CITY: El Paso ST: TX ZIP: 79925 PHONE: 915-887-0899

HOME ADDRESS: _____

CITY: _____ ST: _____ ZIP: _____ PHONE _____

DOES THE PROPOSED APPOINTEE HAVE A RELATIVE WORKING FOR THE CITY? YES: _____ NO X

IF SO, PLEASE PROVIDE HIS OR HER NAME, CITY POSITION AND RELATIONSHIP TO THE PROPOSED APPOINTEE:

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

NAME OF INCUMBENT: Lisle Davis

EXPIRATION DATE OF INCUMBENT: February 3, 2011

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

DATE OF APPOINTMENT: 9/17/2013

TERM BEGINS ON : 9/17/2013

EXPIRATION DATE OF NEW APPOINTEE: 4/27/2014

PLEASE CHECK ONE OF THE FOLLOWING: 1st TERM: X

2nd TERM: _____

UNEXPIRED TERM: _____

Sussette Kenney

Work 915.887.0899

EDUCATION: University of Texas at El Paso
Attended: 3 years

Texas Women's University
Attended: 2 years

J.M. Hanks High School
Graduated: May 1995

WORK EXPERIENCE:

01/05 – Current

TVP Non-Profit Corporation
Interim Executive Director,

- Responsible for the daily operations of the agency, overseeing the development of low income affordable housing and investment properties. Projects to include LIHTC, HOME and HUD 811
- Work with local entities to secure multi-family housing, incorporating local nonprofit into ownership role and the inclusion of supportive services for low income families.
- Work with the City of El Paso in development of the Lower Dyer Neighborhood Revitalization Strategy Area (NRSA) to include housing, services and community strategy.
- Develop long term strategic plans that incorporate the organization's mission of addressing the housing and supportive services needs of low income and homeless persons.
- Reorganize local community based Community Housing Development Organization (CHDO) to include financial accountability, board development and community image.
- Responsible for the preparation and submission of all city, state, federal and private foundation grant applications for partnership organizations.

06/01 – 11/03

EPT Management

Leasing Coordinator, maintained resident files, approve/decline new resident applications.

12/00 – 05/01

Comdata SVS

Customer Service, answered incoming calls, gave information to customers regarding balance on accounts.

SKILLS:

Computer Skills: Windows 2008 Professional(Word, Excel, Power Point, Publisher, Outlook and Access), internet including e-mail, web browsing and online research, cash register, telephone etiquette, customer service. Supervisor experience including: public relations, sales representative, customer service, interviewing, leadership and quality monitoring. Certifications: NALP, CAM, Fair Housing 04/2007, Multifamily Applicant Workshop 09/2007, Annual Owners Compliance 01/2008, First Thursday's Training 04/2008, Annual Owners Compliance 01/2009, Annual Owners Compliance 01/2010, Fair Housing 05/2010