

DATE: September 25, 2008

TO: City Clerk

FROM: Representative Rachel Quintana

ADDRESS 2 Civic Center Plaza, El Paso, Texas 79901 TELEPHONE 915-541-4701

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

Agenda for the Council Meeting of September 30, 2008

Appointment of Oscar Baeza to serve on the Committee on Border Relations as requested by

Item should read as follows: Representative Rachel Quintana, District 5.

SPECIAL INSTRUCTIONS: _____

BOARD COMMITTEE/COMMISSION APPOINTMENT/REAPPOINTMENT FORM

NAME OF BOARD/COMMITTEE/COMMISSION: Committee on Border Relations

NOMINATED BY: Representative Rachel Quintana DISTRICT: 5

NAME OF APPOINTEE Oscar Baeza
(Please verify correct spelling of name)

BUSINESS ADDRESS: 6601 Montana Ave Suite J

CITY: El Paso ST: TX ZIP: 79925 PHONE: 915-779-5611

HOME ADDRESS: _____

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

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

NAME OF INCUMBENT: Michael Flores

EXPIRATION DATE OF INCUMBENT: 2/28/2008

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

RESIGNED _____

REMOVED _____

DATE OF APPOINTMENT: 09/30/2008

EXPIRATION DATE OF NEW APPOINTEE: 02/28/2010

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

2nd TERM: _____

UNEXPIRED TERM: _____

- Coordinate quizzes and exams
- 1/00-12/00 Library Clerk El Paso Community College VV Library**
- Assisted patrons with their educational needs
 - Supervised (part time) work study and part time clerks
 - Maintained the law collection and assigned shelves
 - Input patrons records into computer system
 - Checked in and out library material at circulation and periodicals desk
 - Organize and maintain periodicals
 - Created and redesigned periodical section, law room and Internet services
 - Condensed library duties among staff
- 9/99- 6/00 Youth Worker Truancy Prevention Specialists Inc.**
- Interviewed and screened youth for program
 - Assisted in counseling sessions
 - Organized and planned workshops on youth issues
 - Oversaw youth projects and activities
 - Assisted in the creation of youth and parent programs
- 9/98 – 9/99 Youth Worker Aliviane J.V.L Program**
- Supervised anti graffiti program
 - Assisted and devised projects for youth and the community
 - Organized and planned youth/parent workshops

ORGANIZATIONS & COMMITTEES

Local

- Classified Staff Associate Vice President
- EPCC Border Relations Committee
- EPCC Hiring Task Committee
- EPCC Chicano Studies Committee
- Grievance Appeal Panel

State/National

- American Library Association Member
- Texas Library Association Member
- REFORMA Member

EDUCATIONAL & VOLUNTEERISM

- Employment Issues Business Seminar
- Intermediate WEB Design I & II
- Introduction to Microsoft Excel
- Leadership training work-shop
- Gear Up Program - Volunteered at Annual Youth Conference
- Sparks Housing Development - Christmas Project
- La Fe Clinic - Developed and performed workshops for youth
- Upward Bound - Organized and implemented youth project
- Kalpuli Talteca - Assisted in youth projects
- YMCA Sports - Assistant Baseball Coach for children age 5-6

*Reference Upon Request

*Bilingual in Spanish and English