

DATE: 10/14/13

TO: City Clerk

FROM: Representative Eddie Holguin Jr.

ADDRESS: 300 N. Campbell TELEPHONE (915) 541-4182

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

Agenda for the Council Meeting of October 22, 2013

Item should read as follows: Appointment of Carla Monsisvais to the Community Development Steering Committee

BOARD COMMITTEE/COMMISSION APPOINTMENT/REAPPOINTMENT FORM

NAME OF BOARD/COMMITTEE/COMMISSION: Community Development Steering Committee

NOMINATED BY: Representative Eddie Holguin Jr. DISTRICT: 6

NAME OF APPOINTEE Carla Monsisvais
(Please verify correct spelling of name)

E-MAIL ADDRESS: _____

BUSINESS ADDRESS: _____

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

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: Karl P. Heimer

EXPIRATION DATE OF INCUMBENT: 06/12/2012

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

DATE OF APPOINTMENT: 10/22/2013

TERM BEGINS ON : 06/13/12

EXPIRATION DATE OF NEW APPOINTEE: 06/09/2014

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

Carla V. Monsisvais

SUMMARY

Experienced professional in the field of early childhood education and development services for children and families. Possesses credentials in the field of early childhood education, and possesses extensive knowledge regarding the organizational administration and operation of early childhood programs, including program governance, program design and management, finance management, human resources management, professional development, and program assessment and evaluation. Possesses a strong desire to make a lasting impact on the El Paso community through the positive development and empowerment of others.

EDUCATION AND CERTIFICATIONS

Bachelor of Interdisciplinary Studies. Specialization in Early Childhood Education, University of Texas at El Paso, 1994. Awarded with Honors.

Texas Teacher Certification. Elementary Early Childhood Education, Grades PK-6, 1994 – Life.

Texas Teacher Certification. Elementary Self-Contained, Grades PK-6, 1994 – Life.

Master of Education – in progress. Educational Administration, University of Texas at El Paso, 2004 – present.

Food Service Management Certification. El Paso City-County Health Department, 2008 – 2013.

PROFESSIONAL EXPERIENCE

Manager, La Tapatia, Inc., El Paso, Texas, 2008 – Present.

- ***Business Administration Services.*** Currently providing business support services in partnership with the Owner/President which include: provision of payroll and human resources services for 29 employees; daily and monthly maintenance of sales and company records; continuous tracking of the company's inventory and production; and, ongoing compliance with local and state regulatory agencies for all applicable business licenses and permits
- ***Food Service Monitoring and Compliance.*** Ongoing, daily maintenance of all food service processes, work environments, record-keeping, and reporting in adherence to all local, state, and federal guidelines.

Assistant Director for Program Implementaton and Internal Affairs, Education Service Center – Region 19 Head Start, El Paso, Texas, 2003 – 2008.

- ***Business and Support Services.*** Provided direct oversight of the program's \$26+ million federal and state awarded funds, including: the development of purchasing procedures, guidelines, and training materials for all budget managers; the implementation of the program's budget monitoring and reconciliation process; the approval of daily budget expenditures, budget line item amendments