

DATE: October 19, 2010

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 XXX REGULAR \_\_\_\_\_

Agenda for the Council Meeting of November 2, 2010

Item should read as follows: Appointment of Paula Villalobos-Jimenez to the Ethics Review Commission by Representative Emma Acosta, District 3.

SPECIAL INSTRUCTIONS: \_\_\_\_\_

**BOARD COMMITTEE/COMMISSION APPOINTMENT/REAPPOINTMENT FORM**

NAME OF BOARD/COMMITTEE/COMMISSION: Ethics Review Commission

NOMINATED BY: Representative Emma Acosta DISTRICT: 3

NAME OF APPOINTEE Paula Villalobos-Jimenez  
(Please verify correct spelling of name)

BUSINESS ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ ST: \_\_\_\_\_ ZIP: \_\_\_\_\_ PHONE: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ ST: \_\_\_\_\_ ZIP: \_\_\_\_\_ PHONE: \_\_\_\_\_

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

NAME OF INCUMBENT: Larry Medina

EXPIRATION DATE OF INCUMBENT: 02/20/2012

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

DATE OF APPOINTMENT: 11/02/2010

TERM BEGINS ON : 02/20/2010

EXPIRATION DATE OF NEW APPOINTEE: 02/20/2012

PLEASE CHECK ONE OF THE FOLLOWING: 1<sup>st</sup> TERM: \_\_\_\_\_  
2<sup>nd</sup> TERM: \_\_\_\_\_  
UNEXPIRED TERM: X

## **PRESENTATION OF QUALIFICATIONS**

**PAULA VILLALOBOS-JIMENEZ, MT(ASCP)**  
**Regional Vice-President**  
**United Blood Services (UBS)**

### **S U M M A R Y**

- Bachelor's of Science Degree in Biology and Medical Technology with more than 25 years of progressive, professional experience in positions of increasing responsibility in the Blood Bank area.
- Successful completion of United Blood Services Management Development Program.
- Successful completion of the Dale Carnegie Leadership Program.
- Successful completion of 40 hours of Conflict Management Training.
- Assure compliance with all policies, programs and internal Standard Operating Procedures and external regulations.
- Well-developed communication and interpersonal skills; able to interact with persons from diverse backgrounds.
- Developed strong customer relationships through technical assistance and effective customer service.
- In 2004, spearheaded a fundraising campaign of over \$600,000 to build a 25,000 square foot blood center for the El Paso/Las Cruces Communities which employs over 200 individuals.
- In 2007, instrumental in lobbying and building a 17,000 square foot United Blood Services Customer Contact Center that will employ over 150 individuals in our community. These individuals will provide support service to blood centers throughout the country.
- Instrumental in developing a Donor Care Specialist program in partnership with El Paso Community College that will now be offered to our Customer Contact Center employees for professional growth and advancement.
- Current and past positions include: Regional Vice-President for UBS Region 203, Executive Director for UBS Rio Grande, Executive Director for UBS El Paso, Hospital Services Director, Assistant Technical Director, Patient Services Manager, Blood Bank Medical Technologist, and Generalist Medical Technologist.

## PROFESSIONAL EXPERIENCE

07/08 to Present United Blood Services – Region 203 (TX, NM & Customer Contact Centers)

Regional Vice-President

Responsible for the oversight of the following blood centers and Customer Contact centers in the country:

UBS – Rio Grande

El Paso, TX

McAllen, TX

Budget:

Over 20M

No. of Employees:

200+

UBS – New Mexico

Albuquerque, NM

Budget:

Over 20M

No. of Employees:

200+

UBS – West Texas

Lubbock, TX

San Angelo, TX

Midland/Odessa, TX

Budget:

Over 15 M

No. of Employees

150

Customer Contact Centers

Tempe, AZ

El Paso, TX

Budget:

Over 10 M

No. of Employees

200+

Centralized Document Review

Tempe, AZ

El Paso, TX

Budget:

Over 2 M

No. of Employees

40+

07/04 to 07/08 United Blood Services (UBS) – Rio Grande Area

Executive Director

UBS El Paso and UBS McAllen merged into one center as the Rio Grande Area.

- Responsible for over 200 employees, 5 facilities and an operating budget of over 20M.
- Responsible for an annual red blood cells collection goal of 75,000.
- Responsible for an annual plateletpheresis goal of 7,000.
- Responsible for an annual automated goal of 19,200.

- In collaboration with BSRI and the Pan American Health Organization, responsible for the oversight of Mexico's "Safe Blood Initiative".
- Responsible for the distribution of blood and blood products to 29 hospitals in the El Paso, TX, Southern NM and McAllen/Brownsville TX area.

8/99 to Present United Blood Services – El Paso, Texas

Mission: United Blood Services is a non-profit health care service which provides a safe and adequate supply of blood components and related services to individuals, health care organizations and communities. The organization serves over 1M people and 36 communities by providing blood and blood components to all hospitals in El Paso and Southern, NM (Las Cruces, Alamogordo, T or C, Silver City, Deming).

Executive Director

- Establish objectives and procedures governing the performance of assigned activities by the center. Review performance against operating plans and standards. Take corrective action when necessary to the achievement of operation plans.
- Responsible for over 100 employees, 4 facilities and an operating budget of over 8M.
- Responsible for complying with standards and regulations set forth by the Food and Drug Administration and the American Association of Blood Banks.
- Responsible for increasing blood donations throughout El Paso and Southern, NM by 14% in the past 3 years.
- Maintain effective communication between the blood center and central office.
- Maintain a current awareness and understanding of any new issues facing the blood bank industry.
- Perform all job duties related to the management of the center including: general management, fiscal management, property management, personnel management, regulatory management and public and community relations.

7/98 to 6/99

Hospital Services Director

- Responsible for department compliance and all internal Standard Operating Procedures
- Hired, trained, scheduled and evaluated performance of all direct reports.

8/95 to 7/98

Assistant Technical Director

- Supervised staff qualified to perform technical and non-technical requirements of the laboratory.
- Assisted and maintained accurate technical records including all required reports, quality control and laboratory inventories.

7/91 to 8/95 Quest Diagnostics – El Paso, Texas

Patient Services Manager/Safety Officer/Quality Control

Coordinator

1987 to 1991 William Beaumont Army Medical Center – Ft. Bliss, Texas  
Medical Technologist/Transfusion Department

1982 to 1987 Sun Towers Hospital – El Paso, Texas  
Generalist Medical Technologist

## EDUCATION

- 1981 to 1982 William Beaumont Army Medical Center - Ft. Bliss, Texas  
Degree: Medical Technologist  
Registry: American Society of Clinical Pathologists
- 1977 to 1981 New Mexico State University – Las Cruces, New Mexico  
Degree: Bachelor of Science
- 1973 to 1977 Gadsden High School – Anthony, New Mexico  
Degree: High School

## COMMUNITY INVOLVEMENT

### El Paso Baptist Clinic

Healthcare organization providing free: mammograms, physician diagnosis, blood tests, medicine and dental care to indigene members in our community. Actively worked supporting the laboratory processes and procedures.

### El Paso Healthcare Executive Council

The mission of this organization is to provide a forum that will heighten community awareness of healthcare issues through activities, healthcare education and the dissemination of related healthcare information

Board Secretary 2001-2002

### Kiwanis

A community service organization which supports children and young adults by financially supporting initiatives, attending recognition presentations at elementary schools (BUGS program), providing college scholarships, and organizing "back to school parties" and Christmas parties for underprivileged children.

Participated in the flag service to raise funds for initiatives in the community.

Participated in the organization of Christmas party and "back to school party".

Volunteered with Salvation Army during the "Bell ringing" campaign.

Member of the Board of Directors – 2001 -2003

Vice-President 2002 - 2003

Vice-President 2003 – 2004

President Elect 2004 – 2005

President 2005 – 2006

President Elect 2006 – 2007

### Latinas 100

An organization that is involved in serving as a catalyst for the increased participation of Latinas in the private and public sector. We identify, educate and advise the private and public sectors on issues affecting Latinas. We encourage the promotion of Latinas to executive-level, policy making positions.

Programs Co-Chair

Participated and helped organize mentoring conference for young women throughout the city.

Participated in organizing political forums.

Participated, fundraised and helped organize a Christmas event for underprivileged children throughout the community

### Hispanic Leadership Institute

Member

### Women's Executive Forum

Member

### Hispanic Chamber of Commerce

Member

### El Paso Greater Chamber of Commerce

Member

### PRSA

Member

**Recognitions and Awards**

- 2007 – “Adelante Con Ganas” Award (Senator Shapleigh)
- 2006 - BSI Chairman’s Award Recipient
- 2006 – “An Outstanding El Pasoan” Award
- 2006 - YWCA REACH Award Nominee
- 2005 - El Paso Commission for Woman Recognition
- 2002 - Kiwanian of the Year