



Travis County Commissioners Court Agenda Request

Meeting Date: January 10, 2012

Prepared By/Phone Number: Loretta Farb 4-9230

Elected/Appointed Official/Dept. Head: Commissioner Sarah Eckhardt

Commissioners Court Sponsor: Commissioner Sarah Eckhardt

AGENDA LANGUAGE:

Consider and take appropriate action to appoint Joy Smith to serve as Commissioner to Emergency Services District No. 2 Board effective immediately through December 31, 2013.

Joy Smith
2104 Castleview Dr.
Austin, TX 78728
512-517-1552

11/29/11

Commissioner Eckhardt:

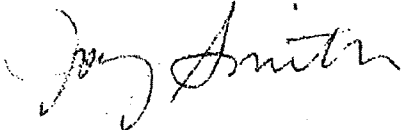
I appreciate the opportunity to apply for the appointment to the Board of Commissioners for ESD #2.

I believe that my experience serving on the Wells Branch Municipal Utility District Board from 1998 to 2010 was an excellent training ground to continue serving my community. Throughout my years on the MUD, I served as treasurer and was instrumental each year in overseeing the preparation of the budget, as well as maintaining a significant level of fiscal responsibility for myself and the rest of the Board.

I also served on the Facilities Committee which put me in a position to work with multiple contractors as they presented their plans to build in the district. My work on the Intergovernmental Committee often had me cooperating with other governmental agencies as well as companies such as Hewlett Packard to achieve better "positions" and tax benefits for Wells Branch.

I will, of course, commit to serving the entire two years of the appointment and attending at a minimum 80% of the meetings.

Thank you,

A handwritten signature in cursive script that reads "Joy Smith". The signature is written in dark ink and is positioned above the printed name.

Joy Smith

JOY SMITH
2104 Castleview Dr.
Austin, TX 78728
(512) 517-1552
jcon@texas.net

EMPLOYMENT HISTORY

US HEALTH ADVISORS	2011-present
LEXICON SENIOR HEALTH CARE	2011-present
SUPERIOR GROUP	2010-2011
Certified trainer of Xerox WorkCentres	
INDEPENDENT EDUCATIONAL CONSULTANT	2008-present
REGION 13, EDUCATIONAL SERVICE CENTER, Austin, TX	1993-July, 2008
Student Data Services Consultant	
INDEPENDENT SOFTWARE TRAINER, Austin, TX	1992-95
Concentration on Microsoft products	
JOSTENS LEARNING CORP., Austin, TX	1990-93
Instructional courseware designer	
AUSTIN INDEPENDENT SCHOOL DISTRICT	1983-90
Junior High teacher, Martin Junior High	
PREVIOUS EXPERIENCE	1972-83
Several supervisory and training positions (including full-charge bookkeeping)	

SELECTED ACCOMPLISHMENTS

LEADERSHIP/TEACHING/TRAINING

- Sell comprehensive medical insurance to small business owners and other individuals.
- Work with seniors on the impact on Medicare given the healthcare reforms.
- Provide contracted training for clients on multiple Xerox WorkCentres.
- Served on multiple committees for Wells Branch MUD.
- Conduct(ed) training on PEIMS requirements, attendance laws, etc. on an on-going basis for all Region 13 districts/charter schools both as a service center employee and as an independent consultant.
- Provided administrative software training for office personnel, administrators, mentor teachers and counselors in over fifty client school districts and charter schools.
- Conducted training for statewide service center personnel as requested.
- Served as department chair, member of campus leadership team for 900- student campus.
- Served multiple years as student council sponsor, cheerleader sponsor.
- Worked with fellow teachers to implement computer curriculum into regular classroom coursework.
- Have taught computer literacy, computer applications, business training, keyboarding, bookkeeping, accounting, and business machines to middle school through adult learners.

PLANNING AND ORGANIZATION

- Worked with various governmental organizations as well as private contractors to accomplish the best outcomes for the Wells Branch taxpayers.
- Coordinated administrative software training and troubleshooting for over fifty client school districts and charter schools.
- Worked with secondary school administrators and counselors to develop master schedules for their schools.

- Coordinated work of writers, artists, programmers, and voice talents in development of award winning K-3 language arts multimedia program, DRAGON TALES.
- Utilized authoring systems and graphic software packages to produce CD-ROM-delivered multimedia software.
- Developed proposal for, scheduled and coordinated field tests of selected DRAGON TALES units at local elementary school.
- Performed quality checks of DRAGON TALES units based on stated criteria and implemented code revisions based on QA reports.
- Set up and supervised middle school Student Council, including attendance at summer leadership conferences.
- Worked my way through college as a service manager for HEB Grocery. Scheduled and managed staffs up to 80.

CREATIVITY

- Developed curriculum and training materials for workshops covering grade reporting, scheduling, attendance, demographics, gradebook and PEIMS for fifty+ Texas public school districts and charter schools.
- Created and delivered computer curriculum for Le Chef Culinary Institute.
- Developed curriculum for K-3 language arts multimedia product.
- Evaluated third party software and made recommendations on purchase.
- Served on textbook review committees, as well as numerous other curriculum-based committees.
- Started own business, Joy Peppers, in 2001. Have won multiple awards. The business is still a sole proprietorship.

EDUCATION

The University of Texas at Austin

M.Ed. 1987 – Curriculum and Instruction/Computer Applications/Learning Theory
Texas Teaching Certificate (Business Composite, Secondary) 1983
BBA 1980 – Management

TECHNOLOGY

- Microsoft Office (Word, Excel, PowerPoint)

HONORS

- Wells Branch Municipal Utility District Board Director 1998-2010
- Wells Branch Neighborhood Association President 1997-1998
- Technology and Learning Award of Excellence 1992-93
- Jostens Outstanding Achievement Award 1992
- Teacher of the Year, Martin Junior High School 1987-88

REFERENCES

- Jim Johnson, retired business manager, RESC 13 (1968-2003), 512-331-6425
- Luke Martin, retired data services coordinator, RESC 13 (1978-2006), 512-771-9498, luke.martin@esc13.txed.net
- John Hernandez, commercial real estate broker, past ACC trustee, 512-789-4800
- Alicia Del Rio, ACC coordinator, 512-422-6175
- Deborah Thompson, Wells Branch Neighborhood Assoc. President, 512-476-8371



Application for Appointment

Board/Commission:

Name (Last, First, Middle): <i>SMITH, NORMA "JOY"</i>	
Home Address (Street, City, Zip): <i>Z104 CASTLEVIEW DR, AUSTIN 78728</i>	Home Phone: <i>512-517-1552</i>
Mailing Address (Street, City, Zip): <i>Same</i>	Cell Phone: <i>512-517-1552</i>
Employer: <i>SELF-EMPLOYED</i>	Email: <i>JSCON@Texas.net</i>
Occupation: <i>insurance agent (health)</i>	FAX Number: <i>512-990-1816</i>

- Are you a Travis County Resident? Yes No
- What Precinct do you live in? Precinct 1 Precinct 2
 Precinct 3 Precinct 4
- How much time can you devote each month? 5-8 hours 13-16 hours
 9-12 hours More than 16 hours

Skills and Experience:

- | | | |
|---|---|--|
| <input type="checkbox"/> Advertising | <input checked="" type="checkbox"/> Finance/ Budget | <input type="checkbox"/> Marketing |
| <input checked="" type="checkbox"/> Administration Management | <input type="checkbox"/> Fund Raising | <input type="checkbox"/> Operations |
| <input type="checkbox"/> Child Care | <input checked="" type="checkbox"/> Government | <input checked="" type="checkbox"/> Public Relations |
| <input checked="" type="checkbox"/> Consulting | <input type="checkbox"/> Health Care | <input type="checkbox"/> Public Safety |
| <input checked="" type="checkbox"/> Education | <input checked="" type="checkbox"/> Human Resources | <input checked="" type="checkbox"/> Public Speaking |
| <input checked="" type="checkbox"/> Event Planning | <input type="checkbox"/> Legal | <input type="checkbox"/> Sales |
| | | <input checked="" type="checkbox"/> Writing/ Communication |
- Other: _____



Application for Appointment

Please describe your interest in serving on the Board/Commission and any qualifications, areas of expertise or special interests that relate to your possible appointment. Please specify any other board appointments (past or present) and length of service, if applicable.

I served on the Wells Branch MUD board for 12 years, which should show my level of commitment to serving my community. I have participated in multiple committees such as Finance, Facilities, Public Safety and Recreation. I was the most fiscally responsible member of the Board in each of the years I served. There were also multiple opportunities to speak with and to community groups, which, given my education background, I was eager to do. I am interested in serving on the ESD #2 board to further use my knowledge and experiences for my community. I have also worked with many different governmental agencies throughout the years. I also served on one of the county bond oversight committees.

Please submit your resume with this application, with references and contact information.

I agree to file with the County Judge the attached non-conflict of interest affidavit prior to being considered for an appointment by Travis County. I further agree to file an amendment in the event my status should change during my tenure on a county board.

Signature: Jerry Smith

Date: 11/29/11

NON-CONFLICT OF INTEREST AFFIDAVIT

DEFINITION:

"No County appointed official, whether paid or unpaid, shall engage in any business or transaction or shall have a financial or other personal interest, direct or indirect, which is incompatible with the proper discharge of his/her official duties in the public interest or would tend to impair his/her independence of judgment or action in the performance of his/her official duties."

Know All Men by These Present

NORMA JOY SMITH has read and understands the definition shown above as it relates to any possible conflict of interest.

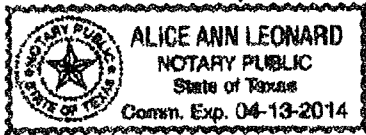
The undersigned makes this affidavit as specified to clearly state that his/her appointment to ESD # 2 Board of Directors will not create a conflict of interest on his/her part or on the part of any immediate family member.

In witness thereof, the undersigned has signed and sealed this instrument on this the 29 day of NOVEMBER 2011.

Norma Joy Smith
Signature of Appointee

11/29/11
Date

Personally appeared before the undersigned, Norma Joy Smith, who after being duly sworn, deposes and states that the facts stated in the above affidavit are true. Signed on this 29 day of November 2011.



Alice Ann Leonard
Notary Public In and for the State of
Texas

(seal)