

## Item 29



### Travis County Commissioners Court Agenda Request

**Meeting Date:** June 4, 2013

**Prepared By/Phone Number:** Bob Moore 854-9387

**Elected/Appointed Official/Dept. Head:** Commissioner Gerald Daugherty

**Commissioners Court Sponsor:** Commissioner Gerald Daugherty

*Gerald Daugherty*

**AGENDA LANGUAGE:** Consider and take appropriate action on the appointment of Karen Fromel to the Emergency Services District #8 Board of Commissioners to serve immediately until December 31, 2014.

**BACKGROUND/SUMMARY OF REQUEST:**

**STAFF RECOMMENDATIONS:**

**ISSUES AND OPPORTUNITIES:**

**FISCAL IMPACT AND SOURCE OF FUNDING:**

**ATTACHMENTS/EXHIBITS:**

**REQUIRED AUTHORIZATIONS:**

N/A

**Karen Fromel**  
5325 Texas Blue Bell Drive, Spicewood, TX 78669  
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[karen.fromel@gmail.com](mailto:karen.fromel@gmail.com)

Accomplished and results driven professional with years of experience in all facets of management, customer service and fundraising. Combines organizational expertise, efficiency, communication, and liaison skills with the ability to independently plan and direct high-level business affairs. Skilled in leading multi-tasked business teams in the planning and execution of special projects.

***Key Strengths Include:***

**FUNDRAISER** – Successful grant writer with a proven track record of event planning generating donations.

**EXCEPTIONAL ORGANIZATIONAL SKILLS** – Effectively evaluate the use of time, identify goals and set priorities, develop an overall time management plan and assign a price to time.

**EXCELLENT STRATEGIST** – Ability to clearly define objectives and develop a strategic action plan with each objective broken down into tasks and each task having a list of needed resources and a specific timeline.

***Experience:***

**Director of Development (Freelance), Lifesavers Wild Horse Rescue** 3/11-present

- ✓ Awarded over \$500,000 in grants from private foundations
- ✓ Develop grant proposals and follow up reports for foundations, corporations and federal grants
- ✓ Designed and help create new website, resulting in more traffic and donations
- ✓ Developed use of social media as a tool to cultivate new donors and volunteers
- ✓ Create operational budgets for multi-million dollar non-profit organization
- ✓ Research newly formed foundations for match with funding interests
- ✓ Keep a database of potential private donors and foundations
- ✓ Volunteer board member, on and off for past 16 years

**Campus Technology Assistant, Lake Travis ISD – Lake Travis Elementary** 8/08-3/11

**Special Education Aide, Lake Travis ISD - Lake Travis Elementary** 10/07-8/08

**Elementary Monitor, Lake Travis ISD - Lake Travis Elementary** 9/07-10/07

**Part Time Grant Writer** 2007-present

**Freelance/Consultant, 20th Century Fox** 10/02-9/07

- ✓ Produced content for DVD releases with strict budgets, tight timelines and high profile talent
- ✓ Hired staff and secured locations for delivery of product
- ✓ Scheduled high profile talent across multiple facilities in order to meet project delivery dates
- ✓ Negotiated budget costs with executives and vendors to assure good profitability margins

**Manager DVD Technical Services, 20th Century Fox** 8/98-10/02

- ✓ Supervised office staff and coordinated continued education for all employees
- ✓ Kept strict budgets and timelines for multi-million dollar projects
- ✓ Headed weekly meetings involving multiple departments involved in common projects
- ✓ Created a database for tracking all ongoing projects and billing
- ✓ Scheduled projects at multiple facilities for all work in progress

Helped form a West Cypress Hills neighborhood committee to represent residents in communications with our management company. Created an email distribution list of residents to keep everyone up to date on possible evacuations due to fires in community. Administrator on our private West Cypress Hills Resident Facebook page that was created during fires of Spicewood. Researched Firewise and contacted Texas Forest Service Wildland Urban Interface Specialist, Patrick Allen. Met with him in June of 2012 to conduct assessment of neighborhood.