

DATE: 01/12/2021

TO: City Clerk

FROM: Peter Svarzbein Representative of District 1

ADDRESS: 8001 N. Mesa E-118 TELEPHONE 915-205-1469

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

Agenda for the Council Meeting of January 19, 2021

Appointment of Lee Chayes to the Foster Grandparent Program Advisory Council by

Item should read as follows: Representative Peter Svarzbein, District 1

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

NAME OF BOARD/COMMITTEE/COMMISSION: Foster Grandparent Program Advisory

NOMINATED BY: Representative Peter Svarzbein DISTRICT: 1

NAME OF APPOINTEE Lee Chayes  
(Please verify correct spelling of name)

E-MAIL ADDRESS: N/A

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

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

HOME ADDRESS: N/A

CITY: N/A ST: TX ZIP: N/A PHONE: N/A

**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:**

**HAS APPOINTEE BEEN A MEMBER OF OTHER CITY BOARDS/COMMISSIONS/COMMITTEES? IF SO, PLEASE PROVIDE NAMES AND DATES: NONE**

**LIST ALL REAL ESTATE OWNED BY APPOINTEE IN EL PASO COUNTY (BY ADDRESS):**

N/A

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

NAME OF INCUMBENT: Gloria Alva Boyer

EXPIRATION DATE OF INCUMBENT: 06/19/2016

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

DATE OF APPOINTMENT: 01/19/2021

TERM BEGINS ON: 01/19/2021

EXPIRATION DATE OF NEW APPOINTEE: 06/19/2022

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



- Developed associate degrees for medical assistant, business management, international trade
- Liaison between accreditation bodies and state regulatory agencies (Texas Board of Nursing, Texas Workforce Commission Career Schools Council on Occupational Education, and the Veterans Administration).
- Annual reporting to regulatory agencies and corporate office: Completer/placement; IPED; retention, evaluation of enrollment.

**1987-2006**  
*CEO/President/Founder*

**Computer Career Center**

**El Paso, TX**

Responsible for operations, budget, management, accreditation, and supervision of all employees in a multi-campus environment in Texas and New Mexico:

- Revenue base of \$3 million in assets – approximately 35 employees;
- Created and supervised marketing to include advertising budget, production of commercials, overseeing website development, creation of collateral;
- Heavy emphasis on admissions and admissions training
- Supervision and operations management of campus directors, admissions personnel, program coordinators, financial aid personnel, Student Services Director and faculty.
- Develop and conduct training and professional development for employees.

**Accomplishments:**

- 2008 - Obtained approval from New Mexico Board of Nursing to offer Practical Nursing program
- 2008 - Created and obtained State approval for two new programs (International Trade and Dental Assisting)
- 2007 - Two branch campus acquisition and expansion; Amarillo, Texas and Lubbock, Texas. Obtained Texas State License, Accreditation and Federal Title IV funds.
- Vocational Nurse Program 2006/2007 NCLEX pass rate 96%.
- Nurse Assistant Program 2006/2007 Texas State Certification pass rate 95%
- 2007 - Branch Campus start-up New Mexico; obtained State License and Accreditation
- 2007 - Developed and implemented Bilingual Nurse Assistant program
- 2006 – Completed Change of Ownership applications to Accrediting agencies and State regulatory agencies – hosted four agency visits with no recommendations (Council on Occupational Education, Accrediting Bureau of Health Education Schools, and Commission on Accreditation of Health Education Programs and the Texas Workforce Commission Career Schools.
- 2006 - Accreditation reaffirmation visit from the Council on Occupational Education; Institution received no recommendations and two commendations maximum accreditation of six years.
- 2006 - Accreditation reaffirmation visit from the Commission on Accreditation of Health Education Programs – no recommendations, maximum accreditation of six years.
- 2004 - Supervised and Assisted in Developing and implementation of two Associate of Applied Science Programs (AAS Business Management and AAS Medical Assistant). Obtained approval from Texas Higher Education Coordinating Board, Council on Occupational Education and the Texas Workforce Commission Career Schools.
- 2004 - Supervised development of Vocational Nurse program. Obtained approval from Texas Workforce Commission Career Schools, Texas Board of Nursing and the Council on Occupational Education.
- 2002 - Developed Network Administrator program.

**AFFILIATIONS**

**Council Chairwoman – Texas Department of Assistive and Rehabilitative Services (DARS)**  
**Chairman of the Board – El Paso Better Business Bureau**  
**Board member – El Paso Chamber of Commerce**  
**Board member – USO El Paso**  
**Allocations committee member – United Way**  
**Board Member – United Blood Services**

**EDUCATION**

**2005-2007**  
Masters of Arts - Counseling

**Webster University**

**St. Louis , MO**

**1969-1971**  
Bachelor of Arts - Psychology

**University of Texas at El Paso**

**El Paso, TX**