

DATE: 04/21/2021

TO: City Clerk

FROM: City Representative Aleksandra Anello

ADDRESS: 300 N. Campbell TELEPHONE 915-212-0002

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

Agenda for the Council Meeting of 04/27/2021

Reappointment of Johnathan Macias to the Fair Housing Task Force by City Representative

Item should read as follows: Aleksandra Anello.

BOARD COMMITTEE/COMMISSION APPOINTMENT/REAPPOINTMENT FORM

NAME OF BOARD/COMMITTEE/COMMISSION: Fair Housing Task Force

NOMINATED BY: City Representative Aleksandra Anello DISTRICT: Two

NAME OF APPOINTEE Johnathan Macias
(Please verify correct spelling of name)

E-MAIL ADDRESS: _____

BUSINESS ADDRESS: _____

CITY: _____ 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:

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

HAS APPOINTEE BEEN A MEMBER OF OTHER CITY BOARDS/COMMISSIONS/COMMITTEES? IF SO, PLEASE PROVIDE NAMES AND DATES:

Community Development steering Committee 2014-2018; Fair Housing Task Force 2018-2021

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

NAME OF INCUMBENT: Johnathan Macias

EXPIRATION DATE OF INCUMBENT: 04/27/21

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

DATE OF APPOINTMENT: 04/27/21

TERM BEGINS ON : 04/28/21

EXPIRATION DATE OF NEW APPOINTEE: 04/27/23

PLEASE CHECK ONE OF THE FOLLOWING: 1st TERM: _____

2nd TERM: X

UNEXPIRED TERM: _____

BOARDS AND COMMISSIONS
CITY OF EL PASO

Legal name: Jonathan J. Macias _____ District: #2

List Home Address: _____

Any Other Real Estate Owned: Not applicable

Educational Background: Master's Degree

Employment Background: Incite Consultancy, UTEP

Volunteerism, Organizations, Community Service, Other: Eco El Paso- Board Member, Rio Grande Electric Auto Association- President

Commissions and Boards In Which You Are Particularly Interested:

Bicycle Advisory Committee, Mass Transit, Museums and Cultural Affairs Advisory Board, Parks and Rec Advisory Board, Open Space Advisory Board

Any relatives working for the City? If so, please state their name, position and their relationship to you: Not applicable.

Have you ever served on any City Boards or Commissions? If so, please list names and dates: CDBG and Fair Housing Task Force

Signature: _____ Date: 04-21-2021

Applications may be submitted to City Representative Aleksandra Annello
City Hall - 300 N. Campbell - El Paso, Texas 79901
212-0002 or district#2@elpasotexas.gov

Jonathan J. Macias

Education

Adams State University (ASU)

- Master of Arts, Higher Education Administration and Leadership
 - Minority and Hispanic serving institutional focus

The University of Texas at El Paso (UTEP)

- Bachelor of Business Administration, Management and Marketing
 - Recipient of Presidential Staff Scholarship

El Paso Community College (EPCC)

- Associate Degree of Arts, Honors student

Experience

06/2017 – Present Incite Consultancy El Paso, TX

Executive Vice President

- Management of day-to-day operations of Arrowhead Office located in Las Cruces, NM
- Provide feedback, advice and back up as needed to the CEO to ensure support to effectively run accounts and promote positive work environment
- Successfully run multiple accounts simultaneously, including managing work plans, client expectations, and internal staffing to ensure project is consistent with time and scope of partner contract
- Implement firm policies around recruiting, staffing, training and account management that result in sustained high quality client service
- Hire and develop junior staff to the next level by ensuring assigned staff fully understand projects, providing effective feedback to staff
- Develop and conduct trainings, around optimized workflow processes, as well as niche areas of expertise, such as post award management and budget development
- Overseeing internal and assigned external operations and business activities to ensure they produce the desired results and are aligned with the overall strategy and mission
- Review financial and non-financial reports to devise solutions or improvements

09/2006 – 5/2017 UT El Paso El Paso, TX

Office of Research and Sponsored Projects (01/2012 – 5/2017)

Research Administrator

- Construct budget projections for grant related activities, expenditures, and cost shares
- Oversee Faculty grant submission to external agencies such as Federal, State, and Foundation
- Coordinate intellectual property asset disclosures for potential patents and technology transfer
- Prioritize award analysis and account set-up in tandem with accounting and purchasing departments
- Negotiate terms and conditions of contracts from both sponsors and to sub-recipients
- Manage streamline departmental guidance to support staff for appropriate administrative services
- Administer fiscal monitoring for multi-million dollar externally funded portfolio
- Enforce compliance with University and Federal guidelines (OMB Circulars A-21, A-110, & A-133)
- Direct mid- and post-award close out according to agency specific requirements and auditability

School of Nursing- FNP SUCCESS Grant (09/2009 – 12/2011)

Program Manager (HRSA Award Number D09HP07328-02-0)

- Planned and hosted special events including workshops, seminars, and open houses on and off site
- Recruited and advised nurses from west Texas and Southern New Mexico region for graduate school
- Maintained admission and graduation of FNP graduate students to a minimum of 36 per year
- Created and planned revenue forecast for administrative statistical analysis of sustainable programs

- Shaped and formulated operational plan for grants, contracts, and office procedures
- Aligned expected outcomes, objectives, and personnel requirements with yearly notice of award (NOA)
- Fiscally managed program specific start-up, instructional, incentive, and endowment funds
- Developed survey instruments with independent third-party for programmatic evaluation
- Enhanced staff development by offering in-office and university-sponsored grant training sessions

Hispanic Health Disparities Research Center (01/2009 – 08/2009)

Administrative Assistant II (NIH Award Number 1P20MD002287-01)

- Prepared clear and accurate interim and year-end budget performance reports with recommendations
- Programmed and planned quarterly Regional Health Disparities Seminar Series
- Audited, awarded, and tracked purchase of control assets and consumables
- Edited manuscripts, grant reports, and correspondence for Principle Investigator (PI)
- Arranged media coverage of center achievements through established contacts and press releases

School of Nursing- Accelerated BSN & nurse educator program (09/2006 – 01/2009)

Administrative Assistant I (D11HP07348-01-0, D09HP07328-02-0)

- Processed new hires (faculty, staff, students) in accordance with UTEP HR regulations and pay tables
- Tracked and forecasted budget for 6 HRSA (Health Resources and Services Administration) Grants
- Customized Access tracking database for student inquires
- Decreased copy paper dependence by 75% by implementing paperless office (*Application Xtender*)
- Computed payments for Accounts Payable via BIS/Point Plus computer systems
- Communicated application requirements to prospective students at high school information sessions
- Delivered year-to-year carryover under 25% for duration of grants
- Calculated travel request and travel reimbursements
- Trained students, staff, and faculty on point of care service with “Smart Devices”
- Provided technical support for Apple, Windows (XP & Vista), and Palm OS based systems
- Implemented use of Skype for faculty online office hours and virtual conferences

02/2006 – 08/2006 The Broker Company El Paso, TX

Property Manager

- Prepared financial statements and periodic reports of property status
- Submitted GSA applications for competitive lease bids and build-outs
- Inspected properties to ensure safety and determine need for repairs
- Mobilized and supervised office staff projects within yearly budget
- Coordinated general maintenance, major repairs, and remodeling projects
- Maintained accurate records of property agreements (leases and notes)
- Designed marketing material for local publications and flyers
- Introduced and implemented website for increased marketing visibility and advertising

04/2005 – 01/2006 Label Tech Inc. El Paso, TX

Post Production Graphic Artist & Manager

- Consulted directly with over 150 clients during new project development
- Maintained a professional relationship with customers and suppliers via telephone and email
- Performed pre-press work such as color scans, separations, color proofs, and printing plates
- Acquired ISO (International Organization for Standardization) 9001 auditor certification
- Trained employees on all computer and telecommunications systems
- Completed the necessary preventive maintenance for the pre-press and computer equipment
- Performed network and telecommunication system troubleshooting, repair, and installations
- Provided the necessary back-ups of electronic records and software

Skills &

Bilingual: English and Spanish

Abilities

Creative, confident, trustworthy, and deadline-oriented.

Proficient in the following computer programs/systems/web portals:

Microsoft Office Suite (Word, Excel, Access, PowerPoint, Publisher, Outlook, Sharepoint)

Win XP, Win Vista/2007, Windows 10 HRSA EHB, Grants.gov, NSF FastLane, FedConnect, Dept of Edu G5

PeopleSoft

NIH RePORTER, Research.gov, NASA NSPIRES

Adobe Photoshop, Adobe Acrobat

Adobe Illustrator, Adobe PageMaker

iMovie, Final Cut Pro

Mac OS X, iOS

Affiliations &

2018 to Present- City of El Paso Fair Housing Task Force

2011 to 2013- UTEP Staff Council Chair

Achievements

2020 to Present- Rio Grande Electric Auto Association, Founding Chapter President

2011- Texas Leadership Alliance training awardee

2018 to Present- Eco El Paso Board Member

2009- DHHS- HACU Grant Professions Capacity Building Fellow

2014 to 2017- HUD/CDBG El Paso Board Member

2009 to 2012- Animal Rescue League of El Paso Volunteer

2012- USDA E. Kika De La Garza Fellow

2012- Association of Standardized Patient Educators (ASPE) distance Ed committee member

2010 to 2012- Texas Pain Advocacy and Information Network (TxPain) member and grant writer