



Board Appointment Form

City Clerk

Submitted On:

Jan 25, 2023, 09:26AM MST

Appointing Office	Representative District 6
Type of Agenda	Consent
Date of Council Meeting	Tuesday, January 31, 2023
Agenda Posting Language	Appointment of Melinda “Myndi” Luevanos to the Women's Rights Commission by Representative Art Fierro, District 6.
Name of Board/Committee/Commission	Women's Rights Commission
Appointment Type	Regular
List the nominee’s qualifications to serve on this Board	Is currently Be Smart State Lead with Moms Demand Action for Gun Sense in America Former Local Group Lead for El Paso County with Moms Demand Action for Gun Sense in America
Nominated By	Representative Art Fierro
Nominee Name	Melinda “Myndi” Luevanos
Nominee Email Address	
Nominee Residential Address	
City / State / Zip Code	
Nominee Primary Phone Number	
Which District does the nominee reside in?	District 6
Does the proposed appointee have a relative working for the city?	NO
Has appointee been a member of other city boards / commissions / committees?	NO
List all real estate owned by appointee in El Paso County (by address, if none, enter 'N/A')	
Who was the last person to have held the position before it became vacant?	New Board
Incumbent Expiration Date	September 01, 2022
Reason person is no longer in office	Term Expired

Date of Appointment	January 31, 2023
Term begins on	September 01, 2022
Expiration Date of New Appointee	August 31, 2024
Term	1st Term
Upload File(s)	Myndi Luevanos resume 2023.doc.pdf

MELINDA “MYNDI” LUEVANOS

CAREER EXPERIENCE

El Paso County Government, District Clerk’s Office, El Paso, Texas
COURT CLERK

2011-2014

- Criminal court clerk for various District courts
- Created and maintained criminal files; filing and file control
- Prepared court docket; retrieved and organized case files prior to submission to courts and hearings
- Calculated court costs and fees according to court dispositions and judgments
- Attended court proceedings; participated with arraignments, jail pleas, dispositions, and judgments
- Fulfilled requests, prepared subpoenas, citations and related legal documents
- Accommodated information requests, resolved problems or questions via telephone and in person
- Researched information on case files, collections, judgments, cash bonds, status of cases
- Conducted criminal investigations; prepared needed certified copies and disposition letters
- Filed, sorted and closed case files; data entry of files and legal documentation into an automated data base
- Worked closely with Judges and attorneys regarding criminal cases

Workforce Solutions Upper Rio Grande, El Paso, Texas
GOVERNMENTAL RELATIONS COORDINATOR

2009-2011

- First point of contact via phone or in-personal contact for outside agencies, Board of Directors members, Elected Officials, State, City, County officials and the general public regarding inquiries or complaints about programs and services; Liaison for various external public agencies
- Composed and prepared documents including business correspondence, reports, forms, memos and other documents as needed for the CEO, Government Relations Director and COO
- Established and maintained records and filing systems; archived, transferred, revised, and extracted files and documents; posted public meeting announcements; maintained staff activity schedules
- Collaborated with the Directors to ensure board meeting planning including: memos, communiqués and correspondence; assisted in creating agendas; proofreading; minutes; collected and prepared briefings and packets to include any and all research needed for each agenda item
- Detailed PowerPoint presentations including graphs, charts and tables
- High-level Meeting, calendar and event coordination, providing access to equipment and supplies
- Summer Youth Program Client/Employer Customer Service on-location lead; assisted with employee job placements and development
- Responsible for all social media communication including: Facebook and Twitter

COMMUNITY LEADERSHIP

Moms Demand Action for Gun Sense in America
BE SMART STATE LEAD

2021-PRESENT

- Oversee over 150 volunteers for the Be SMART program for the entire state of Texas
- Oversee 16 Local Be SMART leads for the state
- Ensure new Local Be SMART leads and team members have the resources and training necessary for their role
- Manages the Be SMART budget for the State
- Identify opportunities at the State level, as well as locally, to promote the Be SMART program
- Manage Local Be SMART Leads to ensure the growth of Be SMART teams and support the promotion of the Be SMART message at the local level

- Ensure the Be SMART team is employing best management practices to promote diversity, equity and inclusion.
- Identifies organizations for outreach opportunities and arranges presentations,
- prioritizing audiences and communities who have historically not been exposed to the Be SMART program
- Centering equity, identifies state and local organizations and groups that could be effective partners on the Be SMART campaign such as educational, public health and physicians organizations
- Communicates with national staff as needed to evaluate partnership opportunities
- Promotes the Be SMART program in El Paso County at various events throughout the year
- Works with school districts and school boards to pass safe storage resolutions
- Presents the Be SMART presentation in person and virtually to various organizations, businesses and groups
- Prepares goals for the Be SMART team and include tactics for reaching those goals
- Conducts bi-monthly meetings with the Be SMART team
- Attends training sessions to include trainings on implicit bias, diversity, equity and inclusion
- In addition to the above, continues to aid the El Paso County local group lead with the local volunteers, events, meetings and other activities deemed necessary

Moms Demand Action for Gun Sense in America
LOCAL GROUP LEAD FOR EL PASO COUNTY

2019-2021

- Helped start the Moms Demand Action group in El Paso County
- Scheduled protests and rallies within the city
- Recruited and managed a diverse leadership team
- Set goals for the local group and tracked progress towards these goals
- Planned, scheduled and conducted monthly meetings
- Worked closely with State legislators and their staff during the 2021 legislative session
- Provided written testimony on a number of bills in the 2021 legislative session
- Worked with local law enforcement to include the County Sheriff on opposing the permitless carry bill passed in 2021
- Presented at statewide meetings with hundreds in attendance
- Scheduled meetings with legislators and their constituents
- Attended meetings with the current Congresswoman to discuss the gun violence epidemic
- Wrote articles for national newspapers regarding the August 3 shooting
- Planned large scale events, coordinated media, and volunteer outreach
- Handled all data for the local group, to include: entering information into the VAN (voter action network) system, planning events, closing events, contacting volunteers before and after the event
- Attended meetings with various community organizations to discuss gun violence within the city
- Represented the local group at community discussions, meetings, panels and town halls
- Served as a panelist in 2021 at the National Hispanic Leadership Agenda town hall in El Paso
- Represented the local group at a Commissioner's Court meeting for the presentation of a Wear Orange resolution in 2020
- Communicated with local and statewide volunteers via email programming and text messaging system, Spoke
- Attended meetings with state leads and other local group leads to discuss the chapter's goals and progress
- Helped plan Wear Orange events locally and statewide
- Coordinated meetings with candidates seeking local, state, and national offices
- Planned and coordinated a canned food drive supporting the Borderland Rainbow Center
- Partnered with the Frontera Fellows from Congresswoman Escobar's office to host a blood drive for the two year mark of the August 3 shooting

- Awarded Best Organizer for the Texas Moms Demand Action Chapter in 2020

Harmony School of Science Parent Teacher Organization (PTO)
PRESIDENT

2021-2022

- Founded the PTO and served as the first President
- Opened the initial bank account for the organization
- Worked closely with the Principal, Campus Business Manager and Deans
- Coordinated a large scale fundraiser for the entire school, over 800 students
- Planned events for both students and staff
- Supervised and controlled all of the activities of the organization
- Submitted the application for a 501(c)(3) with the IRS and granted approval
- Presided at all of the Executive Committee and all general membership meetings
- Produced and distributed the agenda for all meetings
- Coordinated over 75 volunteers
- Maintained records for the organization

Del Sol Church MOPS (Mothers of Preschoolers)
SERVICE LEADER AND TABLE LEADER.

2019-PRESENT

- Selects, implements and coordinates all service projects for the group
- Works with local agencies to discover service needs in our community and ways we can offer help through the group
- Plans, organizes and coordinates service projects throughout the year to meet local needs
- Facilitates discussion with a table of 7 women
- Coordinates events, meet ups and communication between the group

University of Texas at El Paso
University of Southern California
Scholastic Awards
Bilingual
Computer Skills
Advanced Computer Skills
Social Networking
Memberships

B.A. Communications, 2008
Master of Communication Management, 2014
Valedictorian, Faith Christian Academy (Class of 2005)
Proficient in English and Spanish
MS Word, Excel, PowerPoint, Publisher and Outlook
Zoom Video Conferencing & Presentations
Facebook, Pinterest, Instagram, Twitter
American Legion Auxiliary Post #36