

DATE: 01.14.2020

TO: City Clerk

FROM: City Representative Cassandra Hernandez

ADDRESS: 300 N. Campbell TELEPHONE 915.212.0003

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

Agenda for the Council Meeting of 01.21.2020

Appointment of Don Parrott to the Veterans Advisory Committee by Representative

Item should read as follows: Cassandra Hernandez, District #3

BOARD COMMITTEE/COMMISSION APPOINTMENT/REAPPOINTMENT FORM

NAME OF BOARD/COMMITTEE/COMMISSION: Veterans Advisory Committee

NOMINATED BY: City Representative Cassandra Hernandez DISTRICT: 3

NAME OF APPOINTEE Don Parrott

(Please verify correct spelling of name)

E-MAIL ADDRESS: N/A

BUSINESS ADDRESS: N/A

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

HOME ADDRESS: N/A

CITY: N/A ST: N/A 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: N/A

HAS APPOINTEE BEEN A MEMBER OF OTHER CITY BOARDS/COMMISSIONS/COMMITTEES? IF SO, PLEASE PROVIDE NAMES AND DATES: NO

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: Donald Bruce Crawford

EXPIRATION DATE OF INCUMBENT: 9.5.19

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

DATE OF APPOINTMENT: 1.21.2020

TERM BEGINS ON : 1.21.2020

EXPIRATION DATE OF NEW APPOINTEE: 9.5.2021

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

2nd TERM:

UNEXPIRED TERM:

Don Parrott

OBJECTIVE: Seeking position as a vital member with the City of El Paso Veterans Affairs Advisory Committee, working closely with other Veteran leaders in the community to advocate for Veterans needs.

PROFESSIONAL SUMMARY

Dedicated professional and multifaceted Army Veteran with proven experience spanning over 10 years in the United States Army and Civilian Sector. Result-oriented with a comprehensive background in Operations Management, Program Management, and Personnel Management developed through conducting Recruiting Operations as a Recruiting Center Commander. Proven leadership capabilities with the ability to direct and influence team members to accomplish goals. Qualifications include:

- Leadership
- Data Analysis
- Critical Thinking
- Marketing
- Presentations
- Interpersonal Skills
- Outreach
- Counseling
- Organizational Skills

EXPERIENCE

District Outreach Coordinator, Texas Veterans Commission, January 2019 – Present

- Facilitated a public entity hiring fair focusing on city, state, and federal employers to enhance employment opportunities for over 200 Veterans.
- Collaborates with over 40 community partners advocating for Veterans' needs.
- Conducts an average of 20 Veteran and community outreaches a month to promote Texas Veterans Commission services and programs.
- Conducted 10 employment workshops for over 150 Veterans, Spouses, and Transitioning Service members.
- Supports the Veterans Treatment Court program and its Veteran participants, advocating for employment opportunities and services to enhance their well-being.

Veterans Resource Coordinator, Texas Workforce Commission, November 2017 – December 2018

- Referred over 78 military Veterans to employment services and resources in the El Paso community between November 2017 and February 2018.
- Conducted outreach to 60 different employers and Veteran Service Organizations which resulted in broadening the network of known resources available to Veterans.
- Participated in 5 major career fairs with attendance of over 300 Veterans each to provide information about the Texas Veterans Leadership Program and network with community leaders.

Recruiting Center Commander, U.S. Army, August 2015 – May 2017

- Developed a high school recruiting outreach plan, which resulted in gaining access to all 7 high schools in the area of operations, significantly improving the scope of the recruiting pipeline.

- Implemented a comprehensive delayed entry program which achieved a 100% accession rate for fiscal year 2016.
- Initiated coordination between the Partnership for Youth Success program and 2 prospective employment services to assist Veterans in securing civilian employment.

Recruiting Assistant Center Commander, U.S. Army, April 2015 – August 2015

- Conducted organizational level inspections in the absence of leadership with Commendable ratings in 2 recruiting centers, the highest rating achievable.
- Increased enlistment processing efficiency by developing an office standard for quality control checks, customer service, and follow-up techniques.

Recruiter, U.S. Army, May 2012 – April 2015

- Provided counseling and mentorship to Future Soldiers, resulting in a 94% Future Soldier retention rate.
- Developed and implemented new interviewing techniques and an aggressive prospecting plan that led to the recruiting center achieving 102% of its assigned mission for fiscal year 2013.
- Knowledge of the community and experience sought out by over 20 high school educators to make presentations and mentor high school students.
- Implemented a high school recruiting program that resulted in the recruiting center increasing its senior production by 10 enlistments between fiscal year 2013 and 2014.
- Utilized Facebook and Twitter social media outlets and all available resources to maximize prospecting efficiency in the recruiting area of operation.
- Organized the office key control program, and corresponding documentation, which resulted in 100% accountability of all equipment and property.

System Maintenance Non-Commissioned Officer in charge (NCOIC), U.S. Army, April 2008 – May 2012

- Hand selected to perform duties as the Test, Measurement, and Diagnostic Equipment NCO, resulting in zero delinquencies covering 65 pieces of equipment during the rated period.
- Maintained a 93% operational readiness rate of all equipment within the company while assigned as the system maintenance NCO.
- Received 7 commendable ratings during the brigade operational inspection progress report in 2012.
- Retained 100% accountability of equipment worth over \$4,000,000 with no losses during change of command inventories.
- Promoted education by counseling and ensuring subordinates enrolled in college classes and Army correspondence courses, resulting in over 18 hours of college credits earned.

EDUCATION & TRAINING

- Bachelor of Science (in Progress), The Pennsylvania State University, State College, PA: 108 Semester Hours in Organizational Leadership
- Associate of Applied Science in Business Administration (Magna Cum Laude), Kaplan University, Davenport, IA