

DATE: 4/22/19

TO: City Clerk

FROM: Mayor Dee Margo

ADDRESS: 300 N. Campbell TELEPHONE 915-212-0021

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

Agenda for the Council Meeting of April 30<sup>th</sup>, 2019

Appointment of Tami L. Keating to the Tax Increment Reinvestment Zone Number 5 by Mayor

Item should read as follows: Margo.

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

NAME OF BOARD/COMMITTEE/COMMISSION: Tax Increment Reinvestment Zone Number 5

NOMINATED BY: Dee Margo DISTRICT: Mayor

NAME OF APPOINTEE Tami L. Keating  
(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:

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

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

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

NAME OF INCUMBENT: Vacant

EXPIRATION DATE OF INCUMBENT: N/A

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

DATE OF APPOINTMENT: 04-30-2019

TERM BEGINS ON : 04-30-2019

EXPIRATION DATE OF NEW APPOINTEE: 04-30-2020

PLEASE CHECK ONE OF THE FOLLOWING: 1<sup>st</sup> TERM: X

2<sup>nd</sup> TERM: \_\_\_\_\_

UNEXPIRED TERM: \_\_\_\_\_

# Tami L. Keating

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## Employment Experience

### University of Texas at El Paso—El Paso, TX **Director of Academic Affairs Personnel Services**

(04/18-Present)

- ❖ Ensure all Academic Affairs personnel actions comply with University policies, University of Texas System rules and regulations, and federal, state, and local statutes.
- ❖ Collaborate with the offices overseeing Digital Measures and Accreditation, Equal Opportunity and Affirmative Action, Compliance, Audit, and Legal Affairs, to ensure academic personnel transactions are compliant with federal and state laws and regulations, and that the University is actively working to achieve affirmative action goals.
- ❖ Draft, implement, and oversee Human Resources policies, procedures, and standards for Academic Affairs personnel matters.
- ❖ Train, advise, and provide guidance to University administrators and managers on Human Resources laws, policies, and procedures applicable to faculty and instructional staff positions.
- ❖ Facilitate the faculty hiring process to include orientation, preparation of offer letters, and onboarding.
- ❖ Assist in developing and establishing faculty award and recognition programs. Serve in a liaison role for administration of the faculty merit reviews and compensation.
- ❖ Coordinate and participate in the development or re-engineering of electronic data systems to support the management of compensation and employment records for faculty, instructional staff, and post-doctoral fellows.

### Spectrum Relocation Group, Inc.—El Paso, TX **General Counsel and Vice President, HR** (09/13-03/18)

- ❖ Drafted and delivered training for managers and employees at headquarters and eight branches throughout Texas regarding employment law and Office of Federal Contract Compliance issues.
- ❖ Drafted contracts for services with subcontractors and non-disclosure agreements for potential acquisition opportunities.
- ❖ Consulted with and advised outside counsel regarding ongoing litigation.
- ❖ Negotiated and directed the provision of employee benefits to comply with the PPACA and other benefit laws.
- ❖ Implemented Safety, Health, and Accident Reduction Plan resulting in a significantly safer work environment and lower workers' compensation premiums.

### State of New Mexico Department of Workforce Solutions—Albuquerque, NM **Attorney** (06/12-09/13)

- ❖ Drafted appellate-level briefs to the New Mexico Court of Appeals and Supreme Court.
- ❖ Drafted legal analysis and fiscal impact reports for Governor's office regarding proposed legislation.
- ❖ Served as the Department's Equal Opportunity Officer— acted as the Department's liaison with the Civil Rights Center for the Department of Labor, conducted investigations, advised senior management on employment law issues.
- ❖ Trained managers and employees regarding harassment and discrimination.
- ❖ Served as Chairman of the Board of Review for unemployment appeals at the highest level within the Department.
- ❖ Assisted with responses to Open Records requests.

### Allen, Shepherd, Lewis, Syra & Chapman, P.A.—Albuquerque, NM **Associate** (10/08-06/12)

- ❖ Managed high-level case load to meet court deadlines, represent clients, establish case budgets, and meet reporting deadlines in employment, medical malpractice, and general insurance defense cases.
- ❖ Drafted and argued dispositive and discovery motions in the advocacy of clients.

- ❖ Communicated with claims personnel and clients regularly to provide advice regarding strategy during discovery and trial.
- ❖ Served as senior associate mentor for lower level attorneys.

**Wilson, Elser, Moskowitz, Edelman & Dicker—Dallas, TX** **Associate** (05/06-07/06, 08/07-08/08)

- ❖ Drafted motions for summary judgment, discovery requests, and discovery responses.
- ❖ Wrote memoranda on issues regarding causes of action, possible defenses, general and specific litigation issues and questions.

**Field, Manning, Stone, Hawthorne & Aycock, PC—Lubbock, TX** **Law Clerk** (06/05-04/07)

- ❖ Conducted legal research and wrote memoranda on estate planning, tax law, and business entities issues.
- ❖ Completed applications and documentation for Form 1023 Applications for Recognition of Exemption under Section 501(c)(3) of the Internal Revenue Code for client organizations.

**Omnicom Management Services—Dallas, TX** **Recruiter** (05/00-06/04)

- ❖ Sourced, interviewed, and recommended individuals for placement in entry-level to executive-level positions.
- ❖ Served as the Human Resources representative regarding employee relations issues for employees.

## **Education**

**Texas Tech University School of Law—Lubbock, TX**

Doctor of Jurisprudence, May 2007

GPA: 3.197, Top 1/3 of Class

- ❖ **TEXAS TECH JOURNAL OF TEXAS ADMINISTRATIVE LAW**, Technology Editor
- ❖ Phi Delta Phi International Legal Fraternity
- ❖ Final Appeals Judge for Texas Tech University Traffic and Parking Department, 2005-2007

**University of North Texas—Denton, TX**

BBA in Human Resources/Organizational Behavior Management, *cum laude*, May 2000

Cumulative GPA 3.5      GPA in Major Courses 4.00

- ❖ Outstanding Undergraduate Student in Human Resources/Organizational Behavior Management, 2000
- ❖ Society for Human Resources Management—President, 01/99-05/00
- ❖ Council for Business Students, 08/99-05/00
- ❖ Golden Key National Honor Society Member

## **Community Involvement**

- ❖ El Paso Zoological Society Board Member
- ❖ Provide pro bono legal advice to local daycare
- ❖ Local church Personnel Committee Member
- ❖ Member of State Bar of Texas and State Bar of New Mexico (currently inactive bar membership in NM)
- ❖ Presented on Social Media in Employment Law at the New Mexico Bar Annual Meeting/CLE and the New Mexico Bridge the Gap CLE.
- ❖ Former Board Member of the New Mexico State Bar Employment and Labor Law Section.