

DATE: Nov. 5, 2014

TO: City Clerk

FROM: Representative Michiel R. Noe

ADDRESS: 300 N. Campbell, 2nd Floor, El Paso, TX. TELEPHONE 915-212-1021

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

Agenda for the Council Meeting of Nov. 11, 2014

Item should read as follows: Appointment of Bertha Mieckowski to the Zoning Board of Adjustment by Representative Michiel R. Noe, District 5

BOARD COMMITTEE/COMMISSION APPOINTMENT/REAPPOINTMENT FORM

NAME OF BOARD/COMMITTEE/COMMISSION: Zoning Board of Adjustment

NOMINATED BY: Representative Michiel R. Noe DISTRICT: 5

NAME OF APPOINTEE Bertha Mieckowski
(Please verify correct spelling of name)

E-MAIL ADDRESS: _____

BUSINESS ADDRESS: _____

CITY: El Paso ST: TX 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:

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

NAME OF INCUMBENT: Mike Schwartz

EXPIRATION DATE OF INCUMBENT: 10/01/2014

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

DATE OF APPOINTMENT: 11/11/2014

TERM BEGINS ON : 10/01/2014

EXPIRATION DATE OF NEW APPOINTEE: 10/01/2016

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

2nd TERM: _____

UNEXPIRED TERM: _____



BERTHA MIECKOWSKI

PROFILE

I am an El Paso native. In 1971, my husband and I travelled to the Middle East, where we lived and worked for plus or minus 20 years. On our return from the Middle East we lived and worked in New Hampshire for about 20 years.

EXPERIENCE

ELLIOT HOSPITAL, 1 ELLIOT WAY, MANCHESTER, NH 03103 07/04-02/12

Worked as secretary to surgeons on the Cardiac Surgical floor. Duties consisted of : attending to surgeons, transcribing orders and entering them into Epic computer system. Ensuring that patient prescriptions, procedures, lab work and tests were timely and in order, assisting surgeons as they made patient rounds, translation services as required.

RIDE-AWAY CORP. HAMPSHIRE DRIVE, MANCHESTER, NH 01/2000-06/04

Worked as secretary to the Vic President of Sales and the Vice President of Transportation. The company retrofitted vans for the handicapped. My duties included: scheduling meetings, making travel arrangements, preparing correspondence, participating in planning meetings, drafting, composing, and maintaining ISO manuals and updates.

ATRIUM MEDICAL CORP. 1 HAMPSHIRE WAY, HUDSON, NH 0310

Worked as secretary to the Vice President of the Cardio-Thoracic Research Department. Duties included taking meeting minutes, preparing letters of intent, maintaining ISO appropriate manuals and updates. Assisted engineers preparing paperwork, filing patent forms and descriptions.

While working full time I was appointed to the Litchfield, NH Planning Board where I served for 15 years, five of which I served as Chairman of the Board.

Our town of Litchfield, NH (less than 12,000 inhabitants, was too small for a mayoral style of government but we were large enough for a five member (instead of 3) Board of Selectmen. I ran for Selectmen and was successfully elected. I term in that position was for 3 years. My duties as Selectmen included being liaison to the Planning Board, liaison to the Zoning Board of Adjustment, reviewing departmental budgets and preparing town budget for vote, Welfare Officer, hiring and firing of town employees, maintaining interactions with town counsel and always being accessible to the voters.

EDUCATION

Attended University of Texas at El Paso for two years.

SKILLS

I have excellent English/Spanish language grammar and spelling skills. I am adept using my Mac computer. I attended all New Hampshire Municipal Law Lectures as sponsored by the state. I was instrumental in developing the first Master Plan for the town of Litchfield. I was a part of the hiring and firing of town employees and also assisted in filling volunteer positions on town boards. Participated in collective bargaining sessions with town employees and staff. Attended all site review walks, reviewed perc test/soil sample data as it pertained to planning board site applications.