

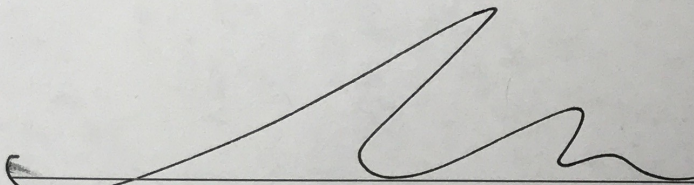
**CITY OF SAN ANTONIO  
OFFICE OF COUNCILMEMBER MELISSA CABELLO HAVRDA  
INTERDEPARTMENTAL MEMORANDUM**

**TO:** Leticia M. Vacek, City Clerk  
**FROM:** Councilmember Melissa Cabello Havrda  
**COPIES:** Tina Flores, Interim Deputy City Clerk  
**SUBJECT:** Boards & Commissions Appointment  
**DATE:** November 18, 2019

I wish to nominate the following person to the San Antonio Housing Trust:

Erica Martinez

The application of the individual is on file with the Office of the City Clerk. Please forward this nomination for Council Approval at the next Council Meeting.



**MELISSA CABELLO HAVRDA  
CITY COUNCIL DISTRICT 6**

<b>San Antonio Housing Trust District 6</b>	<b>Application No: No: 20190726113002_8594</b>
ELIGIBILITY	
Are you a qualified voter in the City of San Antonio?	Yes
PROFILE	
Prefix	Mrs.
Last Name	Martinez
First Name	Erica
Middle Name	N
Suffix	
Preferred Name	
Title	MSW
Address Type?	Residence
Address	6803 Westfield
City	San Antonio
State	AK
Zip	78227
Phone Type?	Cell
Phone number	2109047302
Phone 2 Type?	
Phone 2 number	
eMail	mrsenmartinez@gmail.com
Employer	Endeavors
Job Title	Director of Family Services
Occupation	Social Worker
Board/Commission/Committee Name	San Antonio Housing Trust~District 6~01
DEMOGRAPHIC INFORMATION	
The City of San Antonio strives for boards and commissions to be representative of our diverse community. Providing the following demographic information is voluntary, and will only be used for statistical and reporting purposes.	
Race/Ethnicity (Please select all that apply):	Hispanic/Latino/a
Gender:	Female
Age:	35 to 44
Do you identify as a sexual minority (such as lesbian, gay, bisexual, queer, etc.)?	No

QUESTIONS	
If this board position requires residency within Bexar County, the City of San Antonio city limits or within a particular council district, do you meet those residency requirements?	Yes
Are you a City of San Antonio resident?	Yes
San Antonio Resident Length - Years	37
In which City Council District do you reside?	06
How many years have you lived in the City Council District where you reside?	37
Do you or any of your immediate family members or any businesses that you or they own currently have any direct or indirect financial interest in any contract(s) with the City, including subcontracts?	No
Will you or any of your immediate family members or any businesses that you or they own seek a contract(s) with the City in the foreseeable future?	No
Do you or any of your immediate family members or any businesses that you or they own have any financial interest, direct or indirect, in any sale to the City of any land, materials, supplies, or service?	No
Does your employer or an employer of your immediate family members have a contract with the City?	Yes
List name of employer, family member and describe contract.	Endeavors- DHS contract
Do you or any of your family members currently serve or in the past year served as an administrative aide to a Councilmember?	No
Do you currently serve in any elected or appointed public government office?	No
Are you a member and/or officer and/or employee of any boards, commissions, corporations, non-profit entities, agencies, or other entities?	No
Do you intend to seek election or appointment to any public office or board or commission in the foreseeable future?	No
Have you ever been hired for a position with the City of San Antonio?	No
Have you had any convictions of criminal offenses other than parking or traffic tickets?	No
Describe your Educational history.	Bachelor and Masters degree in Social Work from Our Lady of the Lake University. Currently a PhD student in Social Work at OLLU.

Describe your Professional History & Certification designations (Current and historical).	
Describe your Volunteer Experience & Community Service	
Please provide a brief narrative outlining your reasons for seeking appointment to this board or commission:	At this point in my life, I believe I have skills, knowledge and values to share with the greater community. I'd like to partake and give back to the community that I have been a part of for 37 years.
<b>APPLICATION SIGN-OFF</b>	
As a board, commission, or committee member, you will be asked to adhere to: Code of Ordinances, City of San Antonio, Part II, Chapter 2, Article IX, Sec.2-534. All board and commission members must file a Financial Disclosure Report with the Office of the City Clerk upon appointment, and annually thereafter, throughout the member's term. Failure to file a Financial Disclosure Report within the time required by the City's Ethics Code will be considered an automatic removal.	
I understand that if any member of the public makes a request for information included in this Application for Appointment, most of the information must be disclosed under the Public Information Act. I understand that the City of San Antonio will attempt to maintain the confidentiality of highly private matters by seeking an Attorney General's opinion in accordance with the Public Information Act. I understand that it may not be legally possible to maintain the confidentiality of such information, and I hereby release the City of San Antonio, and its agents, employees and officers, from any and all liability whatsoever if the information must be released pursuant to the Public Information Act or any other law requiring its release.	Acknowledged
OATH: I have read and understand the guidelines set out in this application. The foregoing statements are true, accurate, and complete. I agree that any misrepresentation or omission of facts may result in my disqualification for appointment.	Acknowledged
Enter Your Name	Erica Martinez
Date of submission.	7/26/2019
The Texas Public Information Act provides that each government official may choose whether to allow the public access to the information in the custody of the City that contains your home address, home telephone number, or reveals whether you have family members. Please note that this does not apply to business addresses, which are subject to public disclosure. If an open records request is filed requesting to view or obtain records that contain your personal information, the City will take steps to protect your	

personal information as authorized by the Texas Public Information Act, but only if you have elected to protect personal information.	
I want the public to have access to my Home Address.	No
I want the public to have access to my Home Telephone Number.	No
I want the public to have access to my Social Security Number.	No
I want the public to have access to my Emergency Contact Information.	No
I want the public to have access to my Family Information.	No
Please attach any additional information, such as a current resume, using the Attachments panel at the bottom of this page.	

## **Erica Martinez, MSW**

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210-904-7302

**Professional Summary:** An innovative leader with 15 years of various non-profit experience working in programs that serve children with autism, at-risk students, homeless families and marginalized populations. Deeply committed to service and mission to improving the lives of individuals and families. Proven ability to provide team leadership, improve performance, and exceed expected outcomes. Visionary leader known to establish community partnerships, develop key contacts and build relationships among others with a shared sense of the mission. Product of the West side of San Antonio, graduate of Edgewood Independent School District and Our Lady of the Lake University.

### **Career Highlights:**

- Wrote and awarded grants totaling \$1,070,882 resulting in a \$91,000 reduction in the required agency grant match
- Oversaw multiple after school care programs with 300+ children
- Responsible for program wide changes as the result of collecting data from quality assurance site inspections
- Certified 500+ individuals in Red Cross CPR and First Aid
- Developed and presented 35+ training classes on various topics
- Restructured the new employee training program
- Expanded the training program from providing 24 hours annually to 85 hours annually
- Pioneered the use of various activities and awards to increase employee morale program wide
- Initiated various programs and opportunities for employees to volunteer within the greater community
- Implemented program design changes to create a trauma informed environment which has resulted in 100% exits into permanent housing, 90% reduction to homelessness 12 months post exit, increase in length of stay in program by 76%.

### **Education:**

<b>PhD of Social Work</b> Our Lady of the Lake University	Anticipated May 2022
<b>Master of Social Work</b> Our Lady of the Lake University	May 2017
<b>Bachelor of Social Work</b> Our Lady of the Lake University	December 2008
<b>Associate Teacher Education</b> San Antonio College	December 2004

### **Employment:**

5/17-Current

#### **Director of Family Services**

Endeavors

- Lead team of 30+ including clinicians, case managers, administrative, direct care staff and undergraduate interns
- Responsible for managing five programs with total operating budget of \$1.5 million consisting of multiple revenue sources
- Oversee 5 programs providing services homeless women with disabilities and their children in Texas and North Carolina, a parenting program for military families, a supportive program for victims of crime and a housing program for individuals living with severe mental illness.
- Provide crisis intervention, safety planning and treatment goals with clients, ensuring that treatment team follows through with safety plans and treatment goals
- Write federal contracts, foundation grants and proposals to increase program budget and reduced agency cash by \$95,000.

- Monitor and track data to ensure proper reporting to grant measures and outcomes
- 10/16-4/17  
**Master of Social Work Intern**  
Center for New Communities
- Assessed referred families for mental health services
  - Provided on-going individual counseling and crisis intervention
  - Ensured social work knowledge, skills, values and ethics were applied and followed
  - Created safety plans and treatment goals with clients
- 1/16-5/17  
**Home Base Family Education Manager**  
Center for New Communities
- Managed a team of 6 case managers and 1 college intern
  - Ensured all procedures for home base delivery are upheld to Early Head Start Standards
  - Monitored home base program for quality and compliance with all regulations
  - Compiled and reviewed lesson plans, case notes, family partnership agreements for 80 families
  - Assisted executive director in strategically planning of program
  - Trained, coached and mentored staff to promote quality performance
  - Enrolled and provided services to families under McKinney-Vento Homeless Assistance Act of 2002
  - Increased enrollment for services to pregnant women by 67%
- 11/13-05/15  
**Community and Development Coordinator**  
Sapphire School
- Planned fundraising efforts that brought in \$10,000 in new funds
  - Established a professional network of contacts for the school
  - Assessed new students for placement into appropriate class
- 08/04-02/10  
**Multi Site Manager/Training Assistant**  
San Antonio Family Endeavors
- Developed and maintained a working relationship with children, parents, employees and school personnel
  - Supervised 20+ employees to ensure activities were developmentally appropriate
  - Trained and mentored 100+ employees on topics relative to after school care
  - Supported employees in providing a quality after school care program for 300+ children
  - Evaluated all sites to ensure they were operating according to TDFPS Minimum Standards
  - Created and presented monthly training classes for 100+ staff members
  - Managed 120+ employee training files
  - Certified staff members in Red Cross CPR and First Aid
  - Trained new-hires for Pre-Service, Operational Policies and Procedures
  - Designed evaluation methods to determine efficacy of training sessions
  - Evaluated after school care program for quality and assurance and to ensure curriculum was adopted correctly
  - Ensured TDFPS Minimum Standards were followed by program
- 08/08-12/08  
**Social Work Intern**  
Por Vida Academy Charter High School
- Co-facilitated individual, family and group counseling to members of at-risk populations
  - Provided crisis intervention counseling/services
  - Administered case management services including referrals to community agencies to 150+ at-risk adolescents
  - Responsible for caseload of 70+ pregnant/parenting students & at-risk youth
  - Developed & facilitated weekly Prenatal Group for pregnant, at-risk adolescents
  - Followed McKinney-Vento Homeless Assistance Act of 2002 to provide services to homeless youth
  - Followed Texas Education Agency mandates for Pregnancy Related Services for all pregnant and/or parenting youth
- 06/04-11/04  
**Volunteer Coordinator**

#### Benitia Family Center

- Recruited volunteers through various outlets for various agency programs
- Trained all new volunteers
- Supervised 50+ volunteers
- Produced monthly volunteer hour report
- Liaison between 5 *Region 20* Adult Basic Education sites
- Acquired donations for fundraising events and agency
- Developed partnerships with other agencies

#### Professional Presentations:

- 2008. Martinez, Erica. "Group Management". Family Endeavors, San Antonio, TX.
- 2008. Martinez, Erica. "Understanding the Difficult Child". Family Endeavors, San Antonio, TX.
- 2008. Martinez, Erica. "The Military Family". Family Endeavors, San Antonio, TX.
- 2008. Martinez, Erica. "Taming the Lions". Family Endeavors, San Antonio, TX.
- 2008. Martinez, Erica. "Communicable Diseases". Family Endeavors, San Antonio, TX.
- 2008. Martinez, Erica. "Health and Safety". Family Endeavors, San Antonio, TX.
- 2008. Martinez, Erica. "Group Transitions". Family Endeavors, San Antonio, TX.
- 2008. Martinez, Erica. "Developmentally Appropriate Practice". Family Endeavors, San Antonio, TX.
- 2008. Martinez, Erica. "Developing a Child's Self Esteem". Family Endeavors, San Antonio, TX.
- 2008. Martinez, Erica. "Being a Role Model". Family Endeavors, San Antonio, TX.
- 2008. Martinez, Erica. "Organized Games with Groups". Family Endeavors, San Antonio, TX.
- 2008. Martinez, Erica. "Positive Guidance and Discipline". Family Endeavors, San Antonio, TX.
- 2009. Martinez, Erica. "Child Development: Birth to Three". Family Endeavors, San Antonio, TX.
- 2009. Martinez, Erica. "Child Development: Five, Six, & 7 Year Olds". Family Endeavors, San Antonio, TX.
- 2009. Martinez, Erica. "Child Development: Eight & Nine Year Olds". Family Endeavors, San Antonio, TX.
- 2009. Martinez, Erica. "Child Development: Ten, Eleven, & Twelve Year Olds". Family Endeavors, San Antonio, TX.
- 2009. Martinez, Erica. "Bullying 101". Family Endeavors, San Antonio, TX.
- 2012. Martinez, Erica. "Understanding Autism". Seton Home, San Antonio, TX.
- 2017. Martinez, Erica. "Keeping the Momentum". Endeavors, Leadership Conference, San Antonio, TX.
- 2018. Martinez, Erica. "The Impact of a Mother's Mental Illness on her Child's Development". First 3 Years, Food for Thought 2019, San Antonio, TX.

#### Professional Associations:

- Latina Leadership Institute

#### Certifications:

- Licensed Child Care Director, Department of Family and Protective Services.
- Residential Child and Youth Care Professional Trainer, University of Oklahoma, National Resource Center for Youth Services.