



## TEXAS DEPARTMENT OF STATE HEALTH SERVICES

DAVID L. LAKEY, M.D.  
COMMISSIONER

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TTY: 1-800-735-2989  
www.dshs.state.tx.us

November 1, 2012

Re: Texas Department of State Health Services (DSHS) Advisory Committee/Council/Board  
Appointments

Dear Applicant:

The Commissioner of DSHS requests your assistance in identifying applicants for membership on the Code Enforcement Officer Registration Program Advisory Committee. The purpose and tasks of this committee are stated in the rules enclosed with this letter. Additional information about this committee may be found at <http://www.dshs.state.tx.us/code>. It is anticipated that the committee will meet twice annually.

The positions requiring appointments are for a Registered Code Enforcement Officer member, a structural engineer or licensed architect member, and a consumer member to serve terms of six years. To qualify, an applicant must be either a registered code enforcement officer, a structural engineer, licensed with the Texas Board of Architectural Examiners, or a member of the public. The terms of these positions begin upon appointment and end in the year 2017. A list of the current membership is also enclosed.

We are currently authorized to reimburse only consumer members of the Code Enforcement Officer Registration Program Advisory Committee for allowable travel expenses while on committee business. Non-consumer members will be responsible for their own travel-related expenses, including transportation, meals, and lodging.

All people who wish to be considered as a nominee must complete the enclosed Application for Advisory Committee Appointment (Form AG-50). All applications will remain on file for twelve (12) months. Completed applications, including two letters of recommendation, should be mailed to the following address by January 31, 2013.

DSHS Code Enforcement Officer Registration Program  
Attention: David Olvera  
Mail Code 1982  
P.O. 149347  
Austin, Texas 78714-9437  
Telephone: (512) 834-4517  
Fax: (512) 834-6677

Please note that the application requires the submission of two signed and dated letters of recommendation. **Applications without two signed and dated letters of recommendation will be deemed incomplete and will not be forwarded for consideration.** Résumés, curriculum vitae, and additional supporting documentation not specifically requested in this letter **will not be considered.**

In selecting members to serve on an advisory committee, the DSHS Commissioner considers the individual's qualifications for the position, background, and interest in serving on the committee. The Commissioner also attempts to achieve diversity by consideration of ethnicity, gender, and geographic location (when applicable) in order for advisory committees to represent the diversity of all Texas citizens.

Sincerely,

David D. Olvera, Program Director  
Code Enforcement Officer Registration Program  
Professional Licensing and Certification Unit  
Texas Department of State Health Services