



# BOARD OF COMMISSIONERS

1 S. Main St., 8<sup>th</sup> Floor  
Mount Clemens, Michigan 48043  
586.469.5125 FAX 586.469.5993  
macombcountymi.gov/boardofcommissioners

MARCH 17, 2011

## NOTICE OF MEETING

There will be a meeting of the **BOARD OF COMMISSIONERS** on Thursday, March 24, 2011, at **7 p.m.**, on the 9th Floor of the County Administration Building, in the Commissioners' Board Room, Mount Clemens.

(Invocation this month is by Commissioner Phillip DiMaria)

## TENTATIVE AGENDA

1. Presentation of Resolution to Lynne Seymour (Carabelli and Flynn)
2. **COMMITTEE REPORTS:**
  - a) Economic Development, March 17 (attached)
3. Correspondence from Executive
4. **RESOLUTIONS:**
  - a) Honoring April 11-17, 2011 as Public Health Week in Macomb County (offered by Board Chair; recommended by Health & Human Services Committee on 3-16-11; copy on file)
  - b) Commending Lynne Seymour for Being Named the 2011 Watershed Management Professional of the Year by the Michigan Water Environment Association (offered by Board Chair; recommended by Economic Development Committee on 3-17-11; copy on file)
5. Referrals from 3-15-11 Board Operations Committee Meeting:
  - a) Consideration of Office of County Executive Proposed Appointment of Director of Finance Department (attached)
  - b) Consideration of Office of County Executive Proposed Appointment of Director of Human Resources & Labor Relations Department (attached)
  - c) Consideration of Office of County Executive Proposed Appointment of Director of Department of Roads (attached)
  - d) Consideration of Office of County Executive Proposed Appointment of Director of Senior Services Department (attached)

## MACOMB COUNTY BOARD OF COMMISSIONERS

Kathy D. Vosburg  
District 8  
Chair

Maryn E. Sauger  
District 2  
Vice Chair

Fred Miller  
District 9  
Sergeant-At-Arms

Toni Mozeri - District 1

David Flynn - District 4

James L. Carabelli - District 6

Roland R. Frascetti - District 10

Bob Smith - District 12

Phillip A. DiMaria - District 3

Ray Gralowski - District 5

Don Brown - District 7

Kathy Tocco - District 11

Joe Sabatini - District 13

**BOARD OF COMMISSIONERS  
TENTATIVE AGENDA  
MARCH 17, 2011**

**PAGE 2**

In addition to the agenda items listed, a committee report is anticipated from the following committee meeting: Finance, March 22.

Any other matters that require Full Board consideration and the reports listed above will be attached to your official Full Board agenda.



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**Corinne Bedard  
Committee Reporter**



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MARCH 17, 2011

**TO: BOARD OF COMMISSIONERS**

**FROM: JAMES CARABELLI AND DAVID FLYNN, CO-CHAIRS  
ECONOMIC DEVELOPMENT COMMITTEE**

**RE: RECOMMENDATIONS FROM ECONOMIC DEVELOPMENT  
COMMITTEE MEETING OF MARCH 17, 2011**

At a meeting of the Economic Development Committee, held Thursday, March 17, 2011, the following recommendations were made and are being forwarded to the Full Board for approval:

**1. COMMITTEE RECOMMENDATION – MOTION (SEE ATTACHED)**

A MOTION WAS MADE BY SMITH, SUPPORTED BY SABATINI, TO RECOMMEND THAT THE BOARD OF COMMISSIONERS AUTHORIZE SUBMISSION OF THE COUNTY'S NSP3 APPLICATION TO HUD. FURTHER, A COPY OF THIS BOARD OF COMMISSIONERS' ACTION IS DIRECTED TO BE DELIVERED FORTHWITH TO THE OFFICE OF THE COUNTY EXECUTIVE. **THE MOTION CARRIED.**

**2. COMMITTEE RECOMMENDATION – MOTION (SEE ATTACHED)**

A MOTION WAS MADE BY TOCCO, SUPPORTED BY MOCERI, TO RECOMMEND THAT THE BOARD OF COMMISSIONERS AUTHORIZE MACOMB MSU EXTENSION TO ACCEPT \$1,800 PER CHILD MENTORED THROUGH THE AMACHI MICHIGAN PROJECT TO EXPAND THE 4-H YOUTH MENTOR PROGRAM. THIS THREE-YEAR PROJECT BEGAN OCTOBER 1, 2010 AND RUNS THROUGH SEPTEMBER 29, 2013. A PART-TIME PROGRAM EDUCATOR WILL BE HIRED AT NO COST TO THE COUNTY. FURTHER, A COPY OF THIS BOARD OF COMMISSIONERS' ACTION IS DIRECTED TO BE DELIVERED FORTHWITH TO THE OFFICE OF THE COUNTY EXECUTIVE. **THE MOTION CARRIED.**

**3. COMMITTEE RECOMMENDATION – MOTION (SEE ATTACHED)**

A MOTION WAS MADE BY TOCCO, SUPPORTED BY SMITH, TO RECOMMEND THAT THE BOARD OF COMMISSIONERS AUTHORIZE MSU EXTENSION TO ACCEPT \$25,500 FROM THE MACOMB COUNTY COMMUNITY SERVICES AGENCY (MCCSA) EARLY HEAD START TO PROVIDE PARENT EDUCATION FOR IDENTIFIED MACOMB COUNTY FAMILIES FROM APRIL 1, 2011 THROUGH SEPTEMBER 30, 2011. THIS GRANT WILL SUPPLEMENT THE FUNDING FOR ONE EXISTING PROGRAM COORDINATOR. FURTHER, A COPY OF THIS BOARD OF COMMISSIONERS' ACTION IS DIRECTED TO BE DELIVERED FORTHWITH TO THE OFFICE OF THE COUNTY EXECUTIVE. **THE MOTION CARRIED.**

**A MOTION TO ADOPT THE COMMITTEE REPORT WAS MADE BY CO-CHAIRS CARABELLI AND FLYNN.**

**MACOMB COUNTY BOARD OF COMMISSIONERS**

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Ray Gralowski - District 5

Don Brown - District 7

Kathy Tocco - District 11

Joe Sabatini - District 13

RESOLUTION NO. \_\_\_\_\_

FULL BOARD MEETING DATE:  
AGENDA ITEM:

MACOMB COUNTY, MICHIGAN

RESOLUTION TO: Authorize submission of the County's NSP3 application to HUD.

INTRODUCED BY: James Carabelli and David Flynn, Co-Chairs, Economic Development Committee

DESCRIPTION:

See memorandum dated February 16, 2011, regarding this proposal.

COMMITTEE/MEETING DATE

Economic Development 3-17-11 Approved  
Full Board 3-24-11

RESOLUTION NO. \_\_\_\_\_

FULL BOARD MEETING DATE: \_\_\_\_\_

AGENDA ITEM: \_\_\_\_\_

MACOMB COUNTY, MI

RESOLUTION TO: Authorize Macomb MSU Extension to accept \$1,800 per child mentored through the Amachi Michigan Project to expand the 4-H Youth Mentor Program. This three year project began October 1, 2010 and runs through September 29, 2013. A part-time program educator will be hired at no cost to the county.

INTRODUCED BY: James Carabelli and David Flynn, Co-Chairmen  
Economic Development Committee

This program provides one-on-one youth mentoring and life skills training to children of prisoners in Macomb and Wayne Counties. The dollars will be used to provide administrative, operational and program support to Macomb MSU Extension for mentor program development and expansion. The program will operate at no cost to the county.

COMMITTEE MEETING DATE

Economic and Development March 17, 2011

*Approved*

Full Board 3-24-11

RESOLUTION NO. \_\_\_\_\_

FULL BOARD MEETING DATE: \_\_\_\_\_

AGENDA ITEM:

MACOMB COUNTY, MI

RESOLUTION TO Authorize MSU Extension to accept \$25,500 from the Macomb County Community Services Agency (MCCSA) Early Head Start to provide parent education for identified Macomb County families from April 1, 2011 through September 30, 2011. This grant will supplement the funding for one existing Program Coordinator.

INTRODUCED BY: James Carabelli and David Flynn, Co-Chairmen  
Economic Development Committee

Macomb County Michigan State University Extension will provide parenting education and support to identified Early Head Start families, ages 0-3. Families will be linked with developmentally appropriate community resources. This program will provide services at no additional cost to the County.

COMMITTEE MEETING DATE

Economic and Development March 17, 2011

*Approved*

Full Board 3-24-11

# **RECYCLABLE PAPER**



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Macomb County Executive  
Mark A. Hackel

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TO: Kathy Vosburg, Board Chair  
FROM: Mark A. Hackel, County Executive  
DATE: February 9, 2011  
RE: **Director Appointments**

A handwritten signature in black ink, appearing to read "Mark A. Hackel", written over the "FROM:" line.

As stipulated in the Charter, Section 3.8, attached please find documentation related three Director appointments including a copy of each job description, salary range and resume. Below lists my appointments:

1. Mr. Eric Herppich, Director of Human Resources & Labor Relations
2. Mr. Robert Hoepfner, Director of Roads
3. Mr. Peter Provenzano, Director of Finance

Further, as stated in the Charter, section 3.8(f), qualifications and criteria are outlined in the job description as established by the Department of Human Resources and Labor Relations.

Thank you for your attention to this transmittal and I am available to discuss any questions or concerns which you may have regarding this request.

MAH/pjl





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## Macomb County Executive

### Mark A. Hackel

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TO: Kathy Vosburg, Board Chair  
FROM: Mark A. Hackel, County Executive  
DATE: March 3, 2011

A handwritten signature in black ink, appearing to read "Mark A. Hackel", is written over the "FROM:" line of the header.

**RE: Director Appointment**

As stipulated in the Charter, Section 3.8 attached please find documentation related to the appointment of Ms. Rhonda Powell to Director of Senior Services. As stated in the Charter, section 3.8(f), the department of Human Resources and Labor Relations has established and adopted the qualifications and criteria for the appointment of this department director and they are outlined in the attached documentation that includes the approved job description and salary range for the position. Ms. Powell's resume is also attached, which demonstrates that she is fully qualified for the position.

With this appointment, all four current interim department director positions have been filled with regular status employees. You have indicated that these appointments will be placed on the agenda of the Board Operations Committee which is scheduled for March 15, 2011. I would like to re-extend my previous invitation to provide an opportunity for members of the Commission to meet any of these individuals in advance of that meeting. Please have anyone who so wishes contact my office to arrange for a time to meet.

Finally, in order to avoid any misunderstanding, I want to mention once again what we have discussed before. Your February 17, 2011 memorandum to me regarding appointments continues to ask for information that I do not believe is required in the appointment approval process by Charter. The Charter states that the appointment requires the approval of the Commission. It does not state that the Commission must approve the process that the Executive used to recruit, interview, or select his appointment, or has the right to pass judgment on such things as whether a sufficient number of people were interviewed or if they should have been interviewed in person or by phone. The selection process is an administrative matter. The role of the Commission in the approval process is to satisfy itself that the candidate being appointed meets the educational and experiential qualifications that have been established for the position by the job description. I believe the information that has been transmitted to you is sufficient to make that determination.

Thank you for your attention to this transmittal and I am available to discuss any questions or concerns which you may have regarding this request.

MAH/pjl

## PETER PROVENZANO JR., CPA

Macomb Township, Michigan

### EDUCATION

Master of Science in Public Administration- Central Michigan University- 2007

Certified Public Accountant- 1997

Bachelor of Science in Business Administration- Wayne State University- 1995

### WORK EXPERIENCE

2000 – Present **CITY OF ROSEVILLE**

Assistant City Manager/Controller (4/05-Present,  
Controller/Finance Director (5/00-3/05)

- Assist the City Manager in the general management of City affairs
- Act as City Manager in the Managers absence
- Monitor and analyze financial information
  - Make recommendations to City Council and City Manager concerning financial affairs and implement cost saving programs such as:
    - o 2011 dispatch consolidation with neighboring communities saving City over \$2 million during the next 5 years
    - o 2010 Deficit Reduction Plan generating cost reductions of over \$8 million in year one and \$14 million in year two
    - o 2006 Turn Around Plan generated over \$6 million from a \$36 million budget
  - Deliver televised financial forecast presentations to the public
- Direct and supervise all accounting and financial functions including:
  - Accounts payable, accounts receivable, and payroll
  - Annual budgets and 5 year projections
  - Federal and State government reports
  - Investment of funds to meet future capital and operational needs
  - Financial estimates and reports
  - New accounting and computer systems
    - o MUNIS and BS&A
- Direct and supervise Purchasing and Risk Management activities including:
  - Procurement for all supplies and contractual services
  - Evaluation of potential liability exposures and safety risks
  - Development of loss control and safety programs and procedures
  - Obtainment of insurance coverage for loss prevention, employee benefits, and workers compensation
- Manage Self-Insured Health Plan, Retirement Administration and other benefit plans
  - Monitor activity to ensure that plan provisions are being adhered to
  - Proactively evaluate programs to reduce expenses
- Oversee Building Maintenance and Grounds
- Coordinate city sponsored events including:
  - Christmas Tree Lighting Ceremony
  - Fundraising for the Fourth of July Fireworks
  - Beautification Commission projects and award ceremonies
- Write the State of the City Address
- Negotiate labor contracts
- Lead all city ballot initiatives
- Serve as city representative and board member of SERESA
  - Participated in the writing of the articles of incorporation and bylaws
  - Responsible for all legal and financial matters

- 1999 – 2000     *PARISH PUBLICATIONS, LLC*     Controller/CFO
- Responsible for all accounting and finance functions including:
    - Supervised accounts payable, accounts receivable, payroll, and human resources
    - Prepared annual budgets and projections
    - Reported monthly financial results to investors
    - Obtained financing and performed due diligence on potential acquisitions

- 1995 – 1999     *PLANTE & MORAN, LLP*     In-Charge Auditor
- Industry focus:
    - Audits and compilations of small to medium size companies
    - Audits and tax reporting of employee benefit and multi-employer plans
    - Audit of municipalities and school districts including formal presentation of results
  - Coordinated and supervised audit and tax engagements
  - Consulted clients on financial and operational improvements
  - Motivated and trained employees
  - Completed performance evaluations for audit staff and managers after job completion
  - Participated in career planning of employees

**AFFILIATIONS**

South East Regional Emergency Services Authority (SERESA)  
Government Finance Officers Association  
Michigan Governmental Finance Officers Association  
Leadership Macomb VII Graduate  
American Institute for Certified Public Accountants  
Michigan Association of Certified Public Accountants  
International Association of Employee Benefit Plans  
Roseville Optimist Club

# ERIC A. HERPPICH

Macomb, Michigan 48044

[enbfive@sbcglobal.net](mailto:enbfive@sbcglobal.net)

## EDUCATION:

OAKLAND UNIVERSITY, Rochester Hills, Michigan  
B.S. Public Administration/Public Policy (April 1989)

WAYNE STATE UNIVERSITY, Detroit, Michigan  
M.A. Employment & Labor Relations (May 1993)

## EXPERIENCE:

COUNTY of MACOMB, Mount Clemens, Michigan  
*Division Director, Labor Relations*  
December 2008 to Present

I continue to have executive responsibility for labor and employee relations matters described in the Acting Director of Human Resources position as well as all responsibilities described in the Division Director, Labor Relations position.

COUNTY of MACOMB, Mount Clemens, Michigan  
*Acting Director, Human Resources - POSITION ELIMINATED AS PART OF BUDGETARY REDUCTIONS*  
January 2007 to December 2008

Work cooperatively with the Macomb County Board of Commissioners in the planning, implementation and administration of policies and procedures related to human resource needs and objectives; direct and administer the personnel services and labor relations activities of the Macomb County Human Resources Department for approximately 2300 budgeted full time employees and 400 budgeted part time employees in twenty-five (25) departments/business units, which include: Martha T. Berry (217 Bed Long-term Care Facility), Public Health, Community Mental Health, Sheriff, 16<sup>th</sup> Judicial Circuit Court, Probate Court, 42<sup>nd</sup> District Court, Community Service Agency, Prosecutor, Planning and Economic Development, Juvenile Justice Center, Public Works and all administrative units; serve as chief negotiator in a multiple bargaining unit setting; represent the County, with counsel, in hearings and proceedings with Michigan Employment Relations Commission (MERC), Michigan Department of Civil Rights (MDCR), Equal Employment Opportunity Commission (EEOC) and other administrative agencies; provide guidance to Elected Officials and Department Heads regarding collective bargaining strategies; consult with and advise Elected Officials, Department Heads as well as the County's separate and joint employers on human resource matters and actions; coordinate strategic planning activities to meet the current and future human resource needs of the County; evaluate and recommend operational and organizational changes for grant and general fund programs to improve overall efficiency, functioning as a service partner; assist with the annual County budget review process and recommends budget adjustments as it relates to personnel and staffing; manages and directs the activities of managerial, professional and support staff.

COUNTY of MACOMB, Mount Clemens, Michigan  
*Division Director, Labor Relations*  
January 2000 to January 2007

Serve as negotiation spokesperson in a multiple bargaining unit setting; administer the disciplinary action and appeal process for non-represented staff; interpret and administer collective bargaining agreements, through to arbitration, for each of the County's twenty-nine (29) bargaining units representing nearly 2600 unionized full and part time employees in approximately twenty-five (25) departments/business units, which include: Martha T. Berry (217 Bed Long-term Care Facility), Public Health, Community Mental Health, Sheriff, 16<sup>th</sup> Judicial Circuit Court, Probate Court and the 42<sup>nd</sup> District Court, Community Service Agency, Prosecutor, Planning and Economic Development, Juvenile Justice Center, Public Works and all administrative units; provide guidance to Elected Officials and Department Heads regarding collective bargaining directives; responsible for the review and investigation of employee relations issues ranging from attendance and job performance concerns to workplace violence, harassment, and discrimination complaints; develop and administer action plans regarding these employee relations matters; provide manager/supervisor training on labor and employee relations processes and practices; assist in the development, implementation and administration of human resource policies and processes; evaluate and recommend operational and organizational changes for grant and general fund programs to improve overall efficiency, functioning as a service partner; work collaboratively with Elected Officials, Department Heads and employees to resolve employee relations matters and concerns; manage and direct the activities of managerial, professional and support staff.

COUNTY of MACOMB, Mount Clemens, Michigan  
*Human Resource (Supervisor) Coordinator*  
September 1990 to January 2000

Supervised and provided professional human resource services including recruitment and employment, testing and classification/compensation services; assisted in the development and administration of human resource policies and processes; ensured compliance with Americans with Disabilities Act (ADA), Family and Medical Leave Act (FMLA) and Equal Employment Opportunity (EEO) guidelines and related activities; served in a primary role relative to Human Resources Information Systems (HRIS) product evaluation; conducted organizational and workflow analysis for Departments and made recommendations to improve overall efficiency, functioning as a service partner; analyzed, reviewed and recommended personnel adjustments for the annual County budget review process; provided guidance and advice to Elected Officials, Department Heads, managers and employees regarding human resource matters and contract language interpretation; functioned as Chairperson of the County Employee Assistance Program Committee; developed a monthly employee newsletter and quarterly Employee Assistance Program Newsletter.

WAYNE STATE UNIVERSITY, Detroit, Michigan  
*Personnel Officer/Classification and Compensation*  
July 1989 to September 1990

Conducted job audits to evaluate and analyze classification and compensation information using comparative analysis and Hay point factor system; assisted in the representation of the University in grievance hearings related to classification and compensation issues; compiled and analyzed reports regarding salary survey data.

Eric A. Herppich, Resume  
Page 3

DETROIT RIVERVIEW HOSPITAL, Detroit, Michigan  
*Human Resources Representative (Temporary Assignment)*  
April 1989 to July 1989

Coordinated the recruitment and selection of non-nursing positions in the Hospital; represented the Hospital in grievance hearings and assisted in the development of responses.

COUNTY of OAKLAND, Pontiac, Michigan  
*Personnel Intern*  
September 1988 to April 1989

Assisted with job audits to evaluate and analyze classification and compensation information using a point factor system; compiled labor market salary survey data.

OAKLAND UNIVERSITY, Rochester Hills, Michigan  
*Adjunct Instructor*  
May 2007 to Present

Instructor for a graduate course in the Master of Public Administration (MPA) Program related to Public Sector Human Resources and Labor Relations.

Instructor for a undergraduate course in the Human Resources Development (HRD) Program related to Employment Law for the Human Resources practitioner.

**COMPUTER  
KNOWLEDGE:**

Org Plus; Microsoft Word and Excel

**PROFESSIONAL AFFILIATIONS:**

Member / Board of Directors, Michigan Public Employers Labor Relations Association (MPELRA)  
MPELRA Marketing and Membership Committee Member  
Member, Society for Human Resource Management  
Member, International Public Management Association

# **ROBERT P. HOEPFNER**

rhoepfner2@comcast.net

Macomb, MI 48042

**Licensed Professional Civil Engineer with over 36 years experience in the design of road and bridge projects seeks the position of Director Department of Roads.**

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## **PROFESSIONAL BACKGROUND**

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### **MACOMB COUNTY DEPARTMENT OF ROADS**

Mount Clemens, MI

#### **County Highway Engineer, 2005-Present**

- Led the Macomb County Department of Roads through some of the most difficult financial times in decades, while still maintaining a high level of service
- Demonstrated a solid understanding of the budgeting process, as evidenced by a series of balanced budgets without significant reductions in service
- Managed the operations of the third largest road department in Michigan
- Directed an aggressive construction program and an efficient road maintenance operation
- Communicates effectively with citizens and elected officials at public forum, township meetings, public hearings
- Understands the dynamic and evolving role of transportation in society and its impact on the quality of life and economic growth
- Appreciates the importance of managing transportation assets to insure that scarce resources are properly allocated
- Values a reputation for leading by example and with integrity

#### **Assistant County Highway Engineer, 1995-2005**

- Managed the Road Commission of Macomb County Engineering Department
- Supervised the design and construction of all road and bridge projects in Macomb County
- Supervised the preparation of the annual road and bridge construction program and secured all project funding
- Acted as County Highway Engineer when necessary

**Civil Engineer, 1974-1995**

- Designed road and bridge projects
- As Project Manager, supervised the construction of road and bridge projects
- Managed and supervised the Road Commission Materials and Testing Laboratory

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**EDUCATION/LICENSES**

- Bachelor's Degree in Civil Engineering, Valparaiso University, Indiana, 1973
- Registered Professional Engineer, State of Michigan, 1978

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**TECHNOLOGY SKILLS**

- Proficient in Microsoft Word, Excel, Outlook, RoadSoft
- Embrace technology and its ability to improve the delivery of transportation services

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**PROFESSIONAL DEVELOPMENT**

- Chairman of the Macomb County Federal Aid Committee from 2005 to the present, which acquires and distributes Federal and State road and bridge construction allocations
- Member of the Board of Directors of the County Road Association of Michigan, representing all 83 road departments in Michigan

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**PERSONAL HISTORY**

- Referee, registered with Michigan High School Athletic Association, 1995- Present
- Member, St. Peter Lutheran Church, Macomb Township, MI
- Married 37 years, father of two grown children



# RHONDA M. POWELL

■ Clinton Township, Michigan 48035 ■

rhondam@wowway.com

*Seeking the position of . . .*

**Director**

**Experienced professional** with 14 years of progressive responsibility in nonprofit administration, business management, and organizational development. Recognized for dedication in fundraising, grant writing, and volunteer recruitment. Strong leadership, team building, and problem solving skills. Excellent leader in cross-functional communication and supporting organizational goals and objectives.

## **-EXECUTIVE LEADERSHIP COMPETENCIES-**

Budgeting and Projection . . . . Communications . . . . Board Development . . . . Fund Development . . . . HR Management . . . . Team Leadership . . . . Public Speaking . . . . Program Development . . . . Program Management

## **-EMPLOYMENT HIGHLIGHTS-**

**MACOMB COUNTY ROTATING EMERGENCY SHELTER TEAM (MCREST)** 2010 – Present

### **Executive Director – Roseville, MI**

Responsible for overall management and administration of agency programs and services, assessment and evaluation of all agency operations, development and implementation of all agency practices and procedures. Leadership and public representation for all activities, issues and events. Additional related duties which include but are not limited to the following:

- Risk management assessment of the organization's operations, personnel and financials.
- Planned developed and administered personnel policies and procedures.
- Daily management and supervision of support staff and volunteers.
- Reorganized organizational chart and revised job descriptions.
- Identified areas of need and prioritized operations relative to population needs.
- Recommended policy revisions and amendments to bylaws.
- Ensure compliance with all state, federal and local policies and regulations.
- Formulated revised operations for personnel utilization and budget management.
- Served as a liaison between board of directors and advisory council.
- Primary spokesperson for all public awareness relative to the agency.
- Host of weekly online broadcast to promote agency programs, advocacy and community resources.
- Developed and proposed annual balanced budget for review and adoption by board of directors.
- Implemented electronic accounting system including policies and procedures.
- Reduced expenses and raised new revenue to balance a \$120k budget deficit.
- Developed and proposed a 2011 development plan to diversify and increase revenue.
- Developed all agency grant proposals and funding requests to private, state and federal donors.
- Developed and analyzed financial and operational reports regarding agency programs.
- Established board subcommittees and focus group for community input and to recommend best practices.
- Expanded regional relationships and collaborations with organizations in the tri-county area.
- Created a new weekly online radio broadcast to showcase experts in the field, raise awareness about homelessness and connect with a national audience of more than 35k listeners. Also served as weekly host, recruited speakers and wrote script for weekly live discussions.
- Developed and implemented a supportive housing program to assisted nearly 100 clients with housing.
- Serve on local leadership panels to speak publicly regarding various human service topics.
- Published news articles, editorials and press releases to promote agency endeavors.
- Developed bi-annual newsletters, annual appeals, brochures and agency publication for public distribution

—EMPLOYMENT HIGHLIGHTS (CONTINUED)—

- Addressed diverse audiences to educate students, business leaders and local municipalities on homeless issues
- Attended regional and state level conferences to discuss legislation and policy affecting the population

SOUTH OAKLAND SHELTER

2007- 2010

**Associate Director – Royal Oak, MI**

Ensure efficiency of internal processes including HR policy, recruitment and staffing, grants management, and financial management, which also includes:

- Provide executive support for internal and external operations of the agency
- Manage day to day staff operations including recruitment and training procedures
- Process bi-weekly payroll and produce monthly/quarterly payroll reports
- Management of agency financials including monthly reporting
- Management of federal, state and local grants contracts
- Responsible for initial budget projection and cost reduction procedures
- Establish and implement volunteer recruitment and training procedures
- Establish and implement emergency policies and procedures
- Assist with all fundraising efforts and revenue generation for the agency which accounted for a 98% increase in one year.
- Grant writing and building donor relations in conjunction with executive director
- Management of donor database and appreciation process
- Solicitation of new business relationships within the community and potential collaborations
- Coordinate annual drives and holiday appeal process
- Serve as part of facilities team and interact with zoning attorneys, contractors and city officials
- Actively participate in Board of Director subcommittees and marketing efforts
- Represent agency at community events and fundraisers
- Participate in board development and agency restructuring
- Assist with public relations and represent agency in the absence of executive director
- Other duties as deemed appropriate by executive director and administrative board

MT CLEMENS COMMUNITY SCHOOLS

2005 –2007

**Academic Intervention Coordinator – Mt Clemens, MI**

- Responsible for implementation of grade school program designed to offer guidance and instruction to students with behavioral challenges
- Establishment of program goals and objectives
- Designed reporting modules and tracking mechanisms
- Established journaling system to increase communication between staff and students
- Solicited curriculum to implement anger management and peer mediation process for students
- Collected statistics and prepared annual reports for review by administrative team

KANSAS CITY MISSOURI SCHOOL DISTRICT

2001- 2002

**Office Manager, 21<sup>st</sup> Century Learning Center – Kansas City, MO**

- Created administrative systems for pilot program and student record keeping
- Trained and supervised interns and clerical staff
- Managed database and accounting system

■ –EMPLOYMENT HIGHLIGHTS (CONTINUED)–

- Processed bi-weekly payroll and monthly payroll reports
- Assisted with funding proposals and grant management
- Served as liaison between department of labor and academic staff
- Coordinated year end celebrations including graduation ceremonies

EDISON SCHOOLS, INC

Jun 1996 – Jun 2001

**Business Service Manager – Mt. Clemens, MI**

- Established and managed business office
- Responsible for day to day accounting procedures
- Organized fundraisers and parent volunteer groups
- Recruited and trained support staff
- Organized student recruitment activities
- Conducted presentations to show case program model
- Monthly financial reporting and budget tracking
- Actively participated in strategic planning and budget projection
- Tracked categorical funds and pupil accounting data
- Regional traveling for professional development and training
- Represented academy at community activities and regional seminars

–FORMAL EDUCATION and TRAINING–

**Master of Science in Human Service with concentration in Public Administration**  
Capella University, Minneapolis, MN; Anticipated completion- Dec 2011

**Bachelor of Arts in Human Service, focus-Community Service**  
Siena Heights University, Adrian, MI

Certified Grants Specialist, NAGW, Columbia SC  
Certified Parenting Specialist, CICC, Studio City, CA

Computer Skills:

Quick books Pro, Quick books for Non-profits, Peachtree, HMIS, SASI, OPAL, File Maker Pro, Claris Works  
General: Microsoft Word, Excel, PowerPoint, Publisher and Outlook

Other Skills & Interest:

*Christian Community Development Corp*                      *1998 - present*  
*Board Member*

*Teen Resource Center*    *2003 – present*  
*Volunteer instructor/counselor*

*L'Anse Creuse Community Schools*                              *2006-present*  
*Band Booster*