COUNTY AGENDA REQUEST

Department:	Commissioners	Presenter(s):	Commissioner Allen McCarty
Meeting Date:	Thursday, March 28, 2013	Type of Request:	Old Business

Wording for the Agenda:

Consideration of Commissioner McCarty's nomination of Sharon Herbert to serve on the Fayette County Region Six Mental Health, Developmental Disabilities, and Addictive Diseases Regional Planning Board, contingent upon approval by the Region Six Mental Health Board, and for this three-year appointment to be determined by the Regional Planning Board's Commissioner.

Background/History/Details:

The Region Six Mental Health Board is has been created pursuant to O.C.G.A 37-2-4.1(b). Currently it services thirty-one (31) counties throughout Georgia, including Fayette County. The purpose of the Region Six Mental Health Board is to provide and facilitate coordinated and comprehensive planning for Region Six in conformity with standards and procedures established by the Department of Behavioral Health and Developmental Disabilities. The Region Six Mental Health Board assists the Region Six Office by consulting with consumers and families, community programs, hospitals, and other public and private providers. Refer to the copy of the bylaws (Attachment A) for further information on the role and duties of the Region Six Mental Health Board.

Due to its population size, Fayette County has three seats on the Region Six Mental Health Board. Two of those seats have been filled and one seat is vacant. In 2012, the Board of Commissioners asked the County Clerk to advertise this vacancy. Four applications were received. In 2013, the Board of Commissioners assigned Commissioner Allen McCarty to review the applications for a nomination.

Commissioner McCarty is recommending that Sharon Herbert be appointed to serve on the Region Six Mental Health Board. If approved, Ms. Herbert's application will be provided to the Region Six Mental Health Board for additional review.

What action are you seeking from the Board of Commissioners?

Approval of Commissioner McCarty's nomination of Sharon Herbert to serve on the Fayette County Region Six Mental Health, Developmental Disabilities, and Addictive Diseases Regional Planning Board, contingent upon approval by the Region Six Mental Health Board, and for this three-year appointment to be determined by the Regional Planning Board's Commissioner.

If this item requires funding, please describe:

Not Applicable.

Has this request been considered within the past two years?	Yes	If so, when?	
Is Audio-Visual Equipment Required for this Request?*	No	Backup Provided with Request?	Yes

**** All audio-visual material must be submitted to the County Clerk's Office no later than 48 hours prior to the meeting. It is also your department's responsibility to ensure all third-party audio-visual material is submitted at least 48 hours in advance.***

Approved by Finance	Not Applicable	Reviewed by Legal	
Approved by Purchasing	Not Applicable	County Clerk's Approval	Yes
Administrator's Approval			

Staff Notes:

The Region Six Mental Health Board is a fairly new Board established by the State of Georgia. Members of the Board serve for three years, however, in order to ensure staggered terms, the Commissioner of the Region Six Board has requested the ability to set the members' years of service. This means that while the eventual pattern will be for all members to serve three-year terms, at the outset some members may serve longer than three years. This nomination may begin immediately and expire June 30, 2017.

BYLAWS
OF
REGION SIX
MENTAL HEALTH, DEVELOPMENTAL DISABILITIES, AND ADDICTIVE DISEASES
REGIONAL PLANNING BOARD
Final Approval: 08/17/11

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REGION SIX
MENTAL HEALTH, DEVELOPMENTAL DISABILITIES, AND ADDICTIVE DISEASES
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ARTICLE I - NAME

1.1 Name. Pursuant to O.C.G.A. section 37-2-4.1(b), there is created a separate regional mental health, developmental disabilities and addictive diseases planning board for each regional office. The planning board for the Region 6 Regional office shall be known as the Region Six, Mental Health, Developmental Disabilities, and Addictive Diseases Regional Planning Board, herein after called Region Six R.P.B. and/or Board.

1.2 Principal Office of the Board. The current office of the Region 6 R.P.B. is located at 3000 Schatulga Road, Building Four, Columbus, GA 31907; provided however that the board may conduct official business anywhere within the region of the board, or the State of Georgia, in accordance with the State's Open Meetings Act.

1.3 Geographical Area. Region Six is a clearly defined geographical area including the following thirty-one (31) counties:

Butts	Dooly	Macon	Randolph	Troup
Carroll	Fayette	Marion	Schley	Upson
Chattahoochee	Harris	Meriwether	Spalding	Webster
Clay	Heard	Muscogee	Stewart	
Coweta	Henry	Peach	Sumter	
Crawford	Houston	Pike	Talbot	
Crisp	Lamar	Quitman	Taylor	

ARTICLE II - PURPOSE

The purpose of the Region 6 R.P.B. shall be to provide and facilitate coordinated and comprehensive planning for Region 6 in conformity with standards and procedures established by the Department of Behavioral Health and Developmental Disabilities (DBHDD) hereafter called the Department. "Disability" means mental or emotional illness, developmental disability, or addictive disease. "Disability Services" means services to the disabled or services which are designed to prevent or ameliorate the effect of a disability. "Mentally ill" means having a mental illness" and "Mental Illness" means a disorder of thought or mood which significantly impairs judgment, behavior, capacity to recognize reality, or ability to cope with the ordinary demands of life. "Developmental disability" means a severe, chronic disability of an individual that:

(A) Is attributable to a significant intellectual disability , or any combination of a significant intellectual disability and physical impairments;
(B) Is manifested before the individual attains the age of 22;
(C) Is likely to continue indefinitely;
(D) Results in substantial functional limitations in three or more of the following areas of

major life activities:

i. Self-Care;
ii. Receptive and expressive language;
iii. Learning;
iv. Mobility;
v. Self-direction; and
vi. Capacity for independent living; and

(E) Reflects the person's need for a combination and sequence of special interdisciplinary, or generic services, individualized supports, or other forms of assistance which are of lifelong or extended duration and are individually planned and coordinated.

"Addictive Diseases" means a chronic, often relapsing, brain disease that causes compulsive alcohol or drug seeking and use despite harmful consequences to the individual who is addicted and to those around him or her.

ARTICLE III – DUTIES AND FUNCTIONS OF THE BOARD

3.1 The Region 6 R.P.B. shall assist the Region Six Regional Office in preparing, in consultation with consumers and families, community programs, hospitals, other public and private providers, and appropriate advisory and advocacy groups, an annual plan for the provision of all disabilities services in the region.

3.2 The Region 6 R.P.B. shall, in consultation with consumer and families, Community programs, hospitals, other public and private providers, and advisory and advocacy groups, assess local needs, identify gaps in services, recommend priorities of services, and garner support with local officials for needed services. The Region 6 R.P.B. shall provide an official voice for consumers and their families in the planning of disability services in the Region.

3.3. The Region 6 R.P.B. shall encourage the development, in cooperation with the Department, of private and public providers of programs and disability services which respond to the needs of consumers and families of consumer within the Region.

3.4 The Region 6 R.P.B may receive complaints and grievances and will forward the complaints and grievances to the Regional Office for resolution in accordance with the Policy and Procedures of the Regional Office. The Regional Office Staff shall inform the Planning Board of the resolution(s) provided for any complain(s)/grievance(s) forwarded to the Regional Office by the Planning Board.

3.5 The Region 6 R.P.B. shall assure the highest achievable level of public awareness and understanding of both available and needed disability services by:

i. Promoting public awareness of Mental Health, Developmental Disabilities, and Addictive Diseases disorder issues.
ii. Speaking out on behalf of consumers and their needs.
iii. Promoting needed services and effective services.

iv. Helping the public better understand consumers and their needs for services.

3.6 The Region 6 R.P.B. may visit disability service facilities and programs for educational and learning purposes to enhance the planning process.

3.7 Each regional planning board shall engage in disability planning including job supports and housing within its region and shall perform such other functions as may be provided or authorized by law.

ARTICLE IV – POWER AND AUTHORITY OF THE BOARD

4.1 The Region 6 R.P.B. shall have the authority to provide and facilitate coordinated and comprehensive planning for its Region in conformity with minimum standards and procedures established by the Department

4.2 The Region 6 R.P.B. shall be an advocate for consumers.

ARTICLE V – MEMBERSHIP AND COMPOSITION

5.1 General. The Board shall be composed of members appointed by the governing authority of each county within the region. Appointments shall be in accordance with the population requirements and other guidelines established as follows:

A) Each county with a population of 50,000 or less, according to the most current United States decennial census shall appoint one member to the Board;

B) Each county with a population of more than 50,000, according to the most current United States decennial census, shall appoint one member for each population increment of 50, 000 or any portion thereof;

C) The counties within the region and their authorized number of appointees are: Butts (1), Carroll (3), Chattahoochee (1), Clay (1), Coweta (3), , Crawford (1), Crisp (1), Dooly (1), Fayette (3), Harris (1), Heard (1), Henry (5), Houston (3), Lamar (1), Macon (1), Marion (1), Meriwether (1), Muscogee (4), Peach (1), Pike (1), Quitman (1), Randolph (1), Schley (1), Spalding (2), Stewart (1), Sumter (1), Talbot (1), Taylor (1), Troup (2), Upson (1) and Webster (1)

(Georgia 2030 Population Projection by O.P.B. for 2010. 03/12/10)

5.2 Appointment The county governing authority shall appoint a consumer of disability services, a family member of a consumer, an advocate for disability services, or a local leader or business person with an interest in behavioral health and developmental disabilities. For counties with more than one appointment, the county governing authority shall seek to ensure that such appointments represent various groups and disability services (Counties with more than one appointment shall ensure that appointments to the board do not represent the same disability service.)

5.2.1 The county governing authority may appoint the school superintendent, a member of the

board of health, a member of the board of education, or any other elected or appointed official to serve on the Region Six Planning Board, provided that such person meets the qualifications of 5.2 above and such person does not serve on the community service board.

5.2.2 A person shall not be eligible to be appointed to or serve on a Regional Planning Board if he or she is prohibited by the following:

(A) A member of a Community Service Board, The Department of Human Resources or The Department of Community Health which serves that region: or
(B) An employee or board member of a private or public entity which contracts with the services within the region; or
(C) An employee of such regional office or board member of any private or public group, organization, or service provider which contracts with or receives fund from such regional office.
(D) An employee or board member of the Department, Department of Human Resources, or The Department of Community Health.

5.3 A person shall not be eligible to be appointed to or serve on a Regional Planning Board if such person's spouse, parent, child, or sibling is a member of that Regional Planning Board or member, employee, or board member specified in (A), (B), (C), or (D) of paragraph 5.2.2 No person who has served a full term or more on a regional board or Regional Planning Board may be appointed to a community service board until a period of at least two years has passed since the time such person served on the regional board or the Regional Planning Board.

5.4 The various county governing authorities shall ensure that appointments are reflective of the cultural and social characteristics, including gender, race, ethnicity, and age characteristics, of the regional and county populations.

5.5 A majority of the appointments to the Region Six Planning Board shall be consumers of disability services and family members of consumers.

5.6 The initial term of a new member of a Regional Planning Board shall be determined by the Commissioner in order to establish staggered terms on the board. At such time as the terms of the members of the board are equally staggered, the term of the members of the Regional Planning Board shall be for a period of three years and until the members successors are appointed and qualified. *A* member may serve no more than two full consecutive terms.

Any board member who serves an initial term of less than three years may be eligible to be reappointed for two full consecutive three-year terms. The chairperson and vice chairperson of the Regional Planning Board shall be elected from among the members of the board to serve a term of one year with the option of reelection for an additional one-year term.

5.7 <u>Resignation, Removal, and Vacancies;</u>

5.7 (1) The term of a Regional Planning Board member shall terminate upon resignations, death, or inability to serve due to medical infirmity or other incapacity. A board member may resign by giving written notice to the respective appointing county governing

authority, with a copy to the Chairperson of the Board. In the event of resignation, death, or inability to serve of any Board member, the respective county governing authority shall fill the vacancy, as soon as possible, by an appointment for the balance of the vacant term.

5.7(2) The unexcused absence of any Board member from three (3) consecutive meetings of the Board, or a majority of the meetings of the Board during any calendar year, shall result in the Board considering his/her seat vacated. An excused absence is one caused by unavoidable prior commitment, illness, or person emergency. The Executive Committee shall make a final decision on excused absences. The Region 6 R.P.B. Chairperson shall send notification to the delinquent Board member (and Chairperson of his/her county governing authority) after two absences as a reminder. Once the Executive Committee determines the seat to be vacated, contact will be made with the Chairperson of the county governing authority for appropriate action.

5.7 (3) The Region 6 R.P.B. Chairperson shall notify the county governing authority of any vacancy in Board membership or the expiration of any term of a Board member (90 days prior to the expiration date). Notice shall include the specific appointment needs as they relate to the composition (consumers, family member, disability group, ethnic representation) of the Board. Vacancies on the Board shall be filled in the same manner as the original appointment.

5.8 Consumers, Family and Disability Group Representation:

5.8 (1) Each Board member shall be required to declare his/her status as a consumer, family member advocate or other interested citizen. The member will also be asked to declare which area of disability services that he/she considers as their primary interest(s). However, a member may support more than one disability. A list shall be maintained by the Region 6 R.P.B. of all Board members, as well as their declared status and/or disability interest(s).

5.8 (2) The Region 6 R.P.B. shall seek to ensure that, as new members are appointed, the requirements are met when a county governing authority is notified of any vacancy or expiration of term, the notice shall include an overview of the current composition of the Board, particularly as it relates to consumer/family representation and disability service interests. In written correspondence to the county governing authority appropriate qualifications for the new appointment shall be outlined. In addition, the county governing authority shall be notified as to variances between demographic composition of the Board and demographic composition of the region, focusing on such factors and gender, race and age. The county governing authority shall be notified that appointments are to be reflective of the cultural and social characteristics of the region and new appointments must meet specific needs of Board composition as specified in notification to the County governing authority.

5.9 Each member of the Regional Planning Board may, upon approval of the Regional Coordinator, receive reimbursement for actual expenses incurred in carrying out the duties of such office in conformance with rates and allowances set for state employees by the Office of Planning and Budget and the same mileage allowance or use a personal car as that received by all other state officials and employees or a travel allowance of actual transportation cost if traveling by public carrier.

5.10 Members of the Region 6 R.P.B. will abide by the "Code of Ethics for Members of Boards, Commissions, and Authorities" and the "Conflict of Interest" statutes.

ARTICLE VI - QUORUM

6.1 Thirty percent of the appointed Region Six MHDDAD Planning Board members shall constitute a quorum except to amend the bylaws (see Article XI, Section 11.2). The action of the majority of those present at any meeting shall constitute the action of the Board except as otherwise provided in these bylaws.

6.2 A quorum of any committee of the Board shall be a simple majority of the members thereof. A majority vote of those members who are present and voting shall be required for approval of any proposal, except as otherwise provided herein.

ARTICLE VII - OFFICERS

7.1 Officers of the Region Six MHDDAD Planning Board shall consist of a Chairperson, a Vice-Chairperson, and a Secretary. Executive Committee shall be comprised of the Chairman, Vice-Chairman and Secretary. The Executive Committees duties shall consist of: tracking attendance, final decision maker on excused absences, and assist the chair in committee creation and/or membership.

7.2 The Chairperson shall be the principal officer of the Region Six MHDDAD Planning Board. The Chairperson shall preside over all meetings of the Regional Board, call special meetings as needed, appoint committees, and generally supervise and direct all action of the Region Six MHDDAD Planning Board consistent with pertinent existing legislation. The Chairperson shall be elected from among the members of the Board to serve a term of one year with the option of reelection for an additional one-year term.

7.3 The Vice-chairperson shall be elected from among the members of the Board to serve a term of one year with the option of reelection for an additional one-year term. The Vice-chairperson shall generally lend positive assistance to the Chairperson in the conduct of the business of the Board and shall, in the absence or inability of the Chairperson, perform all duties of the Chairperson.

7.4 The Secretary to the Board shall keep or cause to be kept and preserve the Minutes and records of all meetings of the Board and Executive Committee, shall notify members or cause notification of the Board in writing of all meetings, and perform such other duties as may be delegated to him/her by the Chairperson. The Secretary shall be elected by the members of the Board annually.

7.5 The members of the Board elected to the Leadership Council shall serve as the Board's liaison maintaining contact with other Boards and/or MHDDAD associations, council, and governmental planning units. The Leadership Council representative shall be elected by the members of the Board annually.

7.6 The election of officers of the Region Six MHDDAD Planning Board shall be held at the June meeting of the Board. Officers elected will begin their terms of office the first day of July of that calendar year. The Region 6 Planning Board shall appoint a nominating committee, sixty (60) days prior to the

election. The Nominating Committee shall present a slate of officers to the Board at the June meeting. Board members may make further nominations from the floor.

7.7 Should the office of the Chairperson, Vice-chairperson, or Secretary become vacant other than by removal, an election to fill the unexpired term shall be held as soon as reasonably possible following the office becoming vacant. Any Board member may make nominations and any Board member may place his/her own name for nomination.

ARTICLE VIII - MEETINGS

8.1 The Region Six MHDDAD Planning Board shall meet not less than once every two months, beginning on July 1 and continuing through the next June 30, which time frame shall be the fiscal year for the Board. Meetings shall be publicly announced by the Board, in conformance with the provisions of the "Open Meetings Act".

8.2 Special meetings of the Region Six MHDDAD Planning Board may be called for any purpose by the Chairperson, or the Vice-chairperson in the event of the Chairperson's disability; upon the written request of one-third of the members of the Board; or upon written request of any agency, organization, or individual whose request is deemed appropriate by the Chairperson of the Board. The Secretary of the Board shall notify or cause to be notified all members of the Board of the date, time, and place of such special meeting at least 24 hours prior to such meeting. Public notice shall be provided in accordance with the "Open Meetings Act".

8.3 When it is determined necessary by the Board to reschedule, relocate, cancel, or close a meeting to the public, such action shall be in conformance with pertinent provisions of the "Open Meetings Act".

8.4 A record shall be made and maintained of all meetings of the Board, standing and special committees of the Board, and conference telephone calls of the Board. Copies of the record of meetings shall be distributed to the members of the Board and to the county governing authority. Such record shall conform to the requirements of the "Open Records Act".

ARTICLE IX – COMMITTEES

9.1 The Region 6 RP.B. Shall have an Executive Committee; membership of which, shall be the elected officers of the Region 6 R.P.B.

9.1(1) Quorum. At all meetings of the Executive Committee, the presence of three (3) members shall be necessary and sufficient to constitute a quorum for the transaction of business.

9.1(2) The minutes of the Executive committee meetings shall be distributed to the membership of the Board.

9.2 Standing, Special, or Ad Hoc Committees may be appointed by the Region R.P.B. Chairperson (except Nominating Committee) for the proper conduct of the Region 6 R.P.B. business and such committees shall report directly to the Regional Planning Board.

9.3 The Nominating Committee (5 members) representing different counties shall be elected by the Planning Board at the regular scheduled February meeting for the purpose of nominating officers for the new year.

9.4 All committee meetings shall be held in conformance with the provisions of the "Open Meetings Act".

ARTICLE X - PARLIAMENTARY PROCEDURE

10.1 The rules contained in the current edition of Robert's Rules of Order, Newly Revised, shall govern the Board in all cases to which they are applicable and in which they are not inconsistent with the Constitution or laws of Georgia, these Bylaws and any special rule, which the Board may adopt. The Board may appoint a parliamentarian for the Board.

ARTICLE XI - AMENDMENTS

11.1 Bylaws of the Region Six MHDDAD Planning Board shall be submitted to MHDDAD for review and approval prior to their adoption by the Board. Written approval of the Commissioner of MHDDAD must be obtained prior to the adoption of bylaws.

11.2 The Bylaws may be amended by a two-thirds vote of the appointed membership of the Region Six MHDDAD Planning Board, provided that the proposed amendment was submitted in writing to the entire membership at least ten (10) days prior to such meeting and written approval of the amendment was obtained from the Commissioner.

11.3 Amendments shall be effective immediately upon their adoption unless a specific effective date is included in the motion to adopt.

APPLICATION FOR APPOINTMENT

Fayette County Region Six Mental Health, Developmental Disabilities, and Addictive Diseases Regional Planning Board

Thank you for your interest in being considered for appointment to the Region Six Mental Health, Development Disabilities, and Addictive Diseases (MHDDAD) Regional Planning Board.

The Region Six MHDDAD Board members are appointed by 31 counties to terms which generally last about four years. Meetings are typically held once every two months anywhere within the 31-county district. Please do not apply if you will be unable to attend a minimum of eighty percent (80%) of all meetings.

Please take a few minutes to complete the form and answer the questions below and return it with a resume, if available, to Floyd Jones, County Clerk, 140 Stonewall Avenue, West, Suite 100, Fayetteville, GA 30214 no later than 5:00 p.m. on December 21, 2012.

If you have any questions, please call (770) 305-5102.

NOTE: Information provided on this form is subject to disclosure as a public record under Georgia Open Records Law.

NAME Sharon Herbert

ADDRES[redacted]

TELEPHONE (day) [redacted]

(evening) [redacted]

(email address [redacted]

Signature Date

WED 9:30 AM

1. How long have you been a resident of Fayette County? I moved to Fayette County in May 2012. However, I have worked in Fayette County since 2002.
2. Why are you interested in serving on the Region Six MHDDAD Board? I believe my professional experiences and skills have prepared me for this challenge. I have worked extensively with the state systems which serve these individuals. I have worked effectively with families and service providers and feel I could relate well with all stakeholders.
3. What qualifications and experiences do you possess for appointment to the Region Six MHDDAD Board? I have a Masters Degree in Rehabilitation and have spent 28 years serving the MHDDAD population in the state of Georgia. I worked in community services as well as hospital services for this group. In my role as therapist and Team Leader I gained invaluable communication skills, facilitation skills, and extremely valuable mediation skills. All of my experiences have well equipped me for the challenge of helping to build and evaluate services for this group in the state of Georgia.
4. List your recent employment experiences to include name of company and position. Related to this arena, I retired from Fayette County DFCS in 2009 where I was a Community Resource Specialist. I started this position in 2002. I worked as a Social Services Provider in Georgia Regional Hospital in Atlanta from 2001-2002. Before that, I was Behavior Specialist and Team Leader for the Outpatient Developmental Services in Clayton County from 1990-2001.
5. Do you have any past experience relating to the Region Six MHDDAD Board? I was very well acquainted with Brenda Cox and Harriet Steele when they were on the board. They both were active in the local Family Connection Group in the county, of which I was a part, and remain on their board. I attended several local meetings when they were active.
6. Are you currently serving on a commission/board/authority or in an elected capacity with any government? I serve on the FACTOR (Family Connection Group) Board, which is a non profit organization. I do not serve on any government commission, authority, or board.
7. Have you attended any Region Six MHDDAD Board meetings in the past two years, and if so, how many? I have not attended any meetings in the last 2 years.
8. Are you willing to attend seminars or continuing education classes at county expense? I would be willing to attend any seminars or classes which would be required, recommended, or that would enhance my ability to serve on this board.
9. What is your vision of the county's future related to the duties of the Region Six MHDDAD Board? I feel the future efforts should seek to more actively involve consumers, families, and stakeholders. I am a skilled facilitator of results based team meetings. Through this process, I would like to empower the named groups to play a more active role in the identification of needs in the county, service gaps, and the advocating of needed services in their respective communities.
10. Would there be any possible conflict of interest between your employment or your family and you serving on the Region Six MHDDAD Board? As I am retired from employment related to this field, I do not feel there would be any conflict. There would not be any family conflicts either.

11. Are you in any way related to a County Elected Official or County employee? If so, please describe. No, I am not related to any of the above.
12. Describe your current community involvement. I am a board member for the FACTOR group in Fayette County. This is the local Georgia Family Connection Partnership group. This group seeks to assess the needs of families in the county and works collaboratively with other community groups to help meet these needs. I helped to restart this group in Fayette County in 2003 and have been active since this beginning. I have helped to develop board recruitment procedures and orientation, wrote policies and procedures, including updating the organization's bylaws. I developed the initial resource development plan and have participated in the strategic planning meetings. I regularly attend the monthly collaborative meeting where networking and educational activities occur. Through my involvement in this group's activities, I have been able to maintain some very important relationships which include individuals in non profit helping agencies, school counselors, social workers, other school leaders, public agencies serving families, and faith based organizations in Fayette County.
13. You have been given a copy of the county's Ethics Ordinance. Is there any reason you would not be able to comply with the ordinance? No, I would be able to fully comply with all aspects of the ordinance.

Sharon Herbert

Career Summary

I have extensive experience in community and hospital mental health services with a primary focus on services for the developmentally challenged. I have provided expert psychological services to individuals, families, and groups with developmental challenges. Additionally, I have working knowledge of community resources and am highly skilled at developing community partnerships and alliances.

Experience

2002-2009 Fayette County DFCS Fayetteville, Ga.

Community Resource Specialist

- Served on community boards to help facilitate support for families
- Networked with media outlets to raise community awareness for agency and families served needs
- Served as agency Family Team Meeting Coordinator
- Served as agency Training Coordinator
- Developed policy and procedure manuals for agency
- Interviewed, trained, and supervised volunteers

2001-2002 GRHA Decatur, Ga.

Social Services Provider - Hospital

- Completed complicated psycho-social assessments
- Developed and led substance abuse education groups
- Collaborated with other team members to develop appropriate treatment plan
- Collaborated with discharge planners to develop appropriate discharge plan
- Networked with community mental health services liaison staff

1990–2001 Clayton Center Morrow, Ga

Behavior Specialist, Sr., Clinical Evaluation Team Leader

- Managed all outpatient services functions for developmental services
- Interviewed, hired, trained, and supervised professional

and clerical staff

- Performed comprehensive psychological evaluations
- Developed and monitored behavior management plans
- Trained staff and parents regarding techniques to help manage behaviors, and community resources
- Provided individual, group, and family therapy sessions
- Developed and implemented a social skills curriculum for semi independent and independent consumers
- Managed processes for individuals to obtain Medicaid Waiver Services

2007 – Present Tanger Outlet Center Locust Grove, Ga.

Customer Service Representative

- Provides outlet information to customers
- Sells Tanger Club memberships and gift cards
- Performs all functions for opening and closing the shoppers services area
- Received company's highest customer service award for 2010

2004 – Present H&R Block Fayetteville, Ga.

Income Tax Preparer

- Completes timely and accurate income tax returns for individuals and small businesses
- Consistently increases client retention rate by providing excellent customer services
- Assists tax payers with IRS and Georgia Revenue Dept. audits and correspondence

2004 – Present Ga. Family Connections Fayetteville, Ga.

Non Profit Board of Directors

- Wrote and was awarded grant to start the Family Connections Group in Fayette County
- Helped to obtain 501© 3 status for the group
- Developed policy and procedures for the organization
- Developed and updates bylaws
- Arranges for board development
- Interviewed, hired, and supervised the Executive Director
- Performed duties as Chair, Immediate Past Chair, Treasurer, and currently Secretary

- Developed Resource Development Plan
- Facilitates strategic planning meetings
- Participates in evaluation plans and processes

Education

1974- 1978 Auburn University Auburn, Al.

- B.S., Family and Children Services
- M.Ed., Rehabilitation Counseling

Professional Competencies

Expert provider of psychological services to individuals and families with developmental disabilities; community outreach and networking; design of community based programs for individuals with developmental disabilities; extensive knowledge of Medicaid Waiver Services for the developmentally disabled; skilled manager of human resources, budgeting processes, and managing contracts; skilled community collaborator; skilled mediator; strong conflict resolution skills; strong policy and procedure development and administration skills; skilled at strategic planning and evaluation; coaching and counseling; proficient computer skills; experience with media outlets; marketing and public relations; organized and disciplined; excellent customer service skills

Interests

Creative writing, bowling, and event planning.