



**State of Florida
Department of Children and Families**

Rick Scott
Governor

Mike Carroll
Secretary

**ADDENDUM #3 to the following Invitation to Negotiate (ITN):
Florida Youth Survey Services
Advertisement Number: ITN IQDEM1**

In accordance with Sections 5.2.1 and 5.3, the Evaluators and the Negotiation Team for the above referenced ITN are as follows. Resumes or professional summaries are attached to this posting.

Evaluators

Ashley Schwab, Department of Children & Families
Jeffrey Cece, Department of Children & Families
Kathleen Roberts, Department of Children & Families
Michelle Gaines, Department of Education
Meredith Hennon, Department of Health
Elyse Linn, Department of Children & Families (Financial)

Negotiators (In addition to DCF staff above)

Michele Staffieri, Department of Children & Families (Florida Certified Negotiator)

FAILURE TO FILE A PROTEST WITHIN THE TIME PRESCRIBED IN S. 120.57(3), F.S., OR FAILURE TO POST THE BOND OR OTHER SECURITY REQUIRED BY LAW WITHIN THE TIME ALLOWED FOR FILING A BOND SHALL CONSTITUTE A WAIVER OF PROCEEDINGS UNDER CHAPTER 120, F.S.

1317 Winewood Boulevard, Tallahassee, Florida 32399-0700

Mission: Protect the Vulnerable, Promote Strong and Economically Self-Sufficient Families, and Advance Personal and Family Recovery and Resiliency

Ashley H. Schwab, LCSW

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PROFESSIONAL EXPERIENCE

Department of Children and Families, Office of SAMH- Tallahassee, Florida August 2014-present
SAMH Clinical Program Coordinator

- Point person for FYSAS contract
- Participate in inter-agency workgroups with DOE, DJJ, and DOH
- Facilitate weekly conference calls and monthly meetings with providers and contract managers
- Clinical subject matter expert for Children's Residential and Community Action Teams

Twin Oaks Vocational Academy-Greenville, Florida June 2011-Sept. 2013
Clinical Therapist

- Provided residential mental health and substance abuse treatment to male, moderate risk, juvenile offenders
- Completed intakes/discharges, suicide/crisis risk assessments, CFARS, and bio-psychosocial assessments
- Developed treatment plans, and completed weekly progress notes and monthly treatment plan reviews
- Provided weekly therapy services, including individual and family therapy
- Provided daily CBT-based therapy groups to address emotions/behavior management, coping/social skills, etc.
- Documented all services in accordance to Florida BHOS and Medicaid quality assurance standards
- Collaborated with treatment team to provide behavioral and transition planning services
- Facilitated trainings with facility staff

George W. Munroe Elementary School-Quincy, FL Jan. 2011-Apr. 2011
School Social Worker (Intern)

- Provided psycho-educational counseling to students to encourage positive behavior at school
- Collaborated with educational staff to identify problem areas for clients
- Developed treatment plan goals, evaluated client progress, and documented sessions
- Linked students and families to appropriate resources and referrals in the community

Tallahassee Memorial Hospital-Tallahassee, FL Jan. 2010-Apr. 2010
Medical Social Worker (Intern)

- Participated in multi-disciplinary case management meetings for short-term and long-term patients
- Provided individual and crisis counseling with a diverse population
- Connected patients to appropriate resources/referrals during treatment and upon discharge

Canopy Cove Eating Disorder Treatment Center-Tallahassee, FL Dec. 2009-Dec. 2010
Clinical Treatment Assistant

- Collaborated with therapists, dietician, and medical staff to assist in provision of treatment
- Assisted in client orientation and served as mentor, assisting clients in acclimation to the facility
- Co-facilitated daily therapy groups to address body image, self-esteem, emotions management, etc.
- Provided emotional support to clients during daily meals and in times of crises

SPECIALIZED CERTIFICATIONS/TRAININGS

- Motivational Interviewing, Moral Reconciliation Therapy, The Seven Challenges, CFARS

Jeffrey J. Cece

(239)-293-2026 • JeffreyCece@gmail.com

An expert in the field of drug policy with strategic planning experience in substance abuse and mental health services. Qualified to develop performance measures and outcomes, analyze the effectiveness of treatment and other drug control programs, manage special projects and personnel, and ensure compliance with federal and state laws and regulations. A passionate and committed researcher, educator, analyst, and Certified Public Manager who works to enhance health, safety, and accountability through evidence-based policies.

PROFESSIONAL EXPERIENCE

Florida Department of Children and Families Tallahassee, FL **Sept. 2014 – Present**

Position: Block Grant Coordinator

- Responsible for coordinating and compiling all applications, reports, and plans for SAMHSA's \$130 million Substance Abuse and Mental Health Block Grant

Florida Department of Children and Families Tallahassee, FL **March 2014 – Aug. 2014**

Position: Grant Unit Manager

- Supervision and management of a team of grant specialists
- Project Director for several multi-million dollar federal grants

Florida Department of Children and Families Tallahassee, FL **Aug. 2013 – Feb. 2014**

Position: Prevention Team Leader

- Supervision and management of Prevention Team personnel, projects, and performance
- Representing DCF as the Single State Authority for all purposes related to the Block Grant prevention activities and funding

Florida Department of Children and Families Tallahassee, FL **2011 – 2013**

Position: Policy Analyst and Special Project Manager

- Managing special projects, including the implementation drug testing requirements for Temporary Cash Assistance applicants
- Bill drafting, analysis, and implementation
- Preparing ad-hoc presentations for legislative committees and subcommittees
- Analysis of the behavioral health services market (including appropriations, expenditures, and return on investments)
- Estimating the need for, and access to, mental health services and treatment for substance use disorders
- Developing and monitoring system-wide outcomes and performance measures
- Applying economic impact studies and cost-benefit analyses to legislative budget requests
- Enrolled in the Florida Center for Public Management's Certified Public Manager Program
- Member of the following evaluation teams and advisory committees:
 - Department of Children and Families' Opioid Treatment Program Application Evaluator (2011)
 - Department of Children and Families' Access to Recovery Voucher Payment Application Evaluator (2011)
 - U.S. Department of Education's Safe and Drug Free Schools Collegiate Success Initiative Advisory Committee (2012)

Florida Office of Drug Control Tallahassee, FL **2007 – 2010**

Position: Policy Analyst and Strategic Advisor

- Lead researcher and author of the *2009 Florida Drug Control Strategy*
- Lead researcher and author of the *2007 Methamphetamine Control Strategy*
- Bill drafting, analysis, advocacy, and implementation
- Identification of funding opportunities, grant writing and coordination, conference planning, and press release drafting
- Facilitation of partnerships between state and federal agencies, the private sector, coalitions, nonprofits and constituents
- Author of numerous reports, briefings, and analyses, including:
 - *A Report Comparing Florida's Alcohol Laws and Policies with Other States*
 - *A Report on the Nature and Extent of Alcohol and Tobacco Marketing in Florida*

- *An Analysis of Regulatory Options for Flavored Malt Beverages*
- *A Briefing on Good Samaritan/Medical Amnesty Policies*
- Presentations and briefings to councils, agencies, and conferences, including:
 - *Overview and Analysis of Drug-Related Deaths in Florida* - Drug Policy Advisory Council
 - *Drug Scheduling and Regulation in Florida* - Florida Alcohol and Drug Abuse Association
 - *Fighting Fetal Alcohol Spectrum Disorders (FASD) with Objectives and Performance Measures in the Drug Control Strategy* – Florida Fights FASD Community Action Summit
- Member of the following committees and evaluation teams:
 - Gubernatorial Appointment to the Florida Tobacco Education and Use Prevention Advisory Council (2009-2010)
 - Florida Statewide Epidemiology Workgroup – Data Enhancement Subcommittee (2008-2011)
 - Department of Health’s Bureau of Tobacco Prevention Programs Grant Evaluation/Negotiation Team (2010)

Florida State University	Tallahassee, FL	2007 – 2013
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Position: Instructor

- Professor responsible for development of all course content, including syllabus, lectures, and exams for:
 - Introduction to Criminal Justice (CCJ 2020)
 - Drugs in the Justice System (CCJ 3654)

Journal of Drug Issues	Tallahassee, FL	2005 – 2006
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Position: Graduate Assistant

- Critical review of drug-related research reports, literature reviews, and commentaries
- Editorial review of finished issues and management of subscriber database
- Correspondence with researchers, authors, reviewers, and subscribers

Perception Programs, Inc.	Willimantic, CT	2003 – 2004
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Position: Client Supervisor

- Supervised recovering addicts in a residential treatment facility enhanced to serve men and women with co-occurring substance use disorders and mental health disorders.
- Actively monitored and reported on client behaviors and dispensed medications
- Conducted several non-clinical group sessions
- Facilitated participation in the Recovery Model and Twelve-Step groups (Alcoholics Anonymous and Narcotics Anonymous)

University of Connecticut / Florida State University	Storrs, CT / Tallahassee, FL	2002 – 2007
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Position: Teaching Assistant

- Facilitated undergraduate Sociology and Criminology (Drugs, Alcohol, and Crime) courses
- Conducted lectures and developed exam content
- Corresponded with students, hosted exam review sessions, maintained grades and attendance records

EDUCATION

University of Connecticut	Storrs, CT	May 2004
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Bachelor of Arts in Liberal Arts and Sciences, *Magna Cum Laude*

Major in Psychology, Minors in Sociology and Criminal Justice

Florida State University	Tallahassee, FL	May 2006
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Master of Science in the College of Criminology and Criminal Justice

Florida State University	Tallahassee, FL	July 2014
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Certified Public Manager designation from the Florida Center for Public Management

Curriculum Vitae

KATHLEEN MARY EVELYN ROBERTS

January 13, 2015

General Information

3711 Shamrock St W., Apt E129
Tallahassee, FL 32309
tel. 386-846-6196

E-mail: Katimer@me.com

Qualifications:

- Bilingual: Spanish/ English: knowledge of German and Portuguese Languages
- Project Management/Supervisor/Project Coordinator
- Curriculum development and implementation
- Statistical Analysis (Quantitative and Qualitative), Survey design and implementation, Research and program design and implementation, Evaluation, Focus Group Facilitation
- Extensive grant writing experience; Assisting on Grant Review committees
- Over 10 years experience in substance abuse prevention, evidence-based practices, and health promotion
- Computer skills: Data Analysis using SPSS, REMARK and Qualtrics survey software, GIS, Qualitative Data Analysis using Nvivo
- Extensive experience as a trainer, facilitator, and presenter
- Teaching (K-8; college level), tutoring, advising, mentoring, and facilitation
- Certifications: Gang Specialist, Parent Trainer, Motivational

Education:

2006-2010	Florida State University	Tallahassee, Fl
	Masters of Science in Criminology Courses include Advance Data Analysis and Statistics, Qualitative Research, Prevention Treatment, Drugs, Research Methodology, Gender Issues	
2004	University of Central Florida	Orlando, Fl
	PhD courses in Public Affairs Courses include: Survey Research and Design, Research Methodology	
2003	University of Central Florida	Orlando, Fl
	Masters of Science in Criminal Justice Courses include Mental Health Issues, Research Design, Data Analysis Certificate Course: Division of Continuing Education Terrorism: A Local Approach to a Global Problem	
1998-2002	University of Miami	Coral Gables, Fl
	Majors: International Studies; focus in Latin America and Spanish Minors: Foreign Languages; German and Portuguese	

Areas of Research Interest

Policy and Theory
Evidence-based practices and programs
Substance Abuse and Prevention
Delinquency and Prevention
Sexual Violence
Social Norms
Gangs
Corrections - Rehabilitation

Professional Memberships

Current:

American Evaluators Association
The Women for Florida State University
American Society of Criminology
Community Anti-Drug Coalitions of America (CADCA)

Past:

FSU Healthy Campus
State Design and Development Strategic Planning Team for Substance Abuse Prevention
Committee Member of DOH Strategic Planning Sexual Violence Prevention Steering Committee
Florida Gang Investigators Association

Articles

Beaver, Kevin, J. Eagle Shutt,, Brian B. Boutwell, Marie Ratchford, Kathleen Roberts, and J.C. Barnes (2008). "Genetic and Environmental Effects on Low Self-Control and Drug Using Peers: Results from a Longitudinal Sample of Adolescent Twins." *Journal of Criminal Justice and Behavior*, 36:1, 41-60.

Conference/Professional Presentations

Presenter: Roberts, K. (2012) Community Health and Wellness Dashboard, Presentation for SAHMSA at DCF, Tallahassee, FL.

Presenter: Roberts, K. (2012) Community Health and Wellness Dashboard, State Epidemiology and Outcomes Workgroup, Tallahassee, FL.

Presenter: Roberts, K. (2012) Community Health and Wellness Dashboard, Florida Prevention Community Webinar, Tallahassee, FL.

Presenter: Roberts, K. and Brackins, K. (2011) Engaging Students in the *Prevention of Sexual Violence – a campus initiative*. 2011 National Organization of Men Against Sexual Violence (NOMAS), Tallahassee, FL.

Presenter: Roberts, K. (2011) *Prevention Effort to Reduce Sexual Violence*. 2011 Florida Primary Prevention Institute, Tampa, FL.

Presenter: Roberts, K. (2011) Community Health and Wellness Dashboard, Florida Prevention Community Webinar, Tallahassee, FL.

Presentation: Roberts, K. and Mier-Katkin, D. (2010) *The Dependent Variables: War Crimes, Crimes Against Humanity and Genocide*. The 62nd Annual Meeting of the American Society of Criminology, San Francisco, CA.

Presenter: Roberts, K. (2010) *Prevention Effort to Reduce Sexual Violence on a University Campus*. 2010 National Conference on the Social Norms Approach, Philadelphia, PA.

Poster Presentation: Roberts, K. and Beaver, K. (2009) "The Association Between Paternal Criminality and Offspring Delinquent Involvement." The 61st Annual Meeting of the American Society of Criminology, Philadelphia, PA.

Presenter: Roberts, K. (2008) *Prevention to Reduce School Referrals to the Department of Juvenile Justice*. Florida Statewide Prevention Conference, Orlando, FL.

Presenter: Roberts, K. and Beaver, K. (2008) "The Relationship between Adolescent Delinquency and later life Parenting Behaviors." The 60th Annual Meeting of the American Society of Criminology, St. Louis, Missouri.

Presenter: Randolph, K. and Roberts, K. (2008) *A Public Health Approach to Promoting Prevention-Based Parenting Practices*. The 21st Annual National Prevention Network Research Conference, Indianapolis, IN.

Presenter: Roberts, K. and Radey, M. and (2008) *Florida Initiative for Family Engagement (FIFE)*. Florida Prevention Systems Meeting, Orlando, FL.

Poster Presentation: Roberts, K. and Beaver, K. (2007) *Neuropsychological Deficits as a cause for Low Self-Control*. The 59th Annual Meeting of the American Society of Criminology, Atlanta, GA.

Workshop Facilitator: Roberts, K. (2007) *Red Ribbon: Year-Round Prevention*. CADCA's national Leadership Forum.

Presenter: Roberts, K. (2007) *Red Ribbon: Year-Round Prevention*. Florida Statewide Prevention Conference, Orlando, FL.

Presenter: Roberts, K. (2006) *Database Training for Community Coalitions – SPF SIG*. Florida Statewide Prevention Conference, Orlando, FL.

Trainer/Facilitator

Trainer: *Motivational Interviewing Brief* (2012). Florida State University, Tallahassee, FL

Trainer: *Data-Based Decision Making* (2011). Florida State University, Tallahassee, FL

Facilitator: *Women's Issues Focus Groups* (2011). Florida State University, Tallahassee, FL

Facilitator: *Gender Issues* (2011). Florida State University, Tallahassee, FL

Trainer: *Introduction to SARG* (2011). Florida State University, Tallahassee, FL

Facilitator: *LeaderShape: Week Long Leadership Training Institute* (2010). Panama City, FL

Facilitator/Trainer: *Guiding Good Choices* (2009). NEFEC, FL

Facilitator/Trainer: *Guiding Good Choices* (2009). Disc Village, Leon County, FL

Facilitator/Trainer: *Youth Session on Refusal Skills* (2008). Leon County, FL

Facilitator/Trainer: *Guiding Good Choices* (2008). NEFEC, FL

Facilitator: *Family Night Out – Youth Focus* (2007). Wakulla, County, FL

Facilitator: *Global Leadership Forum* (2006). Florida State University, Tallahassee, FL

Facilitator: *LEAD-Ins at the Rez* (2006 – 2007). Florida State University, Tallahassee, FL

Facilitator: *Global Leadership Forum* (2005). Florida State University, Tallahassee, FL

Trainer: *SPSS Training and Evaluation* (2004). Stewart Marchman Center, Daytona Beach, FL

Trainer: *SPSS Training and Evaluation* (2004). Daytona Beach Courthouse, Daytona Beach, FL

Honors and Awards

2008 Leadership in Prevention Award

Sigma Delta Pi Honor Society

Certificate of Training - ArcView GIS

Certificate of Training – Basic Gang Specialist

Certificate of Training – GIS & Pop. Trends
University Alumni and Florida Academic
Scholarships

Courses Taught

Introduction to Leadership	Introduction to Juvenile Justice
Introduction to Criminal Justice	Criminal Investigations
Corrections	Contemporary Issues
Criminal Procedures	Terrorism
Street Gangs	Criminal Law
Technology and Crime	

Professional Experience:

7/2014 – Present Clinical Team Lead for Substance Abuse & Mental Health

Florida Department
of Children & Families
Tallahassee, FL

Responsible for guiding clinical standards related to substance abuse and mental health for the behavioral health system. Responsibilities include program supervision, research, policy review and analysis, survey design and analysis, evaluation, and training/facilitation. Projects include behavioral health needs assessment, literature review briefs related to substance abuse and mental health, research primer, guidance documents on best practices, and lunch and learn training series. Participated on key workgroups and subcommittees related to workforce development, substance abuse prevention, early childhood health and wellness, and health promotion.

4/2013 – 6/2013 Policy Analyst for Substance Abuse & Mental Health

Florida Department
of Children & Families
Tallahassee, FL

Responsible for guiding the research framework related to substance abuse and mental health for the behavioral health system. Responsibilities include program development, research, policy review and analysis, survey design and analysis, evaluation, and training/facilitation. Projects include behavioral health needs assessment, literature review briefs related to substance abuse and mental health, research primer, guidance documents on best practices, and lunch and learn training series. Participated on key workgroups and subcommittees related to workforce development, substance abuse prevention, early childhood health and wellness, and health promotion.

5/2007 – 4/2013 Research Associate

Florida State University
FL Center for Prevention Research
Tallahassee, FL

Responsible for designing and implementing grant funded projects focused on delinquency, substance abuse, sexual violence, and other prevention efforts. Responsibilities include program development, research, survey design and analysis, evaluation, training/facilitation, policy analysis and grant writing. Position included working with college students at FSU to train, guide and coordinate peer educators for a sexual violence prevention initiative. Other projects include: Co-PI for (DOH) Sexual Violence Reduction at FSU; Project Manager for (FADAA/DCF) Community Health and Wellness Initiative; Research Associate (DOH) for FL Cured, Disease Prioritization, Project Coordinator (Informed Families) – Red Ribbon Certified Schools and others.

6/2006 – 6/2008 Adjunct Faculty – Criminal Justice

Keiser University
Tallahassee, FL

Responsible for students enrolled in the Criminal Justice Program. Coordinating curriculum and programs to incorporate both text book knowledge and real world experience for students. Facilitating relevant discussions, field trips, and coordinating with guest speakers from the field throughout the courses to assist students to apply the material and become independent thinkers. Taught courses include *Juvenile Justice*, *Corrections*, *Law Enforcement*, *Criminal Procedures*, *Criminal Investigations*, *Criminal Justice*, *Contemporary Issues*, *Street Gangs*, *Criminology*, and *Criminal Law*.

8/2005 – 5/2007 **Genesis Leadership Program Coordinator/Facilitator**
Florida State University
LEAD Center
Tallahassee, Fl

Responsible for incoming Freshmen students enrolled in the Genesis Program. Coordinating curriculum and programs to incorporate leadership philosophies and community service, as well as vision and goal settings for students. Creating and maintaining database needed to track programs and contacts. Assisting on a multi-institutional research study through incentive ideas, response rate analysis, and data analysis. Responsibilities also include coordinating other programs hosted by the LEAD Center such as the Global Leadership Forum, LEAD-In retreats, *LeaderShape* and the Noles Leadership Book Club as well as supervising student staff members.

2/2004- 2/2007 **Research and Data Coordinator – Community Coalition**
One Voice for Volusia
Daytona Beach, Fl

Responsible for data coordination and analysis on various. Assisted with the Engaging Youth project, conducting Focus Groups, collecting data, and surveying the youths on community issues relating to drugs, alcohol, violence, and safety from their perspectives. Other responsibilities include Community Issue Papers and web write ups on monthly topics. Conducting training courses to community agencies for data analysis and needs assessments. Creating area maps of “at risk” areas for community strategic plans with the use of GIS. Also assist with the coordination for various summits/meetings including the Child Abuse Prevention Summit, The Hispanic Health Initiative Fair, the Planning Team, and the Resource Fair.

Other Employment:

6/2004 – 12/2004 **Spanish Teacher** Our Lady of Lourdes Catholic School
New Smyrna Beach, Fl

Responsible for students in Kindergarten through the 8th grade. Coordinating curriculum and programs to incorporate grammar, conversational Spanish, and Latin American culture.

2003 **Interpreter** Partners of the Americas
Stetson University
Deland, Fl

Translate information as well as perform interpretations of questions and answers for official visitors from Colombia for review of health and safety issues of workers and women’s rights.

11/2002 – 12/2004 **Spanish Teacher** Sacred Heart Catholic School
New Smyrna Beach, Fl

Responsible for students in pre-Kindergarten through the 8th grade. Coordinating curriculum and programs to incorporate grammar, conversational Spanish, and Latin American culture.

MICHELLE L. GAINES



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407.470.8119 • michelle.gaines65@gmail.com

Education

- Arkansas State University - **BSE**
- Arkansas State University - **MSE**
- University of Colorado at Boulder - *Doctoral program*

Experience

- **Health Education Coordinator** ▪ May 2012

Florida Department of Education

Responsible for overseeing the implementation of the Florida Standards for Health Education, management of Health Education and related course descriptions, develop K-12 integration strategies for Health Education. Provides technical assistance through correspondence, telephone communications, technical assistance papers, regional and statewide workshops, and on-site visits to districts to assist coordinators and other in the planning, implementation and evaluation of school health and in implementing changes in statutes and rules. Develops, produces, or revises technical assistance documents, and other reports, guides, resource manuals, and correspondence to implement state policy. Coordinates the statewide school-based surveillance efforts that include the Youth Risk Behavior Survey (YRBS) and School Health Profiles Survey. Reviews, analyzes, and interprets student survey data regarding outcomes and program improvement. Analyzes legislative bills relevant to health education and collaborates with numerous outside agencies. Member of the Florida interagency anti-trafficking workgroup. Serves on the Statewide Human Trafficking Council as the Commissioner's designee.

- **Mentor Facilitator/Grant writer** ▪ November 2011 – November 2013

A.A.M.E.N. (African American Male Education Network) ▪ City Youth Ministries

Data creation and mentor/tutor organization. Developed new programs for grant funding.

- **Exercise Physiologist** (self-employed) ▪ May 1997 – October 2011

Innovative Sport Systems

Operated summer sports day camp for children aged 9 to 16 years old and handled all aspects of planning curriculum and activities. Designed sport-specific fitness and nutritional programs for: *Children, Mature Adults, Pageant Contestants, Weekend Warriors, High School and College Athletes.*

- **Education Consultant** ▪ January 2008 – November 2010

YoMedics

Created the educational format for the YoMagination and YoMedics programs. Incorporated the Sunshine State Standards by outlining the program elements/ poses for use by educators and physicians.

- **District K-12 Physical Education and Wellness Specialist** ▪ July 2007 – July 2010

Orange County Public Schools

District Physical Education and Health curriculum resource for K-12 teachers. Created in-service/professional development training program. Designed and created the first OCPS Physical

Education Policy. Collaborated with various school departments including: Food & Nutritional Services, County Engineers and Area Superintendents. OCPS liaison for Healthy School Team programs to enhance the district's wellness policy through Community involvement.

- **Dean of Students/Wellness Teacher** ▪ July 2001 – June 2004

Orange County Public Schools ▪ Corner Lake Middle School

Eighth Grade Administrator- Discipline/Behaviorist. Monitored the custodial crew's day-to-day campus cleaning and maintenance. Assigned substitute teachers. Editor of CLMS newsletter. Athletic Director and Flag Football Coordinator.

Wellness Education Teacher- Taught Physical Education, Adapted Physical Education and Health Education. Coached track and basketball. Created 'Fitastic Grandparents' Club, Created lesson plan template. Special Olympics Coordinator. East Orange Sports Chairman.

- **Academic Specialists** ▪ January 2000 – June 2001

EXCEL Alternatives, Inc.

Supported site-based management. Assisted in the development of strategic school/programs to endure the school improvement, academic planning, and resource development for alternative education. Facilitated the teacher training program.

- **Neighborhood Center Coordinator** ▪ January 1998 – January 2000

Parent Resource Center

Monitored daily operations of neighborhood centers in - Pine Hills and Washington Shores, Florida. Planned, coordinated, and organized the daily activities, budgets, and reports. Collaboration with front-line staff, agency supervisors, churches and key Orange County officials. Employed activities and adapted techniques to encourage student learning and build community within the classroom. Organized a community-based Neighborhood Center which housed 12 social service agencies. Promoted community-based activities. Improved neighborhood student's analytical skills by introducing state-of-the-art computer program technologies. Implemented reading and writing workshops to increase student literacy and support school reading programs.

- **Physical Education Teacher** ▪ December 1990 - May 1997

Central Intermediate School ▪ Blytheville, Arkansas

Taught elementary Physical Education. Coached basketball. Special Olympics Organizer. Developed a grade/age specific curriculum. Created an elementary fitness club, "Fitastic Kids", Created *Fitastic Grandparents Club*. Arkansas Board of Education Grant Recipient. Northeast Arkansas Teacher of the Year, 1994.

Skills

- Community renewal organization
- Grant writing
- Human trafficking advocacy
- Relationship building
- Youth mentoring

Meredith Gwen Hennon

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Tallahassee, FL 32311
(724) 622-1984
meredith.hennon@gmail.com

EDUCATION

University of Pittsburgh 2007 - 2010
Graduate School of Public Health
Department of Epidemiology
Master of Public Health

The Pennsylvania State University 2001 - 2005
College of Liberal Arts
Bachelor of Arts: Sociology
Minor: Information Systems & Statistical Analysis

PROFESSIONAL EXPERIENCE

Florida Department of Health April 2013 – present
Division of Community Health Promotion
Bureau of Tobacco Free Florida (BTFF)
Planning Consultant (Epidemiologist and Evaluator)

Data analysis
Strategic Planning
Grant development (FOA, RFA, ITN)
Contract management (PDA, ALA, USF)
Meeting coordination

- Analyze multiple datasets (BRFSS, FLATS, FYTS) using SAS in order to produce annual reports, fact sheets, and county “at a glance” sheets.
- Respond to data requests from individuals in other Divisions and Bureaus within the Department of Health, County Health Departments, and members of the community.
- Organize and coordinate Tobacco Education and Use Prevention Advisory Council meetings.
- Manage BTFF contract “Evaluation of Non-Quitline Cessation Interventions” – work with the provider and cessation and evaluation managers to determine areas of need for data analysis and reports. Approve deliverables and invoices in order for provider to be paid.
- Manage BTFF contract for Florida Tobacco Cessation Alliance – collaborate with FTCA members and BTFF county grantees to achieve common cessation goals. Approve deliverables and invoices in order for provider to be paid.

Florida Department of Health June 2012 – April 2013
Division of Community Health Promotion
Bureau of Chronic Disease Prevention
Bureau of Tobacco Free Florida
Operations Analyst II (Epidemiologist)

- Analyzed multiple datasets (BRFSS, FLATS, FYTS) using SAS in order to produce annual reports, fact sheets, and county “at a glance” sheets.
- Collaborated with individuals in other Bureaus on a variety of projects.
- Responded to data requests from individuals in other Divisions and Bureaus within the Department of Health, County Health Departments, and members of the community.
- Organized and coordinated Tobacco Education and Use Prevention Advisory Council meeting.
 - Served as minute taker for various committees (e.g. TAC Surveillance and Evaluation Subcommittee) and workgroups (e.g. CDPIP Strategic Evaluation Team)
 - Participated in trainings and webinars to expand knowledge base and learn skills to provide assistance to coworkers within the Bureau.

University of Pittsburgh March 2010 – June 2012

Department of Epidemiology
Research Specialist

- Developed a training program funded by the National Association of Chronic Disease Directors targeted towards state chronic disease epidemiologists focusing on chronic diseases through the use of PowerPoint lectures.
- Developed a training program funded by the US State Department for Central Asian academics, scientists, and public health professionals focusing on public and global health, prevention, and health issues specific to the Central Asian countries of Kazakhstan, Kyrgyzstan, Tajikistan, Turkmenistan, and Uzbekistan through network building and access to PowerPoint lectures and scholarly journal articles.
- Maintained a database of 45,000 faculty members of Supercourse network. Added and removed contacts as needed.
- Created a database of metadata for 4,500 global health lectures. Transferred Supercourse web page from old to new format. Maintained database of metadata and updated website weekly (<http://www.pitt.edu/~super1>).
- Assisted in the creation and implementation of the scholarly journal “Central Asian Journal of Global Health” – an open access journal focusing on a variety of global health topics related to issues in Central Asia by authors from Central Asian countries.
- Supervised and mentored first year undergraduate students enrolled in “First Experiences in Research” class through the University of Pittsburgh.
- Analyzed data sets using SAS for multiple research projects.
- Assisted in the preparation of manuscripts (writing, editing, data analysis) for submission to scholarly journals.
- Other assorted administrative tasks.

UPMC Western Psychiatric Institute & Clinic
Pittsburgh Adolescent Alcohol Research Center (PAARC)
Research Specialist

August 2005 - March 2010

- Received, checked-in, entered, and verified data for accuracy for 3 psychology/drug and alcohol research projects (PAARC, Recovery Project, and Dual Diagnosis studies).
- Created and maintained subject contact information database, file tracking databases, and database for Dual Diagnosis study (research study following teens with both a mental health diagnosis and a substance abuse diagnosis).
- Assembled and distributed informational, recruitment, and interview packets.
- Recruited community based (non-treatment) control subjects for Recovery Project (research study following teens who have been recruited from Intensive Outpatient [IOP] drug/alcohol treatment).
- Compiled and presented weekly and monthly reports of data received, entered, and verified for accuracy.
- Prepared/coded raw Recovery Project data using SPSS for data analysis.
- Assisted with the creation of posters for conferences and meetings.
- Assisted in the preparation of manuscripts (writing, editing, data analysis) for submission to scholarly journals.
- Trained and supervised work study and temporary employees.
- Other assorted administrative tasks.

Elyse Linn

Education

- Bachelor of Science: Accounting, F.S.U.
- Master of Science: Social Work, concentration: Administration, F.S.U.
- Bachelor of Science: Social Welfare, F.A.U.

Professional Experience

Operations Review Specialist, SAMH , DCF

- Managed the application and reports for the Federal Substance Abuse and Mental Health Block Grant (SAPT and CMH). This included the development of directions and instruments for completion and receipt, review, and compilation of program, statistical, and financial information contained in the application.
- Provided direction to central office personnel responsible for specific programs required by the SAPT and CMH Block Grant.
- Liaison with the Center for Substance Abuse Treatment and the Center for Substance Abuse Prevention and Treatment and Community Mental Health regarding the Block Grant application and interpretation of regulations.
- Knowledge of federal, state, and local issues and policies concerning the prevention and treatment of substance abuse; best practice; risk and protective factors; program planning, implementation and evaluation issues; federal block grant set-aside and compliance requirements.
- Assisted in State of Florida Rule development.

Auditor, State of Florida, Office of the Auditor General

- Performed financial and operational audits of State and Federal programs at State agencies. This included the review and evaluation of accounting systems and internal controls, analysis and reconciliation of accounts, the performance of necessary testing and other related procedures.
- Determined extent of compliance with applicable laws, established policies, plans, and procedures.

Associate Director, Tallahassee Alzheimer's Project

- Assisted in grant writing and fund raising.
- Promoted the program via public speaking to community organizations.
- Evaluated volunteers and families for respite care services.
- Recruited, trained and placed volunteers with families in need of respite services.

Administrative Director, Neighborhood Health Clinic

- Administered the program, which provided free medical services to indigent chronic disease patients in the community. Medical services were volunteered by Tallahassee physicians and first year F.S.U. medical students.
- Developed and administered the program budget, including writing grants for United Way funding.
- Maintained fiscal control of the program.
- Represented the agency in the community.

Medical Social Worker, Upjohn Healthcare Services

- Provided counseling and casework services to families receiving home health services and presented workshops to other home health professionals.

Regional Administrator, Big Brothers and Big Sisters of Miami

- Developed a regional plan for service delivery in the southern, more rural area of the county.
- Conducted psychosocial evaluations of volunteer applicants.
- Provided counseling services to families.

MICHELE A STAFFIERI

EXPERIENCE

2007- present **STATE OF FLORIDA – DEPARTMENT OF CHILDREN AND FAMILIES
OFFICE OF SUBSTANCE ABUSE AND MENTAL HEALTH**

Government Operations Consultant III (01/2013-present)

- **Procurement & Contract Manager** – Responsible for all aspects of procurement of services for the Office of Substance Abuse and Mental Health Headquarters office. Duties include adherence to all state, federal, and department policies and procedures in the development of solicitation documents, scheduling and facilitation of all procurement-related activities/meetings, receipt of proposals/bids, facilitation of the evaluation process, and posting of all necessary notifications to the State’s web-based procurement system.
- **Contract Manager** - Responsible for the development, management, and administration of substance abuse and mental health program related contracts with private industry providers, governmental entities, and colleges/universities.
- Contract management and administration duties include; participation in procurement of services; development of contract documents; monitoring and analysis of provider performance; review and approval of contract deliverables and reports for content and timeliness of submission; communication and coordination with program office staff; and ensuring that contract language is clear and concise to accomplish project objectives.
- Fiscal duties include; invoice review and processing to ensure the submission of all necessary documents; reconciliation with the Department and State’s accounting systems on a regular basis; and ongoing analysis of fiscal activities to ensure project funding is spent appropriately and in a timely manner.

Senior Management Analyst Supervisor SES (06/2012 – 01/2013)

- **Chief, Contract Management Unit** – Responsible for oversight and management of seven (7) employees whose duties include contract management and procurement. Ensure timely completion of contract and procurement related activities. Develop procedures and protocols for the development of new projects.
- Provide technical assistance and guidance to regional staff regarding contract management, service delivery, statutes, program guidelines, and data system issues. Assist regional staff with contracting issues to expedite resolutions and ensure timely payment to providers.
- Research and develop reports as needed, respond to legislative inquiries, and overall tracking of contracts and procurements for headquarters and throughout the state.

Operations Review Specialist (2011 - 2012)

- **Procurement Manager** – Responsible for all aspects of procurement of services for the Office of Substance Abuse and Mental Health Headquarters office, as detailed above.

Government Operations Consultant II (2007-2011)

- **Contract Manager** - Responsible for the development, management, and administration of substance abuse and mental health program related contracts, as detailed above.

2004-2007 **STATE OF FLORIDA - DEPARTMENT OF CHILDREN AND FAMILIES
REFUGEE SERVICES PROGRAM OFFICE**

Government Operations Consultant II (2006-2007)

- **Contract Services Implementation Specialist** - Primary focus of responsibilities include; analysis of contract, data and provider performance; drafting new and editing existing contract language, addressing areas of concern with both the provider and Department staff; development of standard contract documents; and developing attachments and amendments as needed.
- Lead developer of Refugee Services Desk Reference Guide designed to assist personnel with daily tasks and responsibilities of each unit with the program office, including invoice processing, contract management and grant management.
- Responsible for identifying and addressing issues; development of financial and data analysis tools; participating in various special projects and administrative duties as needed.

Government Operations Consultant II (2004-2006)

- **Contract Manager** - Contract management activities include; contract development; budget/deliverable negotiations; fiscal monitoring; invoice processing; and monitoring of provider performance.
- Generate reports, spreadsheets, and comparative analysis of provider performance, service delivery, and fiscal expenditures. Contract comparison and financial analysis utilizing various resources such as historical information, client data, and performance data.
- Effectively communicate with federal, state and local agencies regarding policies and procedures of both the Department and the federal grantor, the Office of Refugee Resettlement (ORR).

2000-2004

**STATE OF FLORIDA – DEPARTMENT OF ELDER AFFAIRS
VOLUNTEER AND COMMUNITY SERVICES**

Grants Specialist III (2003-2004)

Senior Companion Program Director - Responsible for the management and administration of a federal grant for a volunteer-based program providing services to elders in the community comprised of 10 volunteer stations and over 175 elder volunteers. Accountable for; contract/program development; contract compliance; fiscal monitoring; volunteer development/training; dissemination of information, policies and procedures of both the Department and the federal grantor, the Corporation for National and Community Services (CNCS).

Grants Specialist III (2002-2003)

R.E.L.I.E.F. (Respite for Elders Living In Everyday Families) Program Coordinator – Accountable for; oversight of volunteer-based respite program comprised of eight service contracts; program evaluation/development; fiscal administration; and program monitoring. Developed 50+ page Handbook for Managers outlining program policies and procedures, as well as volunteer management principles and practices.

Operations & Management Consultant I (2000-2002) – Responsible for the Management of 13 Alzheimer’s Disease Initiative (ADI) Memory Disorder Clinic contracts to insure compliance with statutes and regulations as well as organize and collect data into logical formats for presentations and documents in addition to providing daily consultation and assistance to management and staff in the administration and operations the initiative, including budget management and technical assistance.

1996-2000

GOODY’S FAMILY CLOTHING

Assistant Store Manager - Supervision of daily store operations, including; personnel; supervision of cash handling, balancing and payroll; support of and effective communication of company policies and procedures including merchandising standards and customer service directives; and management and supervision of 30-35 employees, including training, hiring, and career development.

EDUCATION/CERTIFICATIONS/AWARDS

2009	Florida Certified Contract Negotiator (FCCN) State of Florida
2008	Florida Certified Contract Manager (FCCM) State of Florida
2005	Davis Productivity Award- Hurricane Relief Efforts-Group Award
1996	B.S., Psychology- Florida State University
1994	A.A., General Studies- Brevard Community College

KNOWLEDGE, SKILLS & ABILITIES

- Excellent communication skills, both written and verbal.
- Proficient with Microsoft Office Suite, including Word, Excel and Access.
- Promotes effective partnerships both within an organization and with community collaborations.
- Familiar with volunteer and employee recruitment, hiring, training, and retention, including human resource management, supervision and evaluation.
- Knowledgeable of customer service practices and implementation of agency policies & procedures.
- Ability to obtain and organize information into logical formats for presentations, reports and dissemination to community resources.