

Debbi Davis

ddavis@gmail.com

317-979-2792

Experience

EXECUTIVE DIRECTOR |PROKIDS, INC.| 10/2016-PRESENT

- Provide executive leadership and agency oversight at non-profit organization
- Oversee the provision of First Steps System Point of Entry, including direction of 106 employees providing service coordination and evaluation/assessment services to more than 7,000 families annually
- Oversee annual budget of \$6,500,000, including revenue from federal grant and fee for service income
- Responsible for financial and regulatory affairs of the agency, including participation in required audits
- Directly supervise senior management staff

PROGRAM DIRECTOR |PROKIDS, INC.| 12/2004-10/2016

- Provide oversight of First Steps System Point of Entry
- Ensure implementation of contract requirements and state required initiatives
- Manage day to day operations of staff, including direct supervision of managers
- Analyze program data for quality improvement and program planning

INTAKE COORDINATOR |PROKIDS, INC.| 4/1998-12/2004

- Provide initial case coordination to families referred to First Steps
- Conduct home visits
- Work with evaluators and ongoing providers to ensure delivery of services to families

BA | 5/1995 | MARIAN UNIVERSITY



— **STACY
WILLIAMS**

■ Associate Director/LPCC Program Director

ABOUT

During my 20 years as the LPCC Program Director and 7 years as Associate Director, I have collaboratively worked with a variety of stakeholders and garnered participation from a diverse group of volunteers to ensure organizational success. I have increased volunteer participation, organizing and supervising upwards of 100 volunteers. I have the ability to lead individuals and teams through the development and implementation of strategic plans to reach realistic and effective goals, for marketing and communications objectives, for program operations, and for evaluation. My creative talents and training afford me the opportunity to raise the communications bar in the social service sector, designing and creating two websites and designing countless public awareness brochures and materials. My executive responsibilities include budget management and creating the plan and layout for moving more than 100 staff members to a new office space.

SKILLS

Volunteer Management	Strategic Planning
Event Planning	Cultural Competence
Graphic Design	Program/Partnership Development

PROFESSIONAL TRAINING/EXPERIENCE

African American Family Life Education Program Fellow
Disney Quality Service Workshop, Walt Disney Institute
Previously Licensed Foster Parent
Certified Family Life Educator
Therapeutic Crisis Intervention Training
Autism/Sensory Integration Training
Abuse Protocol Training

EDUCATION

May 1995

■ **BACHELOR OF PSYCHOLOGY**

INDIANA UNIVERSITY BLOOMINGTON

May 2000

■ **MASTER OF SOCIAL WORK**

INDIANA UNIVERSITY PURDUE UNIVERSITY INDIANAPOLIS

EXPERIENCE

2015 - Present

PROKIDS, INC

ASSOCIATE DIRECTOR - Assist with the management of a multi-million dollar budget. Provide input to specific programmatic budgets. Facilitate board development and assists with the achievement of board goals. Oversee agency insurance decisions. Reconcile accounts in QuickBooks with bank statement. Manage office space issues, creating floor layout plans, and purchasing furniture and equipment.

2002 - Present

PROKIDS, INC

LPCC PROGRAM DIRECTOR - Manage staff and volunteers of the Local Planning and Coordinating Council (LPCC) to achieve state and federal outcomes. Provide leadership to LPCC committees. Execute public awareness, transition, provider recruitment, and family outreach activities. Create partnerships with community programs. Plan committee events. Participate on the Governor's ICC. Educate legislators about program services.

1998 - 2002

MARION COUNTY FIRST STEPS/PROKIDS, INC

INTAKE COORDINATOR/NICU FRIENDLY ACCESS COORDINATOR - Establish and complete the Early Intervention Record. Schedule evaluations to determine eligibility for the EI services. Aid families by developing outcomes and goals of therapy interventions through writing the Individualized Family Service Plan. Coordinate NICU referrals, oversee First Steps activity through the Friendly Access Program at Wishard Hospital. Provide training and information to Wishard Hospital staff and families.

1997 - 1998

YOUTH AND FAMILY SERVICES

FAMILY RELATIONSHIP SPECIALIST - Coordinate, direct, and deliver services and activities for clients in a 24-hour residential facility. Act as licensed foster parent to children in the facility. Implement Individual Service Plan. Promote child's relationships with natural family. Supervise, schedule, and train direct care staff. Develop and maintain budget guidelines.

1995 - 1997

VILLAGES OF INDIANA

YOUTH CARE SPECIALIST - Provide direct care and emotional support for children who are emotionally/physically abused, abandoned, and neglected. Facilitate family reunification. Teach independent living skills to clients. Develop and administer an Art Therapy program (under supervision).

REFERENCES

Upon Request

Terri M. Holmes

Professional Summary

A high-energy detailed Professional HR/Accounting Manager. Strong interpersonal and leadership skills. Expertise in meeting deadlines, working hand in hand with 3rd party brokers. Insurance specialist and oversees all aspects of finance.

Work experience

Oct 2014-Present **First Steps/ProKids**
Human Resource and Accountant for a staff of 100+ associates.

- Perform all benefit administration
- Payroll administration
- Responsible for record management
- Planning and coordinating financial operations
- Prepare financial reports, balance sheets, P&L statements
- Create company budgets
- Complete bi-monthly claims
- Coordinate with auditors

2002-Oct 2014 **First Steps/ProKids**
Service Coordinator

- Coordinate all services in the "Individual Family Service Plan".
- Coordinate and monitor the delivery of available services.
- Coordinate financial case management.
- Facilitate meetings with families and designated therapists.
- Maintain files of all families served.
- Serve as single point of contact in assisting families.
- Obtain services and assistance families may require.
- Serve over 15 zip codes in central Indiana.
- Set up and all aspects of billing.
- Utilize Microsoft Office: Excel, Microsoft Word, etc.

1996-2001 **Andrews Jewelers** Greenwood, IN
Store Assistant Manager

- Reviewed and implemented plan of action based on P&L statements.
- Conducted and monitored Inventory Audits and Physical Inventories.
- Coordinated and oversaw daily operations.

Angela Dick

Assistant Director

Contact

Avon, IN 46123
317-506-1886
adick@cibaby.org

Education

Purdue University
West Lafayette, IN
Bachelor of Science:
Consumer & Family Sciences

Professional Summary

Highly efficient and organized assistant director who enjoys working with staff and families to use both interpersonal and communication skills that help others navigate the First Steps program, as well as utilizing time management and leadership skills to promote job efficiency & effectiveness along with improving employee job satisfaction.

Experience

Assistant Director- 04/2013-current position

ProKids

- Supervise team managers
- Work with director on policies and procedures for day to day operations
- Create monthly agendas for team meetings
- Work with team managers, SC's, families, State, & billing office on billing issues and concerns related to cost participation & insurance billing
- Interview potential SC candidates
- Complete payroll for all staff twice monthly
- Train staff on CP/insurance, including formal training and Q/A sessions
- Track SC caseloads to ensure equitable distribution of cases
- Provide support to managers, SC's, ED team providers
- Work with agency directors; identify areas of improvement between SPOE's and provider agencies

Team Manager- 05/2006-04/2013

ProKids

- Supervise SC staff of 12-15
 - Conduct monthly team meetings
 - Complete annual performance reviews
 - Meet with staff on regular basis to discuss policy, procedure & performance
 - Maintain monthly log to communicate with State staff and in-house staff regarding family cost participation or insurance issues
 - Work with SPOE director on policy and procedure and communicate to team
 - Complete file reviews of SC staff
 - Submit weekly information to director regarding caseload sizes & referral info
 - Sign off & submit timesheets/mileage for payroll processing
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KESHA GERMANY

Indianapolis, In 46260 ♦ (317) 373-3723 ♦ keshagermany@sbcglobal.net

ADMINISTRATIVE / SECRETARIAL SKILLS

- Computer Savvy
- Microsoft Office Suite
- Organizational Development
- Microsoft Outlook Calendaring
- Proficient with Confidential information
- Filing/Editing
- Office Procedures
- Type 55 wpm
- Provider Relations
- Excellent Telephone Skills
- File Management
- Business Math
- Management Skills
- Proofread & Edit
- Creative solutions

EDUCATION

INDIANA WESLEYAN UNIVERSITY — Indianapolis, IN

Masters of Science in Management, Completed April 2009

Bachelors of Science in Business Administration, Completed October 2006 ~ Magna Cum Laude

PROFESSIONAL EXPERIENCE

PROKIDS INC/FIRST STEPS — Indianapolis, IN,

Executive Assistant, 7/2003 to Present

Key Results/ Responsibilities:

- ♦ Manage administrative staff of five in support of SPOE staff. To include coordination of data entry systems, file systems, phone procedures, training, etc.
- ♦ Coordinate Administrative staff to assist in distribution of documentation from 70+ Service Coordinators.
- ♦ Responsible for internal IT support for the office.
- ♦ Serve as the touchpoint for office vendors
- ♦ Assist with First Steps provider billing that includes answering questions and developing resolutions to expedite payments.
- ♦ Serves as the specialist in problem solving authorization or IT issues
- ♦ Participates in process organization groups ~ with adherence to timelines and objectives
- ♦ Initiate and respond to incoming and outgoing correspondence with local and state agencies.
- ♦ Organize details of agendas and meetings.
- ♦ Handle requisitioning of supplies and inventory adhering to a limited budget.
- ♦ Work as an initial point of contact for data entry problem solving
- ♦ Assist leaders and staff in organizing a variety of internal programs and activities.
- ♦ Create and maintain reports and records, such as recommendation for solution of administrative problems, applications, reports, and administrative orders.
- ♦ Assign, review, track, and prepare correspondence assignments to meet deadlines.
- ♦ Maintain excellent provider relations and develop a good rapport with therapists.
- ♦ Interned as an Intake Coordinator – duties include home visits, case management, coordinating and scheduling family meetings, issuing reports, and preparing family paperwork.
- ♦ Worked with the UTS Connect electronic system. Duties included registration of meetings for all First Steps providers, grading and issuing orientation tests, provider/customer service, and onsite registration duties.