

**MEL BURKS**  
**Hamilton Center, Inc.**  
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### **Career Objective**

Given a forty-four-year employment history at Hamilton Center, Inc., it was my twenty-third year objective to serve as Chief Executive Officer in order to continue to enhance the corporation's mission and vision; as well as to fortify the corporation's core values and further strengthen its fiscal stability.

### **Education**

2004 – Completed **Executive Program in Corporate Strategy** – University of Chicago Graduate School of Business

1997 – Graduate **Master of Public Administration** - Indiana State University, Terre Haute, IN

1983 – Graduate **Combined Master of Science in Agency Counseling and Criminology** – Indiana State University, Terre Haute, IN

1977 – Graduate **Bachelor of Science – Major: Afro-American Studies and Minors: Criminology and Sociology** - Indiana State University, Terre Haute, IN

### **INSTRUCTOR:**

**TQM (Total Quality Management)** To train corporate staff in the management style the corporation adopted to provide leadership and staff guidance regarding team building, communication and management skills to empower them to work commonly to use personal and professional characteristics to manage/move the corporation forward in a positive way.

**American Red Cross: Community CPR/Standard First Aid** To train individuals to recognize/intervene in a respiratory or cardiac emergency for an adult, child, or an infant; and to act as the first link in the Emergency Medical Services (EMS) system.

**CPI (Crisis Prevention/Intervention)** To train corporate staff in non-violent intervention techniques designed to prevent violence when disruptive/serious behaviors occur; to utilize/exhaust learned verbal skills prior to any physical interventions; to preserve professional bonds between client/employees; suitable for all corporate staff.

### **Work History**

**June 1979-Present - Hamilton Center, Inc., Terre Haute, IN**

**President / Chief Executive Officer** (November 23, 2021, to Present)

- Promoted by the Board of Directors to define and oversee the long-term vision of the corporation.

**Chief Executive Officer** (January 18, 2012, to November 23, 2021)

- Directs the development and administration of all policies and procedures set by the Board of Directors.
- Provides direction and leadership for all program activities of the corporation.
- Represents Hamilton Center at local, state, and federal level functions as necessary.

- Directly supervises 12-member executive leadership team, including Chief of Staff, Chief Operating Officer, Chief Fiscal Officer, Chief Medical Officer, Chief Clinical Officer, Chief Human Services Officer, Chief Information Officer, Chief Development Officer/President of the Foundation,

**Acting Chief Executive Officer** (September 2011 to January 18, 2012)

- Directed the development and administration of all policies and procedures set by the Board of Directors.
- Provided direction and leadership for all program activities of the corporation.
- Represented Hamilton Center at local, state and federal level functions.
- Directly supervised the Executive Director of Administrative Services, Executive Director of Fiscal Services, Executive Director of Clinical Services and Executive Assistant.

**Executive Director of Administrative Services** (January 2004 to January 18, 2012)

- Directed administrative departments/directors for a \$50+ million-dollar community behavioral health organization including Human Resources, Information Systems, Operations, Marketing and Business Development, Continuous Quality Improvement, Corporate Wellness and Grants/Special Projects.
- Directed development, administration and coordination of corporate functions and compliance in accordance with policies, procedures, goals and objectives established by CEO and Board of Directors.
- Collaborated with leadership team to develop short/long term strategic plans.
- Directed administrative budget, as well as capital budget; Directed staff of 55.
- Served as the responsible Executive for the day-to-day management of the corporation.
- Directed/served as primary investigator for all corporate issues/events.
- Directed multi-disciplinary team for internal corporate crisis and disaster intervention; as well community mental health response reporting statewide to the Division of Mental Health & Addictions office of Indiana Family & Social Service Administration, and locally to the Indiana District 7/Taskforce 7 Director.
- Served as a therapist for Child and Adolescent Division for several months in 2007.

**Director of Human Resources** (October 1997 to 2005)

- Directed human resource functions as recruitment/retention strategies, hiring, training, compensation, AA/EEO compliance, benefits including procurement of health plan, employee relations, management/maintenance of records, tuition reimbursement, employee assistance and employee investigations.
- Directed development of leadership team to create/implement performance-based pay program.
- Directed compliance with all local/state/federal employment regulations/laws.
- Developed an eleven-person, high performing professional human resources department with Society for Human Resource Management certification.

**Director of Safety & Security** (1993 to 1997)

**Director of Staff Development & Training** (September 1989 to October 1997)

- Directed and developed policies, procedures and protocols for equal employment and affirmative action; in collaboration with senior leadership, developed strategic goals/timetables to establish/ensure compliance with federal mandates and corporate vision for EEO and AA.
- Directed corporate criteria and curricula for orientation, in-services and all training; coordinated trainer certifications/credentials and training evaluations.
- Directed all matters related to corporate safety/security; compliance with Life Safety Code, local/state/federal and accreditation bodies. CEO direct report.
- Directed/conducted all investigations for the CEO on all matters pertaining to integrity of employment process as well as all security matters; developed security system for ID badges/key access program.
- Developed and maintained corporate library of resources.
- Developed/maintained relationships/partnerships with universities, colleges and Terre Haute Medical Education Foundation library systems.

**Coordinator, General Services** (December 1987 to December 1989)

- Managed general operation of commercial insurance, communication system, transportation, materials management, building and grounds, major equipment, supplies and distribution.
- Managed safety, security, housekeeping, maintenance and compliance with accrediting standards and local/state/federal regulations.

**Coordinator, Buildings/Grounds/Materials Management** (January 1986 to December 1987)

**Coordinator, Buildings & Grounds** (September 1985 to January 1986)

- Provided general management, operation, supervision of corporate buildings/grounds through housekeeping, maintenance, safety and security programs to comply with accreditation and governing agencies.
- Managed central communications, transportation, materials management, supplies and distribution functions.

**Facility Service Supervisor** (July 1983 to September 1985)

- Managed safe, healthy, secure environment to reduce injury/harm; assured compliance with accrediting standards and local/state/federal regulations.
- Managed housekeeping, maintenance and security and safety at all HCI sites.

**Security Supervisor** (July 1980-July 1983).

**Evening Receptionist** (June 1979-July 1980)

- Managed/developed security program including related education/in-services.
- Provided directional assistance to visitors/staff, operated telephone system.

**OTHER EMPLOYMENT EXPERIENCE**

**Instructor** - (August 1991 to December 1991)

- Instructor for Afro-American Studies - Vincennes University

**Neighborhood Rehabilitation Division**, Hammond, IN (September 1977-July 1978)

- Managed/reviewed applications to determine which applicants qualified for assistance (115 grants/312 loans) for home improvement.

**Community Activities/Awards and Achievements**

- Board of Directors, Indiana Council – 2023 to Present
- Board of Directors, Indiana Chamber of Commerce – 2021 to Present
- Vigo County School Board of Directors, 1996-2020
  - President - 2001 & 1998
  - Vice President - 1998
  - Secretary - 1997
- Terre Haute Chamber of Commerce
- Community Relations Board/Federal Correctional Complex 2016
- Vigo County Community Corrections Board
- Affiliated Service Providers of Indiana, Inc. (ASPIN)
- Terre Haute Tomorrow – Diversity/Socio-Economics Team Captain
- City of Terre Haute Human Relations Commission, 2000–2008
- City of Terre Haute Economic Development Commission, 2006 - Present
- Covered Bridge Special Education District Board of Directors, 1994–Present
- Terre Haute North Vigo High School, Advisory Committee for Guidance Counseling Department
- Vigo County Council for Children and Youth
- Youth Suicide Prevention Council
- Young Men's Civic Club
- Outreach Fatherhood Program, Founder/Organizer
- Student Services Subcommittee of Task Force, Member, 1993
- Happiness Bag Board of Directors, served three years

- United Way Community Needs Assessment Steering Committee
- American Cancer Society Board of Directors
- Vigo County Juvenile Advisory Board – Early 1990s - Currently Active
- Downtown Exchange Club
- 100 African American Men, Chairperson
- Pandemic Influenza DVD Production, Creator/Developer/Producer (worked with Indiana Health Commissioner, Richard Lugar Rural Health Center, Clay County Health Department)
- Indiana All-Hazards Advisory Committee Member (Appointed by Cathy Boggs, Director, Division of Mental Health & Addiction, Indiana Family & Social Services) Present
- Indiana All-Hazards District 7, Team Leader (Appointed by Andrew Klatte, Deputy Director, Division of Mental Health & Addictions, FSSA)-Present
- TaskForce 7, Mental Health Coordinator
- TaskForce 7/Ardent Sentry, Critical Stress Management Agencies Coordinator, 2007
- Kiwanis Club of Terre Haute, Member
- Affiliated Services Providers of Indiana, Inc. (A.S.P.I.N.) Board of Directors
- Candles Holocaust Museum/Education Center Board of Directors, served six years
- Terre Haute Boys/Girls Club Board of Directors, 1999 – Present
- Terre Haute Boys/Girls Club, Volunteer Basketball Coach, early 1980s - 2003
- Vigo County Youth League Football, Volunteer Football Coach, three years
- None of the Above, Inc., Founder/CEO (community youth organization) 1997–2006
- Indiana State University, Athletic Committee, Member
- Terre Haute Kappa Alpha Psi Alumni Chapter, Vice Polemach 1981-1982
- Charles T. Hyte Community Center, Vice-President of Board 1985-1986
- Charles T. Hyte Community Center, President of Board 1987-1991
- Terre Haute South Vigo High School, Assistant Football Coach, 1987 - Current
- Terre Haute South Vigo High School, Assistant Boys Basketball Coach, 2005 - Current
- 1<sup>st</sup> Alumni Basketball Game Fundraiser, Founder/Chairperson, 2011

## **AWARDS/ACHIEVEMENTS**

- Circle of Corydon Award – Presented on Behalf of the Governor Exemplified by the State's Greatest Citizens - 2023
- Melvin L. Burks Day, July 29<sup>th</sup>, Established by Mayor of Terre Haute - 2023
- Junior Achievement Award
- Rotary Centennial Award for Professional Excellence – 2009
- Hamilton Center Award for Outstanding Volunteer Service – 2006
- Terre Haute Boys & Girls Club/Max Jones Volunteer Coach of the Year Award – 2006
- National Exchange Club – Bikes for Tykes Outstanding Volunteer - 2003
- Indiana Football Coaches Association Twenty-Year Service Award – 1993
- NAACP Community Leadership Award - 1991

## **Skills**

- Forty-four years of service and support to the total corporation.
- Forty-four years of experience in all phases of the administration and management of the corporation.
- Development of a complete comprehensive set of skills in promoting, building and evolving mental health services which have and continue to be effective for the corporation services recipients.
- A functional common-sense ability to work with and manage a corporate staff including medical doctors and support staff.
- A thorough knowledge of the communities in our services area which assist in providing relevant services.