

PATTI S. SEBANC

2503 Wigeon Ct
Indianapolis, IN 46234
(317) 627-4731
pattisebanc89@gmail.com

Extensive social service program experience and development that achieved successful outcomes, maintained regulatory compliance standards, and effectively met or exceeded financial performance expectations.

SYCAMORE SERVICES, INC.

1992-PRESENT

DIRECTOR OF EMPLOYMENT SERVICES (2021- PRESENT; DIRECTOR OF YOUTH AND THERAPEUTIC SERVICES (2018- PRESENT) DIRECTOR OF SPECIAL PROJECTS (2008-2018); DIRECTOR OF CHILDREN SERVICES (2010-2021); DIRECTOR OF EMPLOYMENT AND DAY SERVICES(1995-2008); EMPLOYMENT CONSULTANT (1992-1995)

STRATEGIC PLANNING AND QUALITY CONTROL

- Established annual agency goals
- Accessed under-utilized and underserved population and services.
- Developed action plans to address identified needs
- Investigated, proposed, and completed multiple successful grant opportunities that resulted in program funding
- Achieved and sustained regulatory accreditations with CARF, FSSA and First Steps
- Ensured participant services are provided consistently in accordance with agency expectations, health and safety standards and adherence to regulatory requirements
- Developed, monitored and managed fiscal oversight.

PROGRAM DEVELOPMENT AND OVERSIGHT

- Day Service Programs (Adults with developmental and intellectual disabilities)
- Behavior Management Services (Adults and children)
- Expanded Children Services Programs (First Steps 0-3, After School Programs)
- Residential Services (24/7 Supported Living Programs, Respite Services)
- Project Search (High School Internship Program)
- Pre-Employment Transition Services in Central and Southern Indiana
- Employment Services and job coaching

ADMINISTRATION AND PERSONNEL MANAGEMENT

- Represented agency to outside vendors, community partners and professional service providers
- Member of INARF, INAPSE, State and local social service committees and working groups
- Responsible for employee recruitment, selection and retention
- Developed employee annual goals and outcomes
- Actively monitored, managed and reported monthly financial trends and performance
- Developed and provided staff training and orientation

OTHER EMPLOYMENT EXPERIENCE

- Holy Trinity Day Care – Office Assistant and Teacher
- International Business College – Admissions Representative
- Training and Placement Specialist (TAPS) – Marketing Manager/Coordinator
- Hunter Lawyer Personnel Agency – Personnel Counselor
- PA Bergner's & Co – Retail Sales Manager

EDUCATION AND CONTINUING DEVELOPMENT

- Purdue University, West Lafayette, IN - Bachelor of Science
- Social Services Industry Conferences
- Computer proficiency (Microsoft Office Suite)

COMMUNITY INVOLVEMENT

- Recipient of the Central Indiana United Way Renewal Grant -2017
- Recipient of the Wayne Township “Dare to Dream” Partner Award – 2017
- Officer of the Ben Davis Marching Giants Band Booster Organization
- Serve on St Joseph Catholic Church’s Parish Council
- Member of Delta Sigma Zeta Philanthropic Sorority

Joy Harding

2700 Meadowcrest Drive, Newburgh IN 47630 | (812)483-2263 | jlharding@wowway.com

Objective

- Seeking position as a project manager to assist students with disabilities successfully transition from high school by working with school personnel, VR and community partners to ensure students receive needed supports in job counseling and exploration, workplace readiness, post-secondary counseling, instruction in self-advocacy and opportunities for work-based learning,

Summary of Qualifications

- **Master of Science degree in Health Services Administration.**
- **Over 30 years of experience working with children and adults with intellectual disabilities.**
- **Highly organized and self-motivated**
- **Team player with proven capability of independence and leadership in the workplace.**
- **Computer skills including MS Word, PowerPoint, and Excel.**

Experience

PROJECT MANAGER | SYCAMORE SERVICES | NOVEMBER 2016-PRESENT

- Coordinate and manage transition services for students with disabilities ages 14-22 in an 18 county area in central and southern Indiana. Serve as a single point of contact representing a collaborative of 5 different agencies and 14 Career Coaches. Facilitate quality employment outcomes and career choices for students. Assist VR in referral process of students for this project. Support school personnel with skill development and training of students. Connect students and families with necessary resources. Collect data to support Pre-ETS goals.

VICE PRESIDENT OF PROGRAMMING | SECURE CARE OF INDIANA | MAY 2013-OCTOBER 2016

- Worked in a partnership to establish a new Medicaid Waiver program serving persons with intellectual disabilities in a 3 county area. Created policies, systems, and forms to ensure compliance with state and CARF guidelines. Gathered and assimilated data to measure progress toward identified agency and client goals. Monitored provision of services to ensure efficient use of staffing hours and billable services. Maintained on-going communication with members of the Individual Support team to ensure clients received needed services.

SERVICE COORDINATOR | FIRST STEPS OF SOUTHERN INDIANA | OCTOBER 2006-MAY 2013

- Managed a caseload of up to 60 children with developmental delays ages birth to 3 years. Developed the Individualized Family Support Plan in conjunction with the interdisciplinary team. Coordinated needed services between identified providers. Assisted families with transitioning from First Steps to the local school system where appropriate.

FULL-TIME ADVOCATE/TUTOR | NOVEMBER 2004-OCTOBER 2006

Supported a family member diagnosed with a learning disability in undergoing appropriate assessments to identify academic challenges and in receiving needed services and accommodations within the local school setting. Supplemented school provided services with additional tutoring and support.

INDEPENDENT CASE MANAGER | JANUARY 2003-NOVEMBER 2004

- Worked as a sole proprietor. Oversaw Medicaid Waiver services for persons with intellectual disabilities on my caseload. Ensured compliance with DDARS standards. Monitored provision of services and client's progress toward identified goals.

DIRECTOR OF COMMUNITY/EMPLOYMENT SERVICES | SYCAMORE SERVICES | AUGUST 2001-DECEMBER 2002

Managed a satellite office providing quality in-home, community based and employment services for person on the Medicaid Waiver. Supervised 10 staff. Worked with Vocational Rehabilitation Services to assist clients in exploring vocational interests and obtaining community employment.

PROGRAM DIRECTOR | NORMAL LIFE/RES-CARE | MARCH 1990-AUGUST 2001

- Oversaw program implementation for 30 ICF-MR group homes in an 8 county area in southwestern Indiana. Directly supervised 12 QIDPs. Responsible for quality enhancement relating to state licensure surveys and national accreditation.

THERAPEUTIC RECREATION SPECIALIST | NORMAL LIFE OF INDIANA | MARCH 1985-MARCH 1990

- Worked with 88 persons with intellectual disabilities to identify leisure skills and interests. Developed person specific goals to expand clients' recreational skills. Served as QIDP for 24 individuals. My knowledge of program requirements lead to my promotion to Program Director.

Education

BACHELOR OF SCIENCE IN RECREATION; EMPHASIS THERAPEUTIC | AUGUST 1984 | INDIANA UNIVERSITY

MASTER OF SCIENCE IN HEALTH SERVICES ADMINISTRATION | JULY 1993 | UNIVERSITY OF EVANSVILLE

References

PROVIDED UPON REQUEST

Brian Drogich

Experience

Aug. 2019 – Present The Arc Southwest Indiana Princeton, IN

Director of Operations

- Manage the day to day programming operations of The Arc Southwest Indiana including Medicaid Waiver, Residential, Day Programming, Industrial and Employment Services.
 - Oversee resource utilization of managed programs.
 - Ensure programming compliance with regard to state and federal laws and regulations and ensure quality.
 - Ensure programming compliance with CARF standards.
 - Oversee facility maintenance associated with Pike County Operations.
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Sep. 2017 – Present CARF International Tucson, AZ

Program Surveyor (Intern Status)

- Work as a member of a survey team to ensure standards conformance during accreditation surveys.
 - Provide consultation to organizations during accreditation surveys.
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Oct. 2013 – Aug. 2019 The Arc of Pike County Petersburg, IN

Director

- Manage the day to day operations of the Arc of Pike County.
 - Represent the agency in the community and foster positive community relationships.
 - Manage fiscal operations.
 - Oversee agency policy changes and implementation.
 - Ensure agency compliance with regard to state and federal laws and regulations.
 - Ensure agency compliance with CARF standards.
 - Oversee contractual obligations and participate in development of business agreements.
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Mar. 2007 – Oct. 2013

The Arc of Gibson County

Princeton, IN

Community Placement Manager, QIDP

- Manage departmental activities in the community employment division (New Frontiers Employment Services) of The Arc of Gibson County.
- Site Coordinator for Gibson County Project Search.
- Represented The Arc of Gibson County in a collaborative partnership (SGS Transition) to provide transition services in Gibson, Pike and Warrick Counties.
- Performed employment and follow along services for clients receiving assistance from VR, BDDS and Waiver.
- Complete Individualized Support Plans (ISP) for individuals receiving assistance for follow along services through BDDS.
- Served on special teams including Human Rights Committee, Case Records Review and ISO Managerial Team.
- Completed Benefits Information Network (BIN) plans for Vocational Rehabilitation clients.

Special Training

- Employment Specialist Training through the Indiana Institute on Disability and Community at IU.
 - Individualized Support Plan Training.
 - Benefits Information Network Training through BIN network. Completed both standard and Advanced Trainings.
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Civic Associations

- Current - Board Member / Past President of Petersburg (Indiana) Kiwanis
- Current - President of the Board of the Pike County (Indiana) United Way
- Past - Board Member of Gibson County (Indiana) Step Ahead.
- Past - Board Member of Princeton (Indiana) Kiwanis.

Education

1996 – 2000

University of Southern Indiana

Evansville, IN

BS, Communications

CHERYL MULLIS

812-619-1347

EMAIL: mullis.cheryl@gmail.com

[HTTPS://WWW.LINKEDIN.COM/IN/CHERYL-MULLIS](https://www.linkedin.com/in/cheryl-mullis)

SUMMARY OF QUALIFICATIONS

As President and CEO, I lead operational and strategic direction regarding service management and long-term planning while contributing to the accomplishments of the provisions of the board of directors and subsequent policies on ENDS.

PROFESSIONAL EXPERIENCE

7/1/2021-Present SIRS, Inc. Boonville, IN
President/CEO

5/2020 – 6/30/2021 SIRS, Inc. Boonville, IN

Vice President/Community Services

Led Community Services by directing and coordinating activities that are consistent with established goals, objectives, and policies. Ensured service were implemented in alignment with strategic goals for mission achievement, growth, and profits. Provided direction and structure for operating units.

2/2019 – 5/2020 SIRS, Inc. Jasper, IN

Employment Services Director

Led Employment Services, small projects, and the Work Incentives Planning and Assistance program by directing and coordinating activities that are consistent with established goals, objectives, and policies. Ensured service were implemented in alignment with strategic goals for mission achievement, growth, and profits. Provided direction and structure for operating units.

5/2010 – 2/2019 SIRS, Inc. Jasper, IN

Lead CWIC - Community Work Incentive Coordinator, IN Works (WIPA)

Provide benefits planning and assistance to SSA beneficiaries and recipients with disabilities who were exploring career development and/or pursuit, maintenance, or advancement of employment through critical analysis of impact of work and earnings on benefits to make recommendations to the individual and other stakeholders in their life as to safety nets and benefits management plans.

2005 - 2010 SIRS, Inc. Jasper, IN

Adult Services, Community Services Team Leader

Provide internal case management and quality control for residential, community, and employment services at assigned location. Support and manage staff, communicate with management team, assist with agency budgeting, & advocate for client rights and accommodations.

2003 - 2005 SIRS, Inc. Jasper, IN

Community Specialist/EC/DSP

Provision and coordination of services for individuals with disabilities to maximize the quantity and quality of employment outcomes and encourage and support these individuals to work as independently as possible in Community Integrated Employment.

EDUCATION & CERTIFICATIONS

2023 Leadership Perry County graduate

2020-2022 Indiana University Purdue University

Certification in Nonprofit Executive Leadership

(Governance and Leadership, Ethics and Accountability, Collaboration, Effectiveness)

2019-2020 INARF Leadership Academy graduate

(Servant Leadership, Public Policy Advocacy, Stakeholder Engagement)

2011 Virginia Commonwealth University

Community Work Incentives Coordinator

2010 Benefits Information Liaison/Indiana Institute on Disability and
Community

2004 Indiana Institute on Disability & Community

Employment Specialist Certification

1999 - 2003 Vincennes University Jasper, IN

AS Behavioral Science/Psychology

Other Certifications:

Benefits Information Liaison/Indiana Institute on
Disability and Community (2010)

Holly Adam
1725 Twin Oaks Drive, New Albany, IN 47150
holly.adam1@gmail.com 812-946-0469

Objectives

To obtain a position that will be challenging, rewarding and utilize my skills and talents to further the growth of an organization in fulfilling its mission.

Experience

RBR Alliance, Inc. (Rauch, Inc. & Blue River Services)

Director of Employment Services 2018 to Present

Supervision of up to 8 staff in supported employment and pre-employment transition services to students aged 14-22, covering 8 counties. Responsible to develop, monitor and modify personnel, standard operating and safety policies and procedures as outlined by 460 IAC, CARF International, Bureau of Developmental Disabilities Services (BDDS), Bureau of Quality Improvement Services (BQIS) and Vocational Rehabilitation Services (VRS). Scheduling, hiring, disciplinary action and training of staff and increase of revenue generation. Responsible for all administrative and operational duties within the department, including but not limited to, quality assurance, customer services, marketing events and public relations. Increased revenue and participant base significantly within the last 3 months.

CARF International, Tucson, AZ

Surveyor 2017 to Present

International travel to provide peer mentored survey input to assist companies in achieving the best possible outcomes for populations served in Health and Human Services.

Adaptive Nursing and Healthcare / Adaptive Community Support Services, Inc., New Albany, IN

Director of Client Services 2012 – 2017

Developed, maintained and implemented policies and procedures in line with State and Regulatory entities, related to Home Health Nursing Services. Policies and procedures included but were not limited to Human Resources, Financial, Personnel, Operational and Planning. Independently developed application packet, including policies and procedures, to gain licensure from DDRS for Day Services within 6 months of the first application submission. Independently achieved 3-year CARF Accreditation on first survey. Increased organizations service footprint to 3 offices covering 10 counties. Oversight and coordination of 30+ staff, 3 offices within Southern Indiana, training, performance monitoring, quality assurance, customer service, brand management, marketing and supervision. Increased enrollment of individuals served, in one office, from 6 to 90 in under 7 months. Overall daily operations, including but not limited to, payroll, authorizations, scheduling and efficiency and performance. Participated in individual's served meetings, community outreach and marketing events. Increased revenue by 30% within 6 months of starting with the company.

Independent Consultant 2012 – Present

Work with other companies to assist them to develop policies, procedures to acquire licensure to open, operate and maintain services of organizations to serve people with Intellectual and Developmental Disabilities.

Hilliard Lyons Capital Management, LLC, Louisville, KY

Senior Administrative Assistant 2007 – 2011

Ordering and inventory of supplies, scheduling of meetings and travel for 12 Executive Level personnel, taking of minutes and maintenance of meeting books in accordance with SEC Regulations, operations, reconciliation and trades of over 100 accounts with total assets of \$15 billion dollars.

Rauch, Incorporated, New Albany, IN

Director of Support Living/Beneficiary Services 2005 – 2007

Supervision of 27 individuals, 48 staff and 6 volunteers of a 24/7 supported living and representative payee program. Responsible to develop, monitor and modify personnel, standard operating and safety policies and procedures as outlined by 460 IAC and CARF International, Bureau of Developmental Disabilities Services (BDDS) and Bureau of Quality Improvement Services (BQIS). Scheduling, hiring, disciplinary action and training of staff. Budget development for each particular individual served and the departmental budget overall. Responsible for all Administrative and Human Resources duties. Served on internal and external committees, boards and performed presentations to a local Human Rights Group.

Rauch, Incorporated, New Albany, IN

Director of ACCESS/Beneficiary Services 2003 – 2005

Position held in conjunction with supervision of an adult day service program and into position of Director of Supported Living. Supervision of over 55 Representative Payee clients referred via The Social Security Administration (SSA) to oversee financial needs of those deemed unable to manage their own finances. Check writing and balancing of client funds in accordance with the SSA guidelines, location of low-cost housing via Section 8 and/or income based housing, recertification of SSA benefits, Food Stamp benefits, Section 8 and reduced phone and utility services. Responsible for all Administrative and Human Resources duties.

Rauch, Incorporated, New Albany, IN

Director of ACCESS 1999 - 2003

Supervision of 9 full time staff, 6 volunteers and 3 college interns. Developed and monitored budget for department. Scheduling, hiring, disciplinary action, promotion and training of staff. Responsible to develop, monitor and modify personnel, standard operating and safety policies and procedures as outlined by 460 IAC, CARF International, BDDS and BQIS. Responsible for all Administrative and Human Resources duties.

Rauch, Incorporated, New Albany, IN

Work Services Coordinator 1997 - 1999

Oversight of 125 clients receiving services and vocational training in a structured work environment. Provide case management, behavior supports, crisis intervention, liaison services between the persons served and floor staff. Responsible to develop all Individual Support Plans, attend team meetings, refer to Vocational Rehabilitation for community based employment and locate outside supports services. Responsible to follow standard operating and safety policies and procedures as outlined by 460 IAC, CARF International, BDDS and BQIS.

Education

Indiana University Southeast, New Albany IN

Emphasis in Political Science and Communication

Skills

- Proficient in computer and web based applications (PC and Mac)
- Effective communicator
- Team development
- Grant writing experience
- Strong leadership skills
- Goal oriented
- Creative problem-solver
- Planning, coordinating and organization
- Fast learner
- Instructor Cultural Diversity, CPR/First Aid, Human Rights and more

References

Tammy Ratts
Case Manager
IPMG
812-216-8692

Ron McKulick
Executive Director
WorkOne Region 10
812-786-9816

Jacob Archibald
Manager, Medical Staff Services
Baptist Health Floyd
502-645-6385

Rebekah Lewellen

6205 Juniper Ridge Ct | Charlestown, IN | 812-987-9526 |
Rebekah_lewellen@newhopeservices.org

Education

- Indiana University Southeast, New Albany, IN
Bachelor of Arts | May 1998
Psychology

Experience

September 2022 – present

Director of Social Services | New Hope Services

- Supervises Family Services and Ability Services Program Managers
- Monitor that staff are providing services, as referred from various community agencies such as Department of Child Services, Indiana State Department of Health, Indiana Family Health Council, BDS, CARF, DDRS, etc.
- Monitor program goals and objectives
- Ensure compliance of client files.
- Ensure the quantity and quality of staff to perform services
- Conduct Needs Assessments and Analyses to identify services gaps in the community and develop appropriate programs to reduce these gaps
- Responsible for Fiscal stability of multiple programs
- Monitor the operation for compliance with State and federal regulations and policies for all programs
- Monitor and implement updates within Program Service Standards per governing bodies
- Responsible for the development, maintenance, and achievement of Program Evaluation and Strategic Plan for applicable programs
- Maintain and ensure confidentiality regarding all matters of the corporation

November 2020 – November 2022

Employment Services Manager | New Hope Services

- Responsible for the day-to-day operations and coordinating employment services

- Supervise and train all Employment Consultants in order to provide efficient and effective services
- Coordinate meetings and conduct meetings/conferences for clients and coordinate referrals when needed for specific services
- Ensure the program operates in a fiscally responsible manner
- Build and maintain professional working relationships with Vocational Rehabilitation, Community connections and Local Employers.
- Serve as a working manager and carry caseloads as needed
- Attending Coalition meeting for the Workforce Diversity Groups

January 2019 – Present

Direct Support Manager | New Hope Services

- Direct responsibility for supervision of Clark and Scott County Direct Support Professionals in Habilitation entities including service delivery, hiring, training, performance monitoring and evaluation
- Supervise, guide, direct, and manage all resources of Habilitation entities
- Responsible to see that consumer files are maintained with current documentation and services rendered, according to New Hope, FSSA, CARF, DDRS, IAC and Medicaid standards
- Implement approved policies, procedures, and practices; assure that all services are in compliance with state and CARF standards
- Provide training and arrange opportunities to consumers based on their ISP goals
- Assist consumers to establish community connections, develop natural support and make referrals to community agencies.
- Coordinate and attend intake, 90 days, annual, exit conferences and others as needed
- Maintain fiscal accountability in all record-keeping, billing, budgeting, and be responsible for revenue goals

September 2004 – Present

Website Data Administrator | E-ponies.com

- Updating E-ponies websites as needed
- Customer Service for all e-ponies members and players –reviewing data entries and emails and making needed corrections
- Running Handicapping contests for hundreds of players; utilizing excel spreadsheets and results from Race Track websites.
- Social Media Outreach and Coordination

October 2012 – January 2019

Healthy Families Supervisor | New Hope Services

- Provide daily support, encouragement, coaching, reflective listening and motivation to Direct Service Providers in stressful work environments.
- Provide a minimum of 2 hours of individual supervision for five full-time staff weekly
- Responsible for weekly supervision documents to include documentation regarding programs, assessment tools, and home visits on each family
- Review data to ensure policy guidelines for Healthy Families Indiana are achieved
- Review caseload size for all staff and assign new families to caseload as needed
- Provide support through knowledge of infant and child development and parent child attachment to direct staff in order to offer supportive strength-based services to clients.
- Ensure that assessment rates are maintained at a level to adhere to the program goal.
- Enter all Healthy Families staff training into TTS database to ensure policy standards

August 2009 – October 2012

Family Resource and Family Support Specialist | New Hope Services

- Provided parent counseling to new parents in areas such as Shaken Baby Syndrome, Safe Sleep, Post-Partum Depression and other areas identified as needed
- Provided community referral sources with information and training on Healthy Families in order to keep referral numbers at a level so that an average of twenty assessments can be done monthly
- Provided referrals for families to other community resources as necessary
- Completed an average of twenty assessments monthly while also providing home visits to at least three families.
- Provided strength-based services to parents during home visits in areas such as: child development, parenting, stress management, crisis management, childcare, effects of child abuse and neglect

August 2007 – August 2009

Teacher | Rock Creek Christian Academy

- 2007 - 2008 School Year – Instructor for Seventh and Eighth Grade Science, and High School Integrated Physics and Chemistry
- 2008 – 2009 School Year- Computer technology Instructor for Elementary, Junior and Senior High, and High school Psychology/Sociology

Volunteer Experience

- **Nursery Director | Restoration Christian Church**
2002 - Present

Qualifications and Trainings

- Supported Employment Core Training
- Employment Specialist Certificate- IU
- Direct Support Training
- Motivational Interviewing
- Reflective Supervision
- CPR, First Aid and Blood borne Pathogens
- Advanced IPV, Interpersonal Partner Violence
- Transcript upon request (multiple trainings including; Cultural Diversity, Protective Factors, Substance abuse in Pregnancy, ACES Study, Preventing Child Abuse, Addressing Domestic Violence, Abuse and Neglect of Individuals with I/DD, Healthcare Needs for People with IDD: Common Health Problems and Interventions, Principles of Positive Behavior Support for DSPs, Person Centered Planning for Individuals with Developmental Disabilities)

Awards & Acknowledgements

- New Hope Services 2021 Presidential Leadership Award
- New Hope Services 2016 Board of Directors Award
- Multiple Nominations for New Hope Services' Service and President's Leadership Award