

Linda Kolbus

Director of Operations

Linda oversees the staff in Operations. Her duties includes oversight of the CCDF Intake offices, SACC grantees, agreements centers, CCDF budget, OECOSL contracts, OECOSL claims, background checks for child care providers, quality assurance, CCDF monitoring and improper payments and Provider Eligibility Standards.

Location: Central Office.



Richard Giroux

Grant Coordinator

Richard works with late attendance, submits and tracks paperwork for contract modifications, budget tracking, assists with background checks and with claim processing and tracking.

Location: Central Office.



Linda Lott

Operations Coordinator

Linda prepares IR's, tracking them in PS and prepares claim vouchers for payments. She is a coordinator for IQ emails, BCC Correspondence, OECOSL Correspondence, HR Issues as requested, telecommunications requests and is a coordinator for Records Retention. Responsible for state forms ordering and inventory, ordering printing of state forms. Coordinator for equipment inventory of tech tablets, laptops, LCD projectors and air cards. Liaison to Facility Management and FSSA Facilities and coordinates and orders all office equipment, ordering postage stamps, updates the OECOSL phone list. Does annual inventory review of in-house equipment, notice of orders and Rescinds for PES and Child Care Ministries and completing SOR & CH checks on the child care consent forms.

Location: Central Office.



Lisa Asher

Program Coordinator

Lisa's main focus is background checks, performing National Criminal History, Sex Offender Registry and Child Protection Index checks on prospective childcare providers. She also answers the OECOSL helpdesk calls and directs the callers to the appropriate people and answers the front door and receives all the mail and distributes it accordingly.

Location: Central Office.



Danielle Coleman

Contract Compliance Coordinator

Danielle processes all claims for FSSA Contract Reimbursement. Claims are received from SDAs, Quality, Intake, SACC, Pre K, EEMG, Head Start and Automation. She is also part of the Onsite Monitoring Team and is also the backup to Monitoring, Contracts and Requisitions.

Location: Central Office.



Dana Lottes

Human Services Coordinator

Dana reviews a variety of data for quality assurance and forwards final reports from these reviews to various managers and IAEYC staff. These reports include accreditation/validation for providers, duplicate providers, providers that have lost good standing in PTQ, closed providers, delinquent client notifications and phone surveys to providers regarding licensing consultants' visits.

Location: Central Office.



Megan Rhea

Contract Coordinator

Megan maintains budget oversight for OECOSL and all grantees with grants/contracts holding multiple budgets of both state and federal funds. She also monitors how the grantees/contractors are spending, and keeping in contact with them, reconciles our budgets and claims in CCIS to the state's software PeopleSoft Financials. She reports this information alongside the DFR Controller and Director of Operations to inform the OECOSL Deputy Director and Director. She is also a part of Operation's annual monitoring team, where they travel the state and monitor grantees to ensure compliance of the spending of federal & state dollars in their contracts.

Location: Central Office.



Brandi Bannon

Title?

Brandi prints out and organizes the consents for child caregivers, date stamps the consents, logs in the consents, runs checks on consents, logs out consents, tracks inkless issues and distributes consents with records to program. She also looks into consent issues for consultants and assists with the front desk.

Location: Central Office.



Jametta Brooks

Human Services Consultant

Jametta is the unofficial criminal background engineer for OECOSL, completing the background checks and consents for all child care providers and caregivers to ensure the safety of Hoosier children.

Location: Central Office.



Robin Buggs

Operations Specialist

Robin reviews and determines what type of eligibility errors are written up by the monitoring staff based on CCDF policy and she reviews CCDF Intake monitoring appeals and sends out the decision made by OECOSL. She also inputs missing barcodes, manages BCC intake support inbox, reviews rescans, sends out monthly reports on errors, cases monitored and reviewed, and also processes improper payments.

Location: Central Office.



Irma Wilson

Program Coordinator

Irma works in the Background Unit, processing consents from across the state. Also works to ensure qualified individuals, as mandated by state and federal guidelines, care for and provide a safe learning environment for children and serves as back-up to the front desk.

Location: Central Office.



Carrie Gray

CCDF Program Director

Carrie oversees the Provider Eligibility Standards (PES) section working with legally licensed exempt child care programs. She also works with state contractors on software system support for the CCDF/On My Way Pre-K eligibility software and CCDF payment systems and is support for the Operations Unit tracking CCDF parent repayments, parent appeals and provider non-compliances.

Location: Central Office.

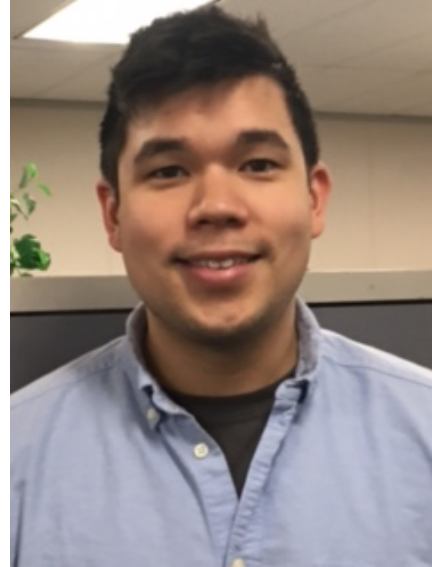


Joseph Denney

Policy Consultant

Joseph serves the Central and Eastern Counties of Indiana as a Policy Consultant providing oversight and program support to CCDF, On My Way Pre-K and School Age Child Care contractors located in regions 2B, 3 and 5A. He is responsible to respond to concerns of families, child care providers, government agencies and compliance officials with regard to these programs. Additionally, he works with child care partners to ensure families have access to a strong network of Early Care and Education and Out-of-School time programs supporting the child, the family and local schools.

Location: Central Office.



Suzanne West

Policy Consultant

Suzanne serves the northern Indiana counties as a Policy Consultant providing oversight and program support to CCDF, On My Way Pre-K and School Age Child Care contractors in regions 1A, 1B, 1C and 2A. She is responsible for responding to the concerns of families, child care providers, government agencies and compliance officials with regard to these programs. Additionally, Suzanne works with child care partners to ensure families have access to a strong network of Early Care and Education and Out-of-School time programs supporting the child, the family and local schools.

Location: South Bend.



Laura Sullivan

Policy Consultant

Laura serves the southern counties of Indiana as a Policy Consultant providing oversight and program support to CCDF, On My Way Pre-K and School Age Child Care contractors in regions 4A, 4B and 5B. She is responsible for the concerns of families, child care providers, government agencies and compliance officials with regard to these programs. Additionally, she works with child care partners to ensure families have access to a strong network of Early Care and Education and Out-of-School time programs supporting the child, the family and local schools.

Location: Columbus.

