

# Stone Strategies, LLC

October 2, 2012

Roberta Wagner, Purchasing Division  
Bureau for Public Health  
Maternal Child and Family Health  
Children with Special Health Care Needs Program  
350 Capitol Street, Room 427  
Charleston, WV 25301-3714  
**RFQ Number MCH13029**



Ms. Wagner,

Thank you for the opportunity to respond to **RFQ# MCH13029** for professional services to assist in the implementation of systemic programmatic redesign of the Child and Adolescent Health Program (CSHCN). Enclosed you will find the following required documents specified in the RFQ.

- Solicitation (page 1) **Note:** The total amount at the bottom of page 1 reflects a 3 year total. The **annual cost** for all professional services described in the RFQ on pages 18-21 to assist in redesign of CSHCN is **\$84,700**.
- Bid Evaluation (pages 23 and 24)
- Vendor Preference Certificate (page 28)
- Purchasing Affidavit (page 29)
- Certification and Signature Page (page 30)
- Addendum Acknowledgement Form (page 31)
- Resumes of Bruce E. Decker, BA and MA Education, Organizational Leadership and Communication Studies and Leslie S. Stone, BA and MA+31 Education

Both Bruce Decker and I have over 20 years experience teaching experience with adults and adolescents and nearly 20 years assisting state government entities, local communities and their partners in systemic redesign efforts. Systemic redesign is successful when those connected to the effort are armed with tools for problem-solving, communication, resource identification, planning and evaluation. Preparing individuals to work together and supporting their efforts at collaboration are what allows teams to achieve their goals. It is with pleasure that we offer our credentials and a quotation for the redesign work continuing within the CSHCN Program.

Don't hesitate to contact me should you need further information or have questions.

Sincerely,  
  
Leslie S. Stone



State of West Virginia  
 Department of Administration  
 Purchasing Division  
 2019 Washington Street East  
 Post Office Box 50130  
 Charleston, WV 25305-0130

**Solicitation**

NUMBER
MCH13029

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF:
ROBERTA WAGNER 304-558-0067

VENDOR

\*C11100827      304-769-0224  
 STONE STRATEGIES LLC  
 5294 DEWITT RD  
 CROSS LANES WV 25313

SHIP TO

HEALTH AND HUMAN RESOURCES  
 BPH/MCH--MATERNAL CHILD HEALTH  
 350 CAPITOL STREET, ROOM 427  
 CHARLESTON, WV  
 25301-3714      304-558-5388

DATE PRINTED
09/05/2012

BID OPENING DATE: 10/04/2012      BID OPENING TIME 1:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	JB		961-20	\$84,700 per year	\$254,100 3 years
<p>THE STATE OF WEST VIRGINIA AND ITS AGENCY THE DEPARTMENT OF HEALTH AND HUMAN RESOURCES (DHHR), BUREAU FOR PUBLIC HEALTH, OFFICE OF MATERNAL, CHILD &amp; FAMILY HEALTH REQUEST A QUOTE TO PROVIDE SERVICES TO ASSIST IN IMPLEMENTING SYSTEMIC PROGRAMMATIC REDESIGN OF THE CSHCN PROGRAM PER THE ATTACHED SPECIFICATIONS.</p> <p>REFERENCE ATTACHED INSTRUCTIONS TO BIDDERS AND SPECIFICATIONS.</p> <p>PROFESSIONAL SERV. TO ASSIST IN REDESIGN OF CSHCN</p> <p>TO PROVIDE PROFESSIONAL SERVICES TO ASSIST IN THE IMPLEMENTATION OF SYSTEMIC PROGRAMMATIC REDESIGN OF THE CHILD AND ADOLESCENT HEALTH PROGRAM (CSHCN) PER THE ATTACHED SPECIFICATIONS.</p>						
***** THIS IS THE END OF RFQ MCH13029 ***** TOTAL:						\$254,100

SIGNATURE <i>Jessie S Stone</i>	TELEPHONE 304-769-0024	DATE 10/02/12
TITLE Owner	FEIN 20-5456766	ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO SOLICITATION, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'

**EXHIBIT A – MCH13029  
 BID EVALUATION**

Desired Item	Quantity	Year 1 Due Date	Year 2 Due Date	Year 3 Due Date	Unit Price	Total Price
<b>Desired Item #1 (3.1.1): Planning and Development Meetings</b>						
<b>Location:</b>						
Charleston, WV	1 Ea.	December 2012			\$4,050	\$4,050
Charleston, WV	1 Ea.	March 2013			\$4,050	\$4,050
Charleston, WV	1 Ea.	June 2013			\$4,050	\$4,050
Charleston, WV	1 Ea.	September 2013			\$4,050	\$4,050
Charleston, WV	1 Ea.		December 2013		\$4,050	\$4,050
Charleston, WV	1 Ea.		March 2014		\$4,050	\$4,050
Charleston, WV	1 Ea.		June 2014		\$4,050	\$4,050
Charleston, WV	1 Ea.		September 2014		\$4,050	\$4,050
Charleston, WV	1 Ea.			December 2014	\$4,050	\$4,050
Charleston, WV	1 Ea.			March 2015	\$4,050	\$4,050
Charleston, WV	1 Ea.			June 2015	\$4,050	\$4,050
Charleston, WV	1 Ea.			September 2015	\$4,050	\$4,050
<b>Desired Item #2 (3.1.2): Redesign Team Meetings</b>						
<b>Location:</b>						
Region 4	1 Ea.	February 2013			\$15,400	\$15,400
Region 9	1 Ea.	May 2013			\$15,400	\$15,400
Region 11	1 Ea.	August 2013			\$15,400	\$15,400
Region 5	1 Ea.	October 2013			\$15,400	\$15,400
Region 4	1 Ea.		February 2014		\$15,400	\$15,400
Region 3	1 Ea.		May 2014		\$15,400	\$15,400
Region 10	1 Ea.		August 2014		\$15,400	\$15,400
Region 7	1 Ea.		October 2014		\$15,400	\$15,400
Region 4	1 Ea.			February 2015	\$15,400	\$15,400
Region 1	1 Ea.			May 2015	\$15,400	\$15,400
Region 2	1 Ea.			August 2015	\$15,400	\$15,400
Region 8	1 Ea.			October 2015	\$15,400	\$15,400
<b>Desired Item #3 (3.1.3): Annual Reports</b>						
<b>Year:</b>						
Year 1 Annual Report	1 Ea.	November 2013			\$5,400	\$5,400
Year 2 Annual Report	1 Ea.		November 2014		\$5,400	\$5,400
Year 3 Annual Report	1 Ea.			November 2015	\$5,400	\$5,400

Desired Item #4 (3.1.4): Technical Assistance						
Year:						
Year 1 Tech. Assistance	20 Hrs.	December 2012- November 2013			\$75	\$1,500
Year 2 Tech. Assistance	20 Hrs.		December 2013- November 2014		\$75	\$1,500
Year 3 Tech. Assistance	20 Hrs.			December 2014- November 2015	\$75	\$1,500
<b>TOTAL BID:</b>						<b>\$254,100</b>

Award will be made to the lowest bid that provides desired items meeting required specifications for the lowest overall three-year period total cost.

Vendor Name: Stone Strategies, LLC

Vendor Address: 5294 Dewitt Road  
Cross Lanes, WV 25313

Vendor Telephone Number: 304-769-0225

Vendor Fax Number: 866-616-2838

Vendor Email: leslie.stone4@frontier.com

Vendor Authorized Representative: Leslie S. Stone  
(Please Print)

Vendor Authorized Representative Signature: 

Date: 10/02/12

# State of West Virginia VENDOR PREFERENCE CERTIFICATE

Certification and application\* is hereby made for Preference in accordance with *West Virginia Code*, §5A-3-37. (Does not apply to construction contracts). *West Virginia Code*, §5A-3-37, provides an opportunity for qualifying vendors to request (at the time of bid) preference for their residency status. Such preference is an evaluation method only and will be applied only to the cost bid in accordance with the *West Virginia Code*. This certificate for application is to be used to request such preference. The Purchasing Division will make the determination of the Resident Vendor Preference, if applicable.

1. **Application is made for 2.5% resident vendor preference for the reason checked:**  
 Bidder is an individual resident vendor and has resided continuously in West Virginia for four (4) years immediately preceding the date of this certification; or,  
 Bidder is a partnership, association or corporation resident vendor and has maintained its headquarters or principal place of business continuously in West Virginia for four (4) years immediately preceding the date of this certification; or 80% of the ownership interest of Bidder is held by another individual, partnership, association or corporation resident vendor who has maintained its headquarters or principal place of business continuously in West Virginia for four (4) years immediately preceding the date of this certification; or,  
 Bidder is a nonresident vendor which has an affiliate or subsidiary which employs a minimum of one hundred state residents and which has maintained its headquarters or principal place of business within West Virginia continuously for the four (4) years immediately preceding the date of this certification; or,
2. **Application is made for 2.5% resident vendor preference for the reason checked:**  
 Bidder is a resident vendor who certifies that, during the life of the contract, on average at least 75% of the employees working on the project being bid are residents of West Virginia who have resided in the state continuously for the two years immediately preceding submission of this bid; or,
3. **Application is made for 2.5% resident vendor preference for the reason checked:**  
 Bidder is a nonresident vendor employing a minimum of one hundred state residents or is a nonresident vendor with an affiliate or subsidiary which maintains its headquarters or principal place of business within West Virginia employing a minimum of one hundred state residents who certifies that, during the life of the contract, on average at least 75% of the employees or Bidder's affiliate's or subsidiary's employees are residents of West Virginia who have resided in the state continuously for the two years immediately preceding submission of this bid; or,
4.  **Application is made for 5% resident vendor preference for the reason checked:**  
 Bidder meets either the requirement of both subdivisions (1) and (2) or subdivision (1) and (3) as stated above; or,
5. **Application is made for 3.5% resident vendor preference who is a veteran for the reason checked:**  
 Bidder is an individual resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard and has resided in West Virginia continuously for the four years immediately preceding the date on which the bid is submitted; or,
6. **Application is made for 3.5% resident vendor preference who is a veteran for the reason checked:**  
 Bidder is a resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard, if, for purposes of producing or distributing the commodities or completing the project which is the subject of the vendor's bid and continuously over the entire term of the project, on average at least seventy-five percent of the vendor's employees are residents of West Virginia who have resided in the state continuously for the two immediately preceding years.
7. **Application is made for preference as a non-resident small, women- and minority-owned business, in accordance with *West Virginia Code* §5A-3-59 and *West Virginia Code of State Rules*.**  
 Bidder has been or expects to be approved prior to contract award by the Purchasing Division as a certified small, women- and minority-owned business.

Bidder understands if the Secretary of Revenue determines that a Bidder receiving preference has failed to continue to meet the requirements for such preference, the Secretary may order the Director of Purchasing to: (a) reject the bid; or (b) assess a penalty against such Bidder in an amount not to exceed 5% of the bid amount and that such penalty will be paid to the contracting agency or deducted from any unpaid balance on the contract or purchase order.

By submission of this certificate, Bidder agrees to disclose any reasonably requested information to the Purchasing Division and authorizes the Department of Revenue to disclose to the Director of Purchasing appropriate information verifying that Bidder has paid the required business taxes, provided that such information does not contain the amounts of taxes paid nor any other information deemed by the Tax Commissioner to be confidential.

Under penalty of law for false swearing (*West Virginia Code*, §61-5-3), Bidder hereby certifies that this certificate is true and accurate in all respects; and that if a contract is issued to Bidder and if anything contained within this certificate changes during the term of the contract, Bidder will notify the Purchasing Division in writing immediately.

Bidder: Stone Strategies, LLC

Signed: 

Date: 10/02/12

Title: Owner

MCH13029  
RFQ No. HOP13070

STATE OF WEST VIRGINIA  
Purchasing Division

# PURCHASING AFFIDAVIT

**MANDATE:** Under W. Va. Code §5A-3-10a, no contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and: (1) the debt owed is an amount greater than one thousand dollars in the aggregate; or (2) the debtor is in employer default.

**EXCEPTION:** The prohibition listed above does not apply where a vendor has contested any tax administered pursuant to chapter eleven of the W. Va. Code, workers' compensation premium, permit fee or environmental fee or assessment and the matter has not become final or where the vendor has entered into a payment plan or agreement and the vendor is not in default of any of the provisions of such plan or agreement.

**DEFINITIONS:**

"Debt" means any assessment, premium, penalty, fine, tax or other amount of money owed to the state or any of its political subdivisions because of a judgment, fine, permit violation, license assessment, defaulted workers' compensation premium, penalty or other assessment presently delinquent or due and required to be paid to the state or any of its political subdivisions, including any interest or additional penalties accrued thereon.

"Employer default" means having an outstanding balance or liability to the old fund or to the uninsured employers' fund or being in policy default, as defined in W. Va. Code § 23-2c-2, failure to maintain mandatory workers' compensation coverage, or failure to fully meet its obligations as a workers' compensation self-insured employer. An employer is not in employer default if it has entered into a repayment agreement with the Insurance Commissioner and remains in compliance with the obligations under the repayment agreement.

"Related party" means a party, whether an individual, corporation, partnership, association, limited liability company or any other form or business association or other entity whatsoever, related to any vendor by blood, marriage, ownership or contract through which the party has a relationship of ownership or other interest with the vendor so that the party will actually or by effect receive or control a portion of the benefit, profit or other consideration from performance of a vendor contract with the party receiving an amount that meets or exceeds five percent of the total contract amount.

**AFFIRMATION:** By signing this form, the vendor's authorized signer affirms and acknowledges under penalty of law for false swearing (W. Va. Code §61-5-3) that neither vendor nor any related party owe a debt as defined above and that neither vendor nor any related party are in employer default as defined above, unless the debt or employer default is permitted under the exception above.

**WITNESS THE FOLLOWING SIGNATURE:**

Vendor's Name: Stone Strategies, LLC

Authorized Signature: [Signature] Date: 10/3/12

State of West Virginia

County of Kanawha, to-wit:

Taken, subscribed, and sworn to before me this 3 day of October, 2012.

My Commission expires September 18, 2022.

NOTARY PUBLIC [Signature]  
Purchasing Affidavit (Revised 07/01/2012)

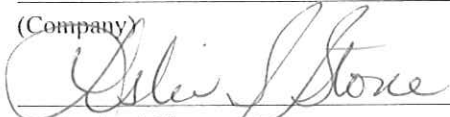


CERTIFICATION AND SIGNATURE PAGE

By signing below, I certify that I have reviewed this Solicitation in its entirety; understand the requirements, terms and conditions, and other information contained herein; that I am submitting this bid or proposal for review and consideration; that I am authorized by the bidder to execute this bid or any documents related thereto on bidder's behalf; that I am authorized to bind the bidder in a contractual relationship; and that to the best of my knowledge, the bidder has properly registered with any State agency that may require registration.

Stone Strategies, LLC

(Company)



(Authorized Signature)

Leslie S. Stone, Owner

(Representative Name, Title)

304-769-0224

(Phone Number)

866-616-2838

(Fax Number)

10/02/12

(Date)

ADDENDUM ACKNOWLEDGEMENT FORM

SOLICITATION NO.: MCH13029

Instructions: Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

Acknowledgment: I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

Addendum Numbers Received:

(Check the box next to each addendum received)

- List of addendum numbers 1 through 10 with checkboxes for acknowledgment.

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further understand that any verbal representation made or assumed to be made during any oral discussion held between Vendor's representatives and any state personnel is not binding. Only the information issued in writing and added to the specifications by an official addendum is binding.

Stone Strategies, LLC
Company

Isle J Stone
Authorized Signature

10/02/12
Date

NOTE: This addendum acknowledgement should be submitted with the bid to expedite document processing.



**Bruce E. Decker**  
**1597 Washington Pike, Suite B14-138**  
**Bridgeville, Pennsylvania 15017**  
**724.728.3368**  
[bruce@collectiveimpact.com](mailto:bruce@collectiveimpact.com)  
[www.collectiveimpact.com](http://www.collectiveimpact.com)

## **PROFESSIONAL PROFILE**

- Proven non-profit and for-profit leadership and administration knowledge and skills.
- Experienced in financial resource development and management, strategic planning, training, assessment, and evaluation.
- Demonstrated communication, marketing, public relations, and promotion skills.
- Effective in organizational and community capacity building, system analysis and improvement, service coordination and integration, and cross-system networking and collaboration.
- Self-motivated, dedicated, determined, and creative risk taker with strong work ethic.
- Able to work independently or in a team environment and as an employee or independent consultant.
- Proficient at building networks and relationships among diverse groups of people with natural ability to inspire confidence, trust, and respect.

## **PROFESSIONAL CAPACITY**

### **Leadership and Administration**

- Founder and owner of Collective Impact, LLC - a capacity-building consulting firm.
- Served as Board of Directors member for West Virginia non-profit organization with mission to strengthen community development and sustainable leadership.
- Guide development of organizations and collaborative networks with missions to strengthen communities and improve the quality of life for children, youth, and families.
- Managed the start-up and on-going development of non-profit, multi-site, community-based child welfare and behavioral/mental health services for children, youth, and families.
- Initiated services as a staff of 4 in one county – managed a staff of over 150 in five counties after one year of development.
- In-depth knowledge and expertise in managing organizational change, mediating conflict, utilization of resources, facilitation, and team building.
- Effective in employee motivation, participatory management, and consensus decision making.
- Experienced in recruitment, staffing, training, and development of employees.

### **Program/Service Development, Implementation, and Oversight**

- Experienced in implementing blueprint and evidence-based service delivery models.
- Administered in-home family support/preservation, youth transitional/independent living, counseling and therapy, home study, and therapeutic foster care programs and services.
- Demonstrated proficiency in family support/self-sufficiency principles and practices.
- Implemented behavior management, basic living skills, and crisis intervention services for residents with diagnoses of autism, mental retardation, and chronic mental illness in a group home environment and for adjudicated youth diagnosed with severe behavioral and emotional disorders in a lock-up residential setting.
- Integrated adults formerly placed in state institutions into community-based settings.

## PROFESSIONAL EXPERIENCE

- **Founder – Owner**, Collective Impact, LLC, Bridgeville, Pennsylvania, *September 2001 - present*.
- **Family Service System Reform Technical Assistant Consultant**, Center for Schools and Communities, Lemoyne, Pennsylvania, *January 1998 – September 2001*.
- **Vice-President & District Administrator**, Action Youth Care, Inc., Huntington, West Virginia, *July 1992 - June 1997*.
- **Direct Care Staff**, Autism Services Center, Huntington, West Virginia, *July 1990 – July 1992*.
- **Graduate Teaching Assistant**, Marshall University, Communication Studies Department, Huntington, West Virginia, *August 1990 - May 1992*.
- **Marketing Education Teacher & Cooperative Jobs Coordinator**, Martinsburg High School, Martinsburg, West Virginia, *July 1989 – July 1990*.
- **Cottage Counselor**, Barboursville School - Prestera Mental Health Center, Huntington, West Virginia, *August 1987 - July 1989*.

## ACADEMIC BACKGROUND

- **Master of Arts**, Communication Studies – Emphasis in Organizational and Intercultural Communication and Leadership, Marshall University, Huntington, West Virginia, *May 1992*.
- **Bachelor of Arts**, Education - Dual specializations in Marketing Education and Social Studies, minor in geography with a certification in Diversified Cooperative Training, Marshall University, Huntington, West Virginia, *May 1989*.

## LICENSES, CERTIFICATES, & PROFESSIONAL AFFILIATIONS

- West Virginia Community Development Network (CDN) member, *2006 - present*
- West Virginia Community Development Hub, Inc., Board member, *2006 - 2009*
- West Virginia Sustainable Communities Training Program (SCTP) alumnus, *2006 - 2007*
- Western Pennsylvania Partnership for Family Support (WPPFS) member, *2002 - 2007*
- Western Pennsylvania Alliance for Family Support member, *1998 - 2001*
- Western Pennsylvania Coalition for Children's Advocacy (CCA) member, *1998 - 2001*
- Western Pennsylvania Regional Children's Team member, *1998 - 2001*
- West Virginia Safe Choices - STD/HIV Prevention Trainer, *1993 - 1998*
- West Virginia Region II Children's Summit member, *1992 – 1998*
- West Virginia Social Work License, *1992 – 1998*
- West Virginia Teaching Certificate, *1989 – 1995*

Leslie S. Stone

Stone Strategies, LLC \* [leslie.stone4@frontier.com](mailto:leslie.stone4@frontier.com)\*

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## Resume

### Areas of Interest

- Group facilitation and community engagement
- Strategic thinking for results
- Team synergy

### Employment History

- Business owner, facilitator, planner, writer and presenter (2005-present)
- Senior Community Development Specialist, West Virginia Governor's Cabinet on Children and Families (1996-2005)
- Community Coordinator, Florence Crittenton Home and Services, West Virginia (1994-96)
- Family Resource Coordination Specialist, West Virginia Governor's Cabinet on Children and Families (1993-94)
- Administrator of Ancillary Services, Action Youth Care, Ripley, WV (1992-93)
- Behavior Disorders Specialist, Jackson County Schools, Ripley, WV (1986-91)
- Teacher of the Gifted, Montgomery County Schools, Mount Sterling, KY (1983-86)

### Facilitation Experience

- Strategic thinking and planning with nonprofit organizations, cross-system collaborative, groups, and state government agencies
- Community engagement through forums, discussion groups and task forces on a variety of public issues
- Discussion groups for program research and planning
- Conflict resolution with both single and multiple organizations
- Engaging parents, children and youth in discussions and decisions that affect their lives

## Teaching Experience

- Lectures, presentations and workshops to youth, public and professional audiences
- Summer Adjunct Faculty, Leadership in Community Development, Marshall University Graduate College, South Charleston, West Virginia
- Adjunct Faculty, Behavior Disorders, West Virginia College of Graduate Studies
- Behavior Disorders Specialist, public school, grades kindergarten – 12
- Teacher of the gifted, public school, grades 2-5

## Education and Honors

- Facilitator training from: International Association of Facilitators Conference; Peggy Stephens Hayden
- Certification: Multi-Party Mediation, Community Mediation Center, Harrisonburg, Virginia
- Certification: Basic Mediation, WV Center for Dispute Resolution
- Certification: Mathematics Education and Research, MATHCAPS, East Tennessee State University, Johnson City, Tennessee
- Certification: Behavior Disorders, WV College of Graduate Studies, Institute, West Virginia
- Certification: Gifted Education, Eastern Kentucky University, Richmond, Kentucky
- Certification: Kindergarten Education, Eastern Kentucky University, Richmond, Kentucky
- Master of Arts in Education: Eastern Kentucky University, Richmond, Kentucky
- Bachelor's Degree in Elementary Education (with distinction): Eastern Kentucky University, Richmond, Kentucky

## Selected Recent Group Facilitation, Planning and Community Engagement Work

Vision Shared West Virginia's Public Forums on The Education Efficiency Audit (2012)

West Virginia Governor's Regional Task Force Meetings on Substance Abuse (2011 and 2012)

West Virginia Asthma Coalition (2007)

Step By Step, Inc. (2010 and 2011)

West Virginia University School of Nursing (2009 and 2011)

Burke Street School Promise Neighborhood Project (2010)

West Virginia Farm2U Collaborative, Cultural Heritage Foods Project (2010)

## Selected Recent Organizational Development and Team Synergy Work

Mount Hope Heritage and Hope (2011)

Sisters of Saint Joseph Charitable Fund (2010 and 2011)

Kanawha Valley Community and Technical College Board of Directors (2011)

WV Foundation for Rape Information and Services Board of Directors (2011)

East Lincoln County Crime Watch (2010)

West Virginia Commission on National and Community Service – Volunteer WV (2005 – 2009)

## Detailed Experience

- Facilitated and co-designed the process for engaging and eliciting input from the business, education, family and community sectors through eight public forums across the state of West Virginia in response to Public Works, LLC's Education Efficiency Audit of West Virginia's Primary and Secondary Education System (2012)
- Co-facilitated and designed a public engagement and project development process with local volunteers in 6 regions covering West Virginia. The process led to community implemented solutions to address substance abuse in West Virginia as part of the Governor's Regional Substance Abuse Task Force Initiative. (2010- 2011)
- Designed and facilitated the process for the staff of West Virginia University's School of Nursing (100+) in the development of their strategic plan. (2009 and 2011)
- Designed and facilitated representatives of: state government agencies, the school system; the courts; nonprofit agencies; healthcare; and parents convened by Step by Step to voluntarily work together to address school attendance by generating options, and selecting and completing strategies to increase school attendance in Lincoln County West Virginia. (2010)
- Designed and facilitated a series of planning sessions with area volunteers to develop team operating principles and a plan to work with families in the Burke Street School neighborhood in Jefferson County, West Virginia to strengthen its young children's school success. The Promise Neighborhood Project was modeled on the U.S. Department of Education's Promise Neighborhoods program. (2010)
- Designed and facilitated team conflict mediation and resolution sessions for various nonprofit volunteer boards and staff (2010-2011)

- Designed, developed and conducted a training program for volunteers to serve as facilitators to community groups of volunteers to plan and hold local cooking competitions featuring local foods and local cultural as part of a cultural heritage and community development strategy. (2010)
- Provided community engagement support, planning, evaluation, policy and systems change information to community organizations as staff of the WV Governor's Cabinet on Children and Families, which advised the Governor on children's issues and worked with community organizations to develop local strategies to support families; facilitated the Governor and his Cabinet, the Families First Council and a task force that developed quality indicators for local Family Resource Networks. (1996-2005)
- Supervised, trained and supported over 40 staff in southern West Virginia in the delivery of family-centered, in-home family preservation services to families whose children were at risk of removal for abuse and neglect. Florence Crittenton Home and Services, Wheeling, West Virginia (1994-1996)
- Supervised and trained over 150 paraprofessional staff state-wide in the delivery of family-centered, behavior management services to foster parents of children with behavior disorders and parents whose children were at risk of removal for abuse and neglect. Action Youth Care, Ripley, West Virginia (1992-1993)
- Designed and delivered individualized behavioral and educational services to children and families. Worked with parents of children with behavior disorders to elicit their needs and interests related to child development and parenting. Informal instruction and interactions took place in: coffee shops; truck stops; living rooms; and front yards; on car hoods and railroad ties in rural West Virginia. Worked with the children, grades K-12 in a pull out program serving three elementary, one middle and one high school. Ripley, West Virginia, Jackson County Schools (1986-1992)
- Co-designed, secured funds to establish and taught an interactive, center-based classroom for gifted elementary students in Mount Sterling, Kentucky, Montgomery County Schools (1983-1986)

### **Selected Research, Writing and Major Presentations**

- *Mining for Gold: Capitalizing on Your Local Treasures - A Guide to Community Assessment and Engagement*– Wrote a guide to community asset mapping, engaging volunteers, to complete projects that build on local strengths and improve local communities. Farm2U, West Virginia (2012)

- *Creating Possibilities Forums: A How-To Manual* – Wrote a guide to engaging volunteers to: form teams, establish a common vision; and select and complete projects to improve their local communities. Counties4Development, West Virginia (2008)
- International Conference on Collaboration–Bristol, England – Presenter on the Pyramid of Care – supporting children and families to prevent expensive, intrusive, out-of-home care. (2001)
- Pyramid of Care – Wrote an article based on the content of the above presentation. The article appears in: *Understanding Collaboration: International Perspectives on Theory, Method and Practice* (2002)
- Southern Growth Policies Board (SGPB) – Biloxi, Mississippi – Presenter for SGPB’s innovation award to West Virginia’s Community Collaborative, Inc. (2003)
- The National Learning Circle on Collaboration and Decision Making to Support Families and Communities – Denver, Colorado – Participant in a research project to identify state structures and processes that support family involvement and collaborative systems change. (2003)
- *Evidence Along the Way* (Evaluating Complex Community-based Initiatives)– Participated as part of an evaluation team to refine and pilot the use participatory evaluation (engaging families in the design of tools and processes) to measure the success of family support centers in West Virginia, Colorado and North Carolina. Partner organizations included; The Aspen Institute; University of Illinois; Orelena Hawks Puckett Institute; Colorado Foundation for Children and Families; West Virginia Governor’s Cabinet on Children and Families; and Family Support America (2002-2003)
- *Nobody Asked Us: The WV Welfare Reform Listening Project* - Conducted research through one-on-one interviews with recipients of welfare as part of a state-wide project designed to inform welfare reform in West Virginia as part of ‘welfare to work’, the nation’s welfare reform effort. Rick Wilson, author (1999)
- Annual presentations on a variety of topics selected by West Virginia’s Commission on National and Community Service for volunteers including AmeriCorp and VISTA workers and others involved in voluntary service through community organizations (2004-2010)