

Profile

Which Boards would you like to apply for?

Housing Authority: Submitted

Please select your first Board preference: *

☒ Housing Authority

Please select your second Board preference: *

☒ Nursing Home Community Advisory Committee

Please select your third Board preference: *

☒ Commission for Women

Please select your fourth Board preference: *

☒ Domestic Violence Fatality Review Team

Please select your fifth Board preference: *

☒ Adult Care Home Community Advisory Committee

Please select your sixth Board preference: *

☒ Human Services Board

KameelahHSpence

First NameMiddle InitialLast Name

6041 Ricker Road

Street AddressSuite or Apt

RaleighNC27610

CityStatePostal Code

What district do you live in?

None Selected

Mobile: (305) 815-6216Business: (919) 814-4433

Primary PhoneAlternate Phone

kameelahbspence@gmail.com

Email Address

North Carolina State Health PlanCompliance Officer

EmployerJob Title

If you live in an Extraterritorial Jurisdiction Area, select Yes:

☐ Yes ☒ No

In order to assure countywide representation, please indicate your place of residence:

☒ Raleigh

Interests & Experiences

Why are you interested in serving on a Board or Commission?

As a new resident of Wake County, I feel it is my responsibility to actively contribute to my community through service. Serving on a Board of Commission would allow me to volunteer my time and skills to positively impact the residents of Wake County by influencing policy decisions and promoting transparency and accountability within the government.

Work Experience

North Carolina State Health Plan - Department of State Treasurer Compliance Officer June 2025 - Present Raleigh, NC Regional One Health Hospital Manager, Corporate Compliance March 2024 - May 2025 Memphis, TN Arkansas Blue Cross and Blue Shield Senior Regulatory Compliance Analyst November 2021 - March 2024 Remote Memphis-Shelby County Airport Authority Regulatory Compliance Program Administrator February 2019 - November 2021 Memphis, TN Gainesville Housing Authority Public Policy/Public Information Officer Gainesville, FL April 2017 - January 2019 University of North Florida Equal Opportunity and Diversity Coordinator Jacksonville, FL September 2016 - April 2017 University of Florida Privacy Analyst April 2014-September 2016 Gainesville, FL Agency for Health Care Administration Health Facility Evaluator II May 2013 - April 2014 Alachua, FL Senior Human Services Program Specialist April 2006-April 2012 Miami, FL Health Facility Evaluator I March 2004 - April 2006 Miami, FL

Volunteer Experience

•Risk Management Coordinator – Memphis Alumnae Chapter of Delta Sigma Theta Sorority, Incorporated (2024-2025) •Graduate, Scott Hawkins Leadership Institute, The Links, Incorporated (2023-2024) • Southern Regional Coordinator – Bennett College National Alumnae Association (2023-2025) • Co-Chairwoman, Episcopal Churchwomen (ECW) Emmanuel Episcopal Church (2023-2024) • Recording Secretary, Shelby County (TN) Chapter of The Links, Incorporated (2023-2025) • Co-Chair, National Trends and Services Facet, Shelby County (TN) Chapter of The Links, Incorporated (2019-2021) • Panel Participant, Airport Cooperative Research Program Project Panel 01-48, Assessing Airport Programs for Travelers with Disabilities and Older Adults (2019-2021) • Chair, Title VI Advisory Committee – Memphis Shelby County Airport Authority (2019-2021) • Certified Program Reviewer, The Links, Incorporated (2017-2019) • Recording Secretary, Gainesville (FL) Chapter of The Links, Incorporated (2017-2019) • Co-Chair, National Trends and Services Facet, Gainesville (FL) Chapter of The Links, Incorporated (2018-2019) • Chair, Fundraising Committee, Gainesville (FL) Chapter of The Links, Incorporated (2017-2019) • Chair, Alachua County Democratic Party Lawton Chiles Gala (2017) • Corresponding Secretary, Alachua County Democratic Party (2017-2019) • National Parliamentarian, Bennett College National Alumnae Association (2008-2010) • Member-at-Large Planning Council, Junior League of Miami (2008-2009) • President, Metropolitan Dade County Section of the National Council of Negro Women, Incorporated (2006-2008) • Vice President, Metropolitan Dade County Section of the National Council of Negro Women, Incorporated (2004-2006) • President, Miami Chapter of the Bennett College National Alumnae Association (2002-2005) • Recording Secretary, Metropolitan Dade County Section of the National Council of Negro Women, Incorporated (2001-2004)

Education

Nova Southeastern University - Nova Southeastern University—Shepard Broad College of Law (Fort Lauderdale, Florida) Master of Science in Health Law with a concentration in Risk Management July 2013 Bennett College for Women (Greensboro, North Carolina) Bachelor of Arts in Mass Communications May 2000

Comments

[Kameelah_Spence_Resume.pdf](#)

Upload a Resume

If you have another document you would like to attach to your application, you may upload it below:

Please upload a file

Demographics

Date of Birth

Gender *

☒ Female

Ethnicity *

☒ African American

Other

How did you become aware of Wake County volunteer opportunities?

☒ Other

If you selected "Other" above, how?

Commissioner Tara Waters

Please upload a file

ETHICS GUIDELINES FOR COUNTY ADVISORY BOARDS AND COMMISSIONS

By submitting this electronic application, if appointed, I pledge by my signature below that I have read and will comply with the ethics guidelines for advisory boards and commissions as adopted by the Wake County Board of Commissioners, found [here](#).

Kameelah H Spence

KAMEELAH SPENCE, MS, CCEP

6041 Ricker Road, Raleigh, NC 27610 • (305) 815 6216 • kameelahbspence@gmail.com • [linkedin.com/in/kameelahspence/](https://www.linkedin.com/in/kameelahspence/)

A strategic, results-focused leader who demonstrates organizational agility in translating business objectives into actionable compliance initiatives that promote performance, accountability, and engagement. An accomplished presenter with a strong record of building and leveraging positive relationships with peers, business partners, and employees.

CAREER HIGHLIGHTS

- **Established a “no error compliance universe”** at Arkansas Blue Cross and Blue Shield for the 2023 Center for Medicare & Medicaid Services (CMS) Program Audit.
- In the first three months of employment, **I developed a comprehensive Title VI/Americans with Disabilities Act (ADA) compliance program from the ground up** at the Memphis-Shelby County Airport Authority (MSCAA). This involved chairing the Civil Rights Compliance Committee, creating a quarterly compliance monitoring checklist, and establishing an award-winning training program, the program was recognized by the Memphis Center for Independent Living for its contribution to making Memphis a more accessible place for everyone, and MSCAA was named Partner of the Year for 2019.
- **Managed the seamless relocation process** for the Gainesville Housing Authority (GHA) residents during phase one of the redevelopment project, successfully relocating all 100 residents within 30 days.
- Led the successful **integration of the IT Risk Assessment Management System** at the University of Florida (UF), **achieving a 97% compliance rate** among the UF workforce.

PROFESSIONAL EXPERIENCE

NORTH CAROLINA STATE HEALTH PLAN, Raleigh, NC

Compliance Officer

June 2025 - Present

- Monitor changes in laws and regulations affecting the Department and/or its vendors. Respond to all HIPAA Privacy and Security questions and issues.
- Conduct an assessment and gap analysis annually and lead the Department's plan to correct any areas of potential non-compliance or otherwise remediate any gaps in compliance.
- Develop, review, and revise privacy and security policies and procedures, including the Department's HIPAA manual.
- Develop training for new hires and employees. Report breaches as required under the Department's policies and procedures and federal law. Provide consultation and expertise on HIPAA Privacy and Security.

REGIONAL ONE HEALTH (ROH), Memphis, TN

Manager, Corporate Compliance

Mar 2024 to May 2025

- Spearhead and implement strategic compliance initiatives, driving the development and execution of comprehensive compliance plans that support the growth and success of a dynamic hospital. Led the biannual review of the Code of Conduct
- Monitor and assess the organization's compliance with applicable laws, regulations and requirements. Serve as subject matter expert (SME) for the No Surprises Act. Conduct gap analyses and create corrective action plans for instances of non-compliance.
- Review business associate agreements, data use agreements, and non-disclosure agreements.
- Conduct investigations of alleged Title VI and the Health Insurance Portability and Accountability Act (HIPAA) Privacy violations, consulting with human resources and legal counsel as needed to ensure fair and appropriate resolution of issues.
- Collaborate with senior leadership to support proper reporting of violations to enforcement agencies as appropriate.
- Develop internal training programs to ensure compliance with regulatory requirements. Create and distribute comprehensive training materials for employee compliance and development sessions, ensuring staff are well-informed and trained on essential policies and procedures.

ARKANSAS BLUE CROSS AND BLUE SHIELD (ABCBS), Little Rock, AR

Senior Regulatory Compliance Analyst

Nov 2021 to Mar 2024

- Provided oversight, delegation and prioritization of compliance tasks and monitoring compliance inquiries from CMS.
- Conducted risk assessments and identified potential non-compliance vulnerabilities and made practical business recommendations to correct non-compliance or improve insufficient processes. Acted as a liaison with third-party compliance vendors and investigated compliance issues. Developed and updated Standard Operating Procedures (SOP), reviewed processes and educated stakeholders on the SOPs. Assigned and monitored Health Plan Management System (HPMS) memos to the business owner for implementation.
- Administered the auditing and monitoring operations of the Medicare Advantage Compliance Program, Compliance Oversight Activities (COA), CMS Program Audit, Data Validation Audit, Marketing guidelines, Fraud, Waste and Abuse Plan across the enterprise.

MEMPHIS-SHELBY COUNTY AIRPORT AUTHORITY(MSCAA), Memphis, TN

Regulatory Compliance Program Administrator

Feb 2019 to Nov 2021

- Led the development and direction of the airport authority's regulatory compliance program.
- Served as the Title VI Coordinator, ensuring compliance with civil rights regulations. Acted as the ADA Coordinator, promoting an inclusive environment and meeting the requirements of the Americans with Disabilities Act.

- Oversaw projects related to the Disadvantaged Business Enterprise (DBE) program, which promotes diversity and opportunities in contracting. Conducted thorough risk assessments to identify areas needing improvement and to highlight any compliance gaps.
- Created training manuals and resources for the workforce to improve understanding and implementation of compliance measures.

GAINESVILLE HOUSING AUTHORITY(GHA), Gainesville, FL
Public Policy/Public Information Officer

Apr 2017 to Jan 2019

- Worked closely with the CEO to build relationships with local and state government officials on legislative priorities.
- Monitored relevant housing legislation and provided comprehensive briefings to the Executive Director and Board of Directors on industry trends and regulatory issues.
- Evaluated community housing needs and created strategies for effective solutions. Drafted initial testimony letters and public comments to influence policy decisions.

UNIVERSITY OF NORTH FLORIDA (UNF), Jacksonville, FL
Equal Opportunity and Diversity Coordinator

Sept 2016 to Apr 2017

- Conducted formal investigations into Equal Opportunity (EEO), following the guidelines established by the Florida Commission on Human Relations (FCHR), Office for Civil Rights (OCR), and Title IX.
- Facilitated the informal resolution of EEO inquiries, ensuring compliance with university policies while maintaining a fair and transparent process. Developed and executed the affirmative action plan (AAP) to enhance diversity and inclusion within the organization.

UNIVERSITY OF FLORIDA (UF), Gainesville, FL
Privacy Analyst

Apr 2014 to Sept 2016

- Conducted formal investigations related to the Family Educational Rights and Privacy Act (FERPA), HIPAA, and university privacy and security incidents, ensuring accurate documentation in the incident database. Oversaw all Breach Notification activities to ensure timely and effective communication with all affected parties. Acted as the primary contact for the UF integrated Risk Management System approval process.
- Collaborated with the Chief Privacy Officer to recommend disciplinary actions against employees of the University of Florida (UF) or its affiliated entities who violated privacy or security policies. Oversaw the release of Protected Health Information (PHI), ensuring that subpoenas were processed and certified correctly. Performed internal audits to assess compliance and managed the record retention process to ensure adherence to legal and regulatory requirements. Developed internal training programs to ensure compliance with regulatory requirements.

AGENCY FOR HEALTH CARE ADMINISTRATION (AHCA), Alachua, FL
Health Facility Evaluator II (Surveyor)

May 2013 to Apr 2014

- Supervised and conducted inspections, surveys, and evaluations of health facilities to ensure compliance with licensing, certification, and life safety requirements according to CMS, state and federal laws.
- Investigated allegations of abuse, neglect, exploitation, and discrimination involving residents, patients, and staff. Monitored corrective action plans (CAP) for sanctions imposed due to non-compliance with staff requirements and facility violations.

AGENCY FOR HEALTH CARE ADMINISTRATION (AHCA), Miami, FL
Senior Human Services Program Specialist

Apr 2006 to Apr 2012

- Planned and implemented training for providers on the Title XIX Medicaid State Plan, the CHIP Plan, and the regulations under the Florida Administrative Code.
- Conducted audits of Medicaid Durable Medical Equipment (DME) providers to ensure compliance with billing practices and to identify fraud, waste, and abuse.

Health Facility Evaluator I (Surveyor)

Mar 2004 to Apr 2006

- Conducted on-site surveys and audits of healthcare facilities and programs to ensure compliance with Medicaid, federal, state licensure, and certification requirements.
- Investigated allegations of abuse, neglect, exploitation, and discrimination involving residents, patients, and staff. Monitored corrective action plans (CAP) for sanctions imposed due to non-compliance with staff requirements and facility violations.

EDUCATION

Master of Science (MS) in Health Law • Nova Southeastern University • Fort Lauderdale, FL
Bachelor of Art (BA) in Mass Communications • Bennett College • Greensboro, NC

CERTIFICATION

Certified Compliance and Ethics Professional (CCEP) • 01/06/2017-01/31/2027 (Active)

TECHNICAL EXPERTISE

Microsoft Office Suite | Microsoft Teams | Zoom | Google Meet | EPIC EHR | Cerner EHR | Adobe Acrobat DC