

**Profile**

**Which Boards would you like to apply for?**

Nursing Home Community Advisory Committee: Submitted

**Please select your first Board preference: \***

Nursing Home Community Advisory Committee

**Please select your second Board preference: \***

Commission for Women

**Please select your third Board preference: \***

Domestic Violence Fatality Review Team

**Please select your fourth Board preference: \***

Fire Commission

**Please select your fifth Board preference: \***

GoTriangle Board of Trustees

**Please select your sixth Board preference: \***

WakeMed Hospital Board of Directors

Melissa  
First Name

Colin  
Middle Initial

Colin  
Last Name

2208 Sapello Court  
Street Address

21  
Suite or Apt

Raleigh  
City

NC  
State

27604  
Postal Code

**What district do you live in?**

None Selected

Mobile: (919) 622-9185  
Primary Phone

Mobile: (919) 622-9185  
Alternate Phone

countessthree@gmail.com  
Email Address

Wake County Schools  
Employer

Teacher  
Job 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

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## Interests & Experiences

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

I am interested in serving on a Board or Commissions because I would like to enhance my community and make it a safe place for our community and children.

## Work Experience

Wake County Schools- 2006-Present SMART Academy-Communities in Schools-2003-2017 Norwalk Public Schools-1996-2006

## Volunteer Experience

Polished Girls Mentor, organized events to assist teenage girls with setting goals and empowering them to become strong empowered women Table Topics Speaking Contest Participant JDRF Diabetes Foundation

## Education

Masters in Educational Administration, University of Scranton, Scranton, PA-2015 Masters in Elementary Education, University of New Haven, West Haven, CT-1994 Bachelors of Arts, Sociology, University of Connecticut, Storrs, CT-1993 North Carolina Principal License (K-12) • North Carolina Elementary Education Certification (K-6) • North Carolina Reading Certification (K-12)

## Comments

[MCR18.doc](#)

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

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## Demographics

  
Date of Birth

Gender \*

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Female

Ethnicity \*

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African American

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**Other**

How did you become aware of Wake County volunteer opportunities?

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County Website

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If you selected "Other" above, how?

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Please upload a file

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## **ETHICS GUIDELINES FOR COUNTY ADVISORY BOARDS AND COMMISSIONS**

### 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 which are found at the link below.

<http://www.wakegov.com/commissions/Documents/CodeofEthics.pdf>

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# Melissa Colin

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## **Professional Profile**

- Coaching, speaking and leadership training certification
- Proven leadership and organizational abilities
- Able to lead others in school achievement
- Knowledgeable of current education trends
- Compile and update current data for student achievement
- Excellent written and verbal communication skills
- Through prior experience and Master level study-developed extensive knowledge of teaching and administrative practice used to educate children from diverse backgrounds of culture, language, education attainment, and physical/emotional needs

## **Internships Career Related**

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### **Administrative Intern-Durant Road Middle School 2015**

- Coordinated and implemented plan to help decrease discipline referrals among minority students
- Led a group of at-risk students to improve academic and behavior growth
- Effective decision making abilities in analyzing problems and identifying alternative solutions
- Contributed to the social and academic tone of the school through consistent demonstration of professionalism and enthusiasm of the school community; upheld a commitment to education excellence, establishing and promoting an atmosphere of mutual respect and trust
- Performed daily administrative duties through observation and action; morning and afternoon dismissal, classroom walk-throughs, school discipline and academic curriculum

### **Administrative Intern- Jeffreys Grove Magnet Elementary, Raleigh, NC 2014**

- Demonstrated effective administrative, organizational and instructional leadership
- Interviewed potential teaching and support staff
- Developed professional development schedule for teacher work days
- Collaborated with administrative team to achieve goals as outlined in School Improvement Plan
- Analyzed student achievement data to execute academic plans and interventions
- Employed knowledge of Wake County Public Schools policies and procedures.

## **Teaching Experience**

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Classroom Teacher, Wake County Schools  
2006-present

*Wake County Public Schools, Raleigh, NC*

**Aug. 2006-**

**Present**  
Teacher

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- Leadership Team Member
- Grade Level Chair Leader
- Elementary Math Teacher of the Year Nominee
- Managed School Wide Math Goals for school improvement plan
- Coordinate and consult school personnel, parents and students pertaining to education and behavioral management problems and alternative problem solutions.
- Effective instructional leadership
- Organized math night to support school improvement plan
- Developed and implemented comprehensive curricula
- Supervised student teacher and Mentored Beginning Teachers
- Successfully led a team of teachers as grade level chair
- Organized outside volunteers for at risk students
- Piloted EL Education Curriculum

**Communities in Schools**, Raleigh, NC

**Nov. 2013-**

**August 2017**

**S.M.A.R.T. Academy**

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- Provided student centered environment
- Provided instruction for elementary Wake County students
- Implemented Project Based learning and small group instruction to assist Wake County students in academic achievement.

**Teaching Experience, Classroom Teacher, Norwalk Public Schools**  
**1996-2006**

- Experienced in teaching first, second and fourth grades
- Summer School Lead Teacher
- Early Reading Success Summer School
- A.C.H.I.E.V.E- After School Power Hour Reading
- Planned and managed curriculum as a first, second and fourth grade teacher

**EDUCATION**

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- Masters in Educational Administration, University of Scranton, Scranton, PA  
2015
- Masters in Elementary Education, University of New Haven, West Haven, CT  
1994
- Bachelors of Arts, Sociology, University of Connecticut, Storrs, CT  
1993
- North Carolina Principal License (K-12)
- North Carolina Elementary Education Certification (K-6)
- North Carolina Reading Certification (K-12)

## **CERTIFICATION**

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- Certified John C. Maxwell coach, teacher, trainer, and speaker

## **Leadership Development**

- Polished Girls Mentor, organized events to assist teenage girls with setting goals and empowering them to become strong empowered women
- Table Topics Contest Participant
- JDRF Diabetes Foundation

**Profile**

**Which Boards would you like to apply for?**

Adult Care Home Community Advisory Committee: Appointed  
Nursing Home Community Advisory Committee: Submitted  
United Arts Grants Panels: Submitted  
Domestic Violence Fatality Review Team: Submitted  
Juvenile Crime Prevention Council: Submitted  
Human Services Board: Submitted

**Please select your first Board preference: \***

Human Services Board

**Please select your second Board preference: \***

Juvenile Crime Prevention Council

**Please select your third Board preference: \***

Domestic Violence Fatality Review Team

**Please select your fourth Board preference: \***

United Arts Grants Panels

**Please select your fifth Board preference: \***

Criminal Justice Partnership Advisory Board

**Please select your sixth Board preference: \***

Adult Care Home Community Advisory Committee

Phyllis

First Name

B

Middle Initial

Fulton

Last Name

1801 Lisburn Court

Street Address

Suite or Apt

Garner

City

NC

State

27529

Postal Code

**What district do you live in?**

District 2

Home: (919) 772-2617

Primary Phone

Home: (919) 630-0817

Alternate Phone

pmbpfef@aol.com

Email Address

Retired

Employer

Retired

Job Title

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

Yes  No

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

Garner

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## Interests & Experiences

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

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I retired from North Carolina DHHS with several years of services to families in need of protective services and services to assure the community's well-being. I am very interested in being appointed to the Wake County Community Child Protection Team (CCPT) G.S. 7B 1409, in addition to the above listed boards and commissions.

## Work Experience

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Licensed Master Social Worker with experience in all levels of social services on the county~ state and national level. Retired from the NC Division of Social Services in 2013. Prior to retirement~ I was coordinator of the state wide Community ...

## Volunteer Experience

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President of Garner High School PTSA and Platen elementary school in Frankfurt Germany. Secretary of local chapter of university alumni association. Member of Community Advocacy Committee Organized conferences~ reunions~ etc....

## Education

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High School graduate - PW Moore High School - 1965 NC A&T BS Degree in Social Services 1969 University of Northern Colorado - MA Psychology - 1980 Continuous training in social services areas...

## Comments

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Hobbies~ bowling~ developing MS Power Pint programs~ social planning. Married 47 years to military retiree. Two adult daughters.

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Upload a Resume

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

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Please upload a file



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## Demographics



Date of Birth

### Gender \*

Female

### Ethnicity \*

African American

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## Other

### How did you become aware of Wake County volunteer opportunities?

County Website

\_\_\_\_\_  
If you selected "Other" above, how?

\_\_\_\_\_  
Please upload a file

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## ETHICS GUIDELINES FOR COUNTY ADVISORY BOARDS AND COMMISSIONS

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**Profile**

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**Please select your first Board preference: \***

Nursing Home Community Advisory Committee

**Please select your second Board preference: \***

Adult Care Home Community Advisory Committee

**Please select your third Board preference: \***

Commission for Women

**Please select your fourth Board preference: \***

City of Raleigh Housing Appeals Board

**Please select your fifth Board preference: \***

Housing Authority

**Please select your sixth Board preference: \***

Wake County Steering Committee on Affordable Housing

Anita  
First Name

Middle Initial

Little  
Last Name

3008 Wild Iris Drive  
Street Address

Suite or Apt

Zebulon  
City

NC  
State

27597  
Postal Code

**What district do you live in?**

None Selected

Home: (919) 437-5106  
Primary Phone

Home: (919) 437-5106  
Alternate Phone

litleanita6676@gmail.com  
Email Address

Wake County Human Services  
Employer

Adult Guardian Representative  
Job 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:

Zebulon

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## Interests & Experiences

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

Serving on a board will help me connect with my community. Serving on a board will also broaden my perspective on many issues that I have learned in past employment and I have yet to learn in terms of both content areas and how an organization functions. I will be afforded the opportunity to gain different skill sets that I can develop and apply in my professional career.

## Work Experience

September 2016 - Present Wake County Human Services Senior Practitioner, Guardian Representative  
June 2015 – September 2016 Wake County Human Services, Social Worker  
September 2013 – June 2015 Beaufort County Department of Social Services, Social Worker III  
November 2012 – September 2013 Greenville Community Shelter, Emergency Shelter Case Manager  
October 2011 – November 2012 Wayne County DSS, Adult Services Social Worker II  
April 2008 – October 2011 Maury Correctional Institution, Medical Records Assistant III  
January 2011 – May 2011 Pitt Juvenile Detention Center, Youth Technician  
February 2009 – January 2010 Bridges of Hope, Paraprofessional  
January 2007 – July 2007 Cascade Behavioral Therapy, Associate Professional  
November 2001 – May 2007 East Carolina University, Grand Rounds Coordinator  
August 1999 – November 2001 Pitt Community College, Administrative Office Assistant

## Volunteer Experience

Assisted Living Facility in Greenville NC in early 2000's

## Education

2003 – 2011 East Carolina University, Greenville, North Carolina Baccalaureate of Social Work  
1999 – 2001 Pitt Community College Greenville, North Carolina Associates Degree -Office Systems Technology.

## Comments

I am very interested in becoming a member of the Nursing Home Community Advisory Committee or The Adult Care Home Advisory Committee.

[Resume.doc](#)

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

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## Demographics



Date of Birth

### Gender \*

Female

### Ethnicity \*

African American

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## Other

### How did you become aware of Wake County volunteer opportunities?

Other

### A previous supervisor

If you selected "Other" above, how?

Please upload a file

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## ETHICS GUIDELINES FOR COUNTY ADVISORY BOARDS AND COMMISSIONS

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<http://www.wakegov.com/commissions/Documents/CodeofEthics.pdf>

3008 Wild Iris Drive  
Zebulon, NC 27597  
Cellular: (919)437-5106  
Email: [littleanita@yahoo.com](mailto:littleanita@yahoo.com)

# Anita Little

## ***Education:***

2003 – 2011 East Carolina University, Greenville, North Carolina  
Baccalaureate of Social Work  
1999 – 2001 Pitt Community College Greenville, North Carolina  
Associates Degree -Office Systems Technology.

***Career Readiness Certification (Silver)*** – June 2011 Pitt Community College

## ***Professional Committees***

Present Active Member National Association of Social Workers  
2013 – 2015 Beaufort County Regional Housing Committee  
2012 – 2013 Greenville Community Shelter Advisory Board Committee  
2012 – 2013 Rapid Re-Housing Committee  
2012 – 2013 Pitt County Regional Housing Committee  
2012 – 2013 Project Homeless Connect Committee

## ***Professional Trainings***

03/2018	Supporting Participants with Complex Behavioral Health Needs
03/2018	Palliative and Hospice Care for Adults with Disabilities
03/2018	Severe and Persistent Mental Illness
02/2018	Serving Adults with Disabilities on the Autism Spectrum
02/2018	Improving Accessibility in Provider Settings
02/2018	Effective Social Work Practice
05/2017	Ending Homelessness
02/2017	Mental Health First Aide
01/2017	Guardianship: Decision Making
10/2016	Guardianship: A Systematic Approach
07/2016	Child Family Treatment Meeting 01 and 02
03/2016	Managing Client's Expectations
03/2016	Cross Cultural Issues in Integrated Health: A SW Perspective
02/2016	The Older Addicted Adult: A Social Perspective on Effective Treatment Tools, Approaches, Practices & Interventions
02/2016	LHPS In-Service
01/2016	Diabetes In-Service
01/2015	Supervision Workshop for Field Instructors and Task Supervisors

11/2014	Money Matters: Foster Care Basics
11/2014	Train-the-Trainer for Becoming a Therapeutic Foster Parent
10/2014	Intro. To the Monthly Foster Care Contract Record
09/2014	Adult Protective Services Module I & II
08/2014	Meth Training: What Social Workers Need to Know
07/2014	Medicaid Administrative Claiming
06/2014	Working with Difficult Clients
06/2014	Fire Safety
06/2014	FEMA Training
04/2014	State/County Special Assistance In-Home Program
09/2013	Compass Pilot Training
04/2013	SOAR Training
01/2013	CHIN Training
05/2012	Natural Disaster County Red Cross Training
03/2012	State/County Special Assistance Program
03/2012	Adult Protective Services Module I & II
02/2012	Effective Social Work Practice in Adult Services (CORE)
01/2012	At Risk Case Management
	Adult Care Home Case Management
	Working With DSS Clients Who Have Serious Mental Illness
02/2012	Effective Social Work Practice in Adult Services
12/2011	Person Centered Assessment and Service Plan Training
11/2010	CPR & First Aid
02/2009	North Carolina Interventions Part A, Crisis Response, Blood Borne Pathogens, CSS, Medication Administration, North Carolina Interventions Part B, 1 <sup>st</sup> Aid
03/2009	Seizure Protocol
11/2008	OPUS
02/2007	CPRSTAT: Crises Response: How to Respond during a Crises
02/2007	CPRSTAT: NCI Interventions – Prevention and Alternatives
02/2007	CPRSTAT: NCI Interventions – Core & Training
02/2007	CPRSTAT: Community Supports Service Definition Training
02/2007	CPRSTAT: Essential Lifestyle Planning: Person Centered Thinking
02/2007	CPRSTAT: Community Supports Documentation Training
05/2003	NC Human Resources Administrative Certification Program

\*Additional Trainings Provided by North Carolina Department of Prisons can be submitted per request\*

### ***ECU Faculty Training Seminars***

10/2006	PORT Shopping Cart
12/2005	PORT Purchasing Cart
11/2005	Banner 102
10/2005	Banner 101
07/2005	Purchase Order Training

06/2002  
07/2002

Hazard Communication  
Purchase Order Training

## **EXPERIENCE**

**September 2016 - Present Wake County Human Services Senior Practitioner, Guardian Representative** Surrogate decision maker for incompetent adults. Ensure ongoing and consistent public services are activated without lapse to include Food and Nutrition Benefits, Medicaid, Housing (homeless shelter), Disability Services, medical, and mental health services. Provide consent for services to act in best interest of ward. Submit Letters of Authorization to desired services. Establish rapport with positive natural supports. Facilitate transportation and alternate transportation for wards. Attend treatment meetings in the community. Prepare and file Involuntary Commitment order to the magistrate as needed. Meet and communicate with psychiatric team in state psychiatric hospitals and acute behavioral care units. Attend court for adjudication of incompetence hearing. Provide testimony in restoration of rights hearings. Advocate for restoration of rights if appropriate for ward. Submit request for payments to accounting department. Monitor trust accounts to ensure ward's account stay within social security income limits. Maintain weekly after hours on call telephone. Participate in mandatory, required duty phone days. Provide consents on behalf of other Wake County Guardian Representatives as appropriate. Discuss DNR with physicians before surgeries of wards. Punctually submit monthly reports. Complete quarterly reports, Status reports as required.

### **June 2015 – September 2016 Wake County Human Services, Social Worker**

Conduct Adult Protective Services courtesy visit to establish the need for services or to determine disabilities. Established and maintained Special Assistance In Home services for clients. Assess and re-assess the service needs of disabled adults. Conduct medication compliancy checks as needed as an activity for MAC service. Contact primary care provider to discuss medical appointments as needed. Develop Adult and Family Service Plan to establish realistic goals for client. Act as liaison between Medicaid department and client. Assist clients in locating and contacting providers and programs. Ongoing case management provided to Adult Protective Service clients in need of case management. APS Intake. Targeted Housing Point of Contact for Wake County DHHS. Provide referrals to appropriate housing communities in Targeted Program. Assist client with application process for housing with Targeted Program. Transport client to communities. Assist client with packing and moving. Provide supportive services to client by completing Food and Nutrition applications on behalf of client, and Medicaid applications. Obtain necessary documentation from client to submit.

### **September 2013 – June 2015 Beaufort County Department of Social Services, Social Worker III**

Provided case management to Adult clients in the Special Assistance In Home program. Adult Protective Services Social Worker. Maintained Adult Protective Services on-call services for weekly intervals every four months. Targeted Housing coordinator. Attended State Hearings and testify for SAIH program re-admittance for clients. Assess and reassess the service needs of adult clients. Referred clients with HIV/AIDS to community based programs

to assist with needs. Developed a service plan to meet the service needs of clients. Assisted clients in locating and contacting providers and programs for needed services. Coordinated delivery of services when multiple providers or programs are involved in care provision. Monitored services to ensure that they are received, adequate to meet the client's needs, and consistent with quality care. Reviewed the assessment findings and any supporting documentation supplied by the adult care home as referral documents. Observed clients while visiting homes. Acted as Representative Payee and or refer clients to Eastern Payee Services. Completed SOARS application for disability claims. Completed Bookkeeper requests in Compass Pilot for payments to Payee clients and Social Support Aides. Staffed weekly with supervisor on active cases. Communicated with other services in agency pertaining to client.

**November 2012 – September 2013 Greenville Community Shelter, Emergency Shelter Case Manager**

Provide wrap around case management services to clients. Complete psychosocial assessment on all new residents at a prescribed time. Assist with the development of an individualized service plan with residents. Update client database (CHIN) regularly with client information and progress. Maintain thoroughly documented, updated, and well organized files, completing all documentation in a timely manner. Coordinate and/or provide transportation for clients and resident services. Log daily documentation of resident's behavior, incidents, complaints, etc. in the Log Book to be communicated to shift supervisors. Follow up with and provide discipline to clients out of program compliance under the supervision of Executive Director. Participate in weekly case management meetings and attend staff trainings as required. Actively participate in meetings as delegated by the Executive Director. Maintain current knowledge of and working relationships with community resources and social service providers. Transport clients to appointments as necessary. Advocate for clients for housing programs, medical insurance, and other attributes to empower them to become self-sufficient. Retrieve medication from local clinics for residents. Communicate different needs and wants of clients through PRC as needed. Conduct random drug testing. Receive clothing donations as needed from the general public. Distribute clothing to residents as needed. Assemble care kits as needed for active residents. Retrieve medication from pharmacy as needed. Contact local schools to determine enrollment for children living in shelter. Enroll children in Boys and Girls club during summer months. Distribute bus tickets daily.

**October 2011 – November 2012 Wayne County DSS, Adult Services Social Worker II**

Guardianship social worker. Prepare Incompetence Petition, Guardianship Petition, file with Clerk of Court. Attend adjudication of incompetence proceeding. Explored alternatives to guardianship with guardianship supervisor. Discussed most appropriate residence for ward. Obtain copies of any other documents from other sources, such as nursing notes or hospital records. After initial appointment of guardianship, schedule a meeting with designated supportive systems to include medical providers, family members, and community supports to establish care plan for ward. Attend treatment team meetings. Prepared request for bond coverage or removal from bond and submitted original copy to Director of DSS, while maintaining a copy in ward's record. Complete the status reports and certificate of receipt of status report. Utilize critical thinking when exploring a Do Not Resuscitate Order. Observe clients while visiting facilities. Complete Unclaimed Bodies service. Prepare check



requisitions and purchase orders for Payees and Wards of state. Representative Payee. Completed payee reports yearly. Enhanced Care and Special Assistance Social Worker. Assess and reassess the service needs of adult clients. Develop a service plan to meet the service needs of clients. Assist clients in locating and contacting providers and programs for needed services. Coordinate delivery of services when multiple providers or programs are involved in care provision. Monitor services to ensure that they are received, adequate to meet the client's needs, and consistent with quality care. Visited Adult Care Homes to ensure ADLS and IADLs are appropriately attended. Review the assessment findings and any supporting documentation supplied by the adult care home as referral documents.

**April 2008 – October 2011 Maury Correctional Institution, Medical Records Assistant III**

Supervised inmates while they are working completing janitorial duties, mechanic duties, and floor maintenance. Maintained medical files and confidential forms. Delivered specimen samples to local hospital. Assisted support for Medical Provider, PA, and nursing staff. Also, provide assistance to the medical records supervisor which includes but is not limited to generating the monthly Pulheat list, preparing packet for inmates' external appointments and transfers. Retrieved charts as requested by staff. Purged medical records and mail charts to central storage unit. Entered encounters in OPUS daily. Assisted with taking minutes in shift report. Distributed prescription eyeglasses to inmates. Ordered various medical forms to ensure adequate supply for immediate use in the workroom. Maintained medication inventory weekly. Printed updated chronic disease roster for distribution in a timely manner. Entered X-Ray and EKG requests in OPUS for generated authorization number. Escorted external visitors throughout institution. Utilized PA system and two-way radio.

**January 2011 – May 2011 Pitt Juvenile Detention Center, Youth Technician**

Co-facilitated group sessions with the mental health provider. Assisted the youth to develop strategies for change and development. Provided educational assistance to academically disadvantaged youth during instructional time. Monitored youth's routine activities from control room. Interacted with youth court counselors to retain case information. Entered detention stay information in NC-JOIN daily. Verified medical log book information. Merged yearly files in overflow workroom. Dressed youth out for appointments, entrance, and exit into the building.

**February 2009 – January 2010 Bridges of Hope, Paraprofessional**

Provided counseling to dual-diagnosed adult clients. Referred clients to goal specific community services. Advocated for clients for services needed to maintain a healthy lifestyle. Assisted clients with developing goals for treatment plan. Composed therapeutic notes in Medical Notes Online daily. Prepared and completed different applications and forms on behalf of client. Identified and strategically created activities to incorporate into weekly lesson plans. Monitored clients while in community participating in activities. Enabled client by role modeling. Encouraged client to become self-sufficient by providing reference information.

**January 2008 – April 2008 NACCO, Warranty Insurance Claims Representative**

Calculated drayage to equal amount requested for insurance claims. Entered warranty insurance claims information to provide for warranty claims manager. Batched work orders with corresponding audit claims. Accurately approved, denied, and filed claims accordingly. Separated vanilla FPIs and authorization stacks. Denied claims with insufficient information. Entered message in AS-400 system for dealer's to response.

**January 2007 – July 2007 Cascade Behavioral Therapy, Associate Professional**

Assisted dual diagnosed adolescent and adult clients with accomplishing goals as defined on Person Centered Plan. Maintained rapport with immediate family members. Facilitated monthly treatment groups with client and family. Provided direct supervision to clients while in community. Referred adult clients to AA meetings and other local services without fee association. Advocated for clients to retain public services and establish new public services. Implemented positive interaction with clients.

**November 2001 – May 2007 East Carolina University, Grand Rounds Coordinator**

Referred psychiatric patients to appropriate units. Prepared and processed vacation, limited check requests, purchase orders, and honorariums. Scheduled physicians to present to Grand Rounds. Completed Department of Social Services forms for patients. Complied with rules and regulations regarding the Privacy Act. Acted as Department Safety Representative. Liaison for Consult Data Analyst director, psychiatry residents and attending physicians.

**August 1999 – November 2001 Pitt Community College, Administrative Office Assistant**

Provided administrative, secretarial, and clerical support to the Lead Secretary of the NC Basic Skills Program. Proctored state assigned testing sites. Maintained daily rosters. Advised students on programs offered. Copied material for instructors. Operated fax machines, and multi-line phones. Verified instructor employment files to ensure compliance with SACS requirements. Mailed incoming and outgoing mail. Created faith based fliers promoting GED program.

**May 2001 – August 2001 Pitt Community College, Facilities Schedule Officer**

Planned semester class schedules in UNIX. Schedule classrooms and conference rooms for internal and external groups. Corresponded with Information Technology Director daily for system update. Entered exam schedules in UNIX. Updated classroom descriptions in Datatel System. (part-time in absence of staff on leave)

**March 2000 – August 2000 Administrative Office Clerk, Bureau of the Census**

Worked in payroll department performing various tasks such as: data entry, auditing, telephone messaging, and research. Created new hire packets for employees. Trained new employees as needed. Assembled notebooks for enumerators and trainers. Distributed employees' data to appropriate management personnel.

**Computer Skills:** Outlook 2016, Proficiency with Compass Pilot & Co-Pilot, Zixmail, Daysheet, UNIX, Whereabouts, WIRM Portal, State Network, AS400, NC-JOIN, OPUS, Excel, PamsAdam, PADE, SUN, Corel SUITE 9, Microsoft 7, 2003, 2000, Wordperfect, WordPad, Outlook, Internet Explorer, and Groupwise.

**Professional References**

Glenda Reed, Adult Guardianship Supervisor

**Wake County Human Services**

220 Swinburne Road

Raleigh, NC 27601

(919) 212-7509

Catherine Goldman, Adult and Community Services Supervisor

**Wake County Human Services**

220 Swinburne Road

Raleigh, NC 27601

(919) 250-3835

Human Resources

**Beaufort County DSS**

632 W. 5<sup>th</sup> Street

Washington, NC 27889

(252) 975-5500

Kimberly Dupree, HSC

**Pitt Juvenile Detention Center**

451 West Belvoir Road

Greenville, NC 27858

(252) 830-6590

**Profile**

**Which Boards would you like to apply for?**

Nursing Home Community Advisory Committee: Submitted

**Please select your first Board preference: \***

Nursing Home Community Advisory Committee

**Please select your second Board preference: \***

Nursing Home Community Advisory Committee

**Please select your third Board preference: \***

Nursing Home Community Advisory Committee

**Please select your fourth Board preference: \***

Adult Care Home Community Advisory Committee

**Please select your fifth Board preference: \***

Adult Care Home Community Advisory Committee

**Please select your sixth Board preference: \***

Adult Care Home Community Advisory Committee

Meryl  
First Name

Middle Initial

Ruda  
Last Name

7102 Plumleaf Rd Apt 228  
Street Address

Suite or Apt

Raleigh  
City

NC  
State

27613  
Postal Code

**What district do you live in?**

District 7

Mobile: (954) 461-0190  
Primary Phone

Mobile: (954) 461-0190  
Alternate Phone

mdonna1011@aol.com  
Email Address

sunrise senior living  
Employer

activities assistant  
Job 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

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## Interests & Experiences

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

Caregiver and patient advocate

## Work Experience

30 years in health care

## Volunteer Experience

Alzheimers NC

## Education

Wake Tech Activity coordinator Masters in health Care administration

## Comments

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[Meryl\\_Ruda\\_resume\\_rev7\\_4.docx](#)

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

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## Demographics



Date of Birth

Gender \*

Female

Ethnicity \*

Caucasian

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**Other**

**How did you become aware of Wake County volunteer opportunities?**

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None Selected

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If you selected "Other" above, how?

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Please upload a file

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**ETHICS GUIDELINES FOR COUNTY ADVISORY BOARDS AND COMMISSIONS****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 which are found at the link below.

<http://www.wakegov.com/commissions/Documents/CodeofEthics.pdf>



*This Certifies That*

**Meryl D. Ruda**

has completed a 60 hour course of instruction in

**Activity Coordinator for Long Term Care**

On this 7<sup>th</sup> day of **December**, 2017  
Raleigh, North Carolina

Chairman, Board of Trustees

President

**Meryl Ruda**  
7102 Plumleaf Road  
Raleigh, NC 27613  
954 461-0190  
Mdonna1011@aol.com

### ***SUMMARY OF QUALIFICATIONS:***

Experienced health care professional consistently recognized for interpersonal and problem solving skills. Worked with a large multi-cultural population with complex social, emotional and medical issues. Strong communication skills with proven ability to work independently or in a team environment.

### ***EXPERIENCE:***

*Activities Assistant* – Sunrise Senior Living Center, Raleigh NC 5/17 – Present

- Plan, implement and execute activities for residents based on individual needs and requests
- Assist in creation of monthly activities calendar
- Plan and execute holiday themed activities
- Transport residents to appointments, doctor visits, shopping and various activities

*Social Worker* - Annie L Weaver Health Center, Ft. Lauderdale, FL 7/04-10/16

- Served as referral coordinator for qualified Medicare, Medicaid, Managed Care and Social Security recipients
- Worked with population health patients (cancer, heart, orthopedic and HIV) to expedite financial certification
- Coordinated annual screenings for alcohol, depression and anxiety and organized mental health conferences
- Served on customer service committee which performed satisfaction surveys and process improvement initiatives
- Assisted patients with obtaining home health care and durable medical equipment
- Acted as liaison with Health Care for Homeless and assist in the completion of homeless grant applications

*Outreach Coordinator* - Hope Team, Ft. Lauderdale, FL 03/03-07/04

- Reviewed homeless applications for independent living screening process
- Met homeless applicants at various locations to assess appropriateness of referrals
- Assisted homeless clients find low income apartments
- Met weekly with clients to ensure safety and compliance with program regulations



Meryl Ruda. MPA  
[Mdonna1011@aol.com](mailto:Mdonna1011@aol.com)

*Manager, Social Services* – Ft. Lauderdale, FL 04/02-03/03

- Managed day to day operations of clinic within homeless shelter
- Acted as liaison with Homeless Assistance Center Administrator, Case Management and Homeless Clinic to ensure continuity of care
- Attended continuum of core meetings for networking purposes

**ADDITIONAL EXPERIENCE:**

Geriatric Care Counselor- Patient Advocate 10/13 – 10/16

- Served as patient advocate between long term care facility and family
- Set up and monitored medications and medical appointments
- Performed activities of daily living for patients
- Arranged and coordinated neurological diagnostic clinical trials for Alzheimer's medication
- Acted as a liaison between adult day care center and family

**EDUCATION:**

- Bachelor of Science, State University College at Brockport, NY
- MPA Masters in Healthcare Administration, CW Post College, NY
- Certificate for Activity Coordinator for Long Term Care, Wake tech Community College, Raleigh, NC

**ACHIEVEMENTS:**

- Healthcare Hero Award recipient 2016
- Chairperson of Customer Service Committee ALWHC 2013 – 2016
- Recipient of the Jeannie L. Owens "Fiery Spirit Award" for 2012
- Wrote, directed and produced a film for Employee Appreciation Day 2011 Five Star Values
- Broward Health Shining Star Award - 2011
- Advocate for Alzheimer's Association's Walk to End Alzheimer's

**Profile**

**Which Boards would you like to apply for?**

Commission For Women: Submitted  
Nursing Home Community Advisory Committee: Submitted  
Domestic Violence Fatality Review Team: Submitted  
City of Raleigh Housing Appeals Board: Submitted  
Alliance Behavioral Healthcare: Submitted  
Adult Care Home Community Advisory Committee: Submitted

**Please select your first Board preference: \***

Adult Care Home Community Advisory Committee

**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: \***

Alliance Behavioral Healthcare

**Please select your fifth Board preference: \***

City of Raleigh Housing Appeals Board

**Please select your sixth Board preference: \***

Domestic Violence Fatality Review Team

Emma \_\_\_\_\_ K \_\_\_\_\_ Sheedy \_\_\_\_\_  
First Name Middle Initial Last Name

3231 Walnut Creek Pkwy \_\_\_\_\_ Apt G \_\_\_\_\_  
Street Address Suite or Apt

Raleigh \_\_\_\_\_ NC \_\_\_\_\_ 27606 \_\_\_\_\_  
City State Postal Code

**What district do you live in?**

District 4

Mobile: (919) 259-6944 \_\_\_\_\_ Business: (919) 545-7356 \_\_\_\_\_  
Primary Phone Alternate Phone

eksheedy@gmail.com \_\_\_\_\_  
Email Address

**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

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**Interests & Experiences****Why are you interested in serving on a Board or Commission?**

I plan to devote my career as a Licensed Clinical Social Worker to serving elders and their families through both direct care and advocacy. I view advisory boards as an ideal way to impact my local community through county government and build perspective and experience on eldercare. In particular, residential care facilities for aging adults are an essential part of longterm care in our communities. As our population ages, it is important to make sure that these institutions are meeting the needs of their consumers and expanding to reflect advances in research and changes in public policy. I want to do my part to contribute to quality of care in these settings. I am also interested in enhancing human services in general and advancing the rights of any disadvantaged groups in Wake County.

**Work Experience**

PIEDMONT HEALTH SENIORCARE– Pittsboro, NC 10/16-present Social Work Care Manager • Provide intensive case management for seniors at this Program of All-Inclusive Care for the Elderly (PACE) site. • Complete initial comprehensive assessments in participant homes and follow up assessments to evaluate plans of care. • Work as member of an interdisciplinary team in this primary care/adult day health setting. CHARLES HOUSE ASSOCIATION– Chapel Hill, NC 06/16-10/16 Program Facilitator • Assisted with daily program implementation of group activities for older adults with disabilities, including dementia and other frailties. • Facilitated individual participants' inclusion in the group activities.

**Volunteer Experience**

UNC HEALTH CARE-- Chapel Hill, NC Volunteer Tour Guide and Health Educator 08/16-present • Lead info sessions and tours for expecting mothers through Women's Health Information Center • Educate on breastfeeding and other infant health topics using Ready, Set, Baby curriculum Volunteer 08/16-01/17 • Visited with patients in Geriatric Psychiatric inpatient unit in the Neurosciences Hospital. AMERICAN RED CROSS– Durham, NC 06/16-06/17 Volunteer Disaster Responder • Provided emergency case management on an on-call basis following house fires occurring in the Central North Carolina Chapter area.

**Education**

UNIV. OF NORTH CAROLINA AT CHARLOTTE– Charlotte, NC May 2016 Master of Social Work (MSW); GPA: 3.9 • President, UNCC Graduate Social Work Association • Graduate Assistant UNIV. OF NORTH CAROLINA AT CHAPEL HILL– Chapel Hill, NC May 2013 Bachelor of Arts (BA) in Romance Languages; GPA: 3.9 • Secretary, Tau Sigma Transfer Honor Society • APPLES Service Learning Project

## Comments

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Additional experience and references available upon request.

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Upload a Resume

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

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Please upload a file

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## Demographics



Date of Birth

### Gender \*

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Female

### Ethnicity \*

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Caucasian

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## Other

How did you become aware of Wake County volunteer opportunities?

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County Website

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If you selected "Other" above, how?

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Please upload a file

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