

Henderson Adam

The Insurance Center Building
330 South Wells Street | Suite 1410 | Chicago, IL 60606
T 312.262.2900 | F 312.262.2901
Henderson Adam, LLC | www.hendersonadam.com

FOR SETTLEMENT PURPOSES ONLY

August 15, 2012

Jonathan S. Gunn
Assistant General Counsel
Illinois Department of Public Health
535 West Jefferson Street
Springfield, Illinois 62761

Re: Diversified Behavioral Comprehensive Care

Dear Mr. Gunn:

Pursuant to our recent conversation, I am writing on behalf of Diversified Behavioral Comprehensive Care in response to a letter from the Illinois Violence Prevention Authority dated May 25, 2012 that DBCC owes it \$71,130.09.

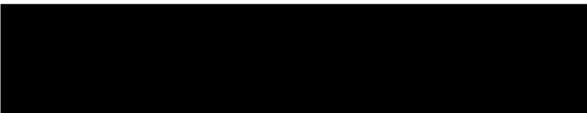
DBCC is interested and willing to settle this claim by the end of this month under the general following terms and conditions. First, DBCC does not admit that it owes \$71,130.09 to the IVPA. However, DBCC is willing to admit that it does owe some money. Second, and as you may know, DBCC is in the early stages of determining whether it will be winding up its business. No formal decision has been made, but the issue of winding up is under consideration. Accordingly, to the extent that the IVPA is interested in resolving this matter, now is the time. If this matter is not resolved soon, the funds that DBCC has to repay IVPA may no longer be available. Third, DBCC is willing to settle this matter without admitting or denying liability. Fourth, DBCC has already deposited funds at Henderson Adam, LLC in anticipation of this claim. Accordingly, Henderson Adam, LLC is willing to forward any proceeds to IVPA five business days after a complete settlement and release have been executed. Finally, in order to resolve this matter DBCC is able to forward \$35,000.00.

Jonathan S. Gunn
August 15, 2012
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Please respond, in writing, to this offer by the close of business on Friday, August 24, 2012, after which time the offer to resolve this disputed claim will no longer stand.

Very truly yours,

HENDERSON ADAM, LLC



Victor P. Henderson

VPH:le

PROVISO-LEYDEN COUNCIL FOR COMMUNITY ACTION, INC.

SCHEDULES OF REIMBURSEMENTS AND GRANT INCOME

For the Years Ended June 30, 2010 and 2009

	<u>2010</u>	<u>2009</u>
Health Improvement Program		
Illinois Department of Alcohol and Substance Abuse	\$ 520,414	\$ 665,951
Proviso Township Mental Health Commission	146,000	186,000
Office of the Purchasing Agent County of Cook	16,451	23,895
Total Health Improvement Program	682,865	875,846
Illinois State Board of Education		
Early Childhood	123,662	149,760
21st Century	579,790	526,155
Total Illinois State Board of Education	703,452	675,915
Head Start and Other CEDA Programs		
CEDA	2,987,551	2,922,371
Proviso Township Mental Health Commission	77,453	24,500
Total Head Start and Other CEDA Programs	3,065,004	2,946,871
Maywood Child Development		
Daycare Action Council	-	230,680
Maywood Child Development Center - 24/7	569,867	363,939
Department of Children and Family Services	-	23,533
Total Maywood Child Development	569,867	618,152
Employment and Training		
Illinois Department of Human Services - Front Door	120	5,418
Westside Health Authority - Cook County	-	181,338
Homelessness HPRP - Cook County	8,027	-
Catholic Charities	1,081	3,305
Total Employment and Training	9,228	190,061
Youth Programs		
Illinois Dept. of Human Services - Special Project	50,000	-
Total Youth Intervention	50,000	-

THE ACCOMPANYING NOTES ARE AN INTEGRAL PART OF THESE SCHEDULES

PROVISO-LEYDEN COUNCIL FOR COMMUNITY ACTION, INC.

SCHEDULES OF REIMBURSEMENTS AND GRANT INCOME

For the Years Ended June 30, 2009 and 2008

	<u>2010</u>	<u>2009</u>
Youth Intervention		
Illinois Dept. of Human Services - Teen Reach	\$ -	\$ 199,861
AT&T Foundation	-	68,403
Proviso Township Mental Health Commission	193,477	156,431
Cook County J.A.G./B.A.D.G.E.	43,378	57,885
United Way	5,280	15,000
United States Golf Association	-	12,000
Advance Health Social School - HIV	-	5,000
Total Youth Intervention	242,135	514,580
Violent Crime Victims		
Attorney General's Office	15,000	15,000
Total Violent Crime Victims	15,000	15,000
Education		
Department of Commerce and Economic Opportunity Eliminate Digital Divide	-	45,000
Total Education	-	45,000
Food Program		
Illinois State Board of Education	280,795	273,049
Total Food Program	280,795	273,049
General Operating		
Other	313,939	363,761
Total General Operating	313,939	363,761
TOTAL	5,932,285	6,518,235

THE ACCOMPANYING NOTES ARE AN INTEGRAL PART OF THESE SCHEDULES

PROVISO-LEYDEN COUNCIL FOR COMMUNITY ACTION, INC.

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

For the Year Ended June 30, 2010

Federal Grantor/Pass-through Grantor/Program Title	Federal CFDA Number	Agency Or Pass-through Number	Federal Expenditures
Department of Health and Human Services			
Head Start			
CEDA - Early Head Start		05CH4026	312,660
CEDA - Head Start Maywood and Franklin Park		05CH4026	1,732,811
Total Head Start	93.600		\$ 2,065,471
Community Services Block Grant Cluster			
Community Services Block Grant			
Community and Economic Development Association of Cook County Inc. (CEDA)	93.589	10-231021	409,459
ARRA - Community Services Block Grant			
CEDA	93.710	09-211021	226,189
Total Community Services Block Grant Cluster			635,648
Low-Income Home Energy Assistance			
CEDA	93.568	10-224021	127,091
Block Grants for Prevention and Treatment of Substance Abuse			
Illinois Department of Human Services - Substance Abuse Prevention and Treatment		10CL001558	396,166
Illinois Department of Human Services - Front Door - Substance Abuse Prevention and Treatment Block Grant		10CL001558	120
Total Block Grants for Prevention and Treatment of Substance Abuse	93.959		396,286
Temporary Assistance for Needy Families			
Illinois Department of Human Services - Special Projects	93.558	10CL001558	50,000
Total Department of Health and Human Services			3,274,496
Department of Housing and Urban Development			
Community Development Block Grants/Entitlement Grants			
CEDA	14.218	N/A	23,285
Total Department of Housing and Urban Development			23,285
Department of Justice			
Cook County Judicial Advisory Council's - Project A.G			
Total Department of Justice	16.592	99LBVX7679	47,335
Department of Agriculture			
Child and Adult Care Food Program			
Illinois State Board of Education 4226-00	10.558	14-016-016P-00	280,795
Special Supplemental Nutrition Program for Women, Infants, and Children			
CEDA	10.557	10C8002518	17,292
Total Department of Agriculture			298,087
Department of Energy			
Weatherization Assistance for Low-Income Persons			
CEDA	81.042	10-221021	1,793
Total Department of Energy			1,793
Department of Education			
Twenty-First Century Community Learning Centers			
Illinois State Board of Education 21st Century 4421-05		14-016-016P-00	579,790
Illinois State Board of Education Early Childhood 3705-80		14-016-016P-00	123,662
Total Twenty-First Century Community Learning Centers	84.287		703,452
Total Department of Education			703,452
Total expenditures of federal awards			4,348,448

THE ACCOMPANYING NOTES ARE AN INTEGRAL PART OF THIS SCHEDULE

Mickle, Brenda

From: Shaw, Barbara
Sent: Wednesday, August 22, 2012 2:39 PM
To: Weisberg, Benno; Lauder milk, Era; Irving, Toni
Cc: Anderson, Brooke
Subject: FW: Revised Summary of 8-22 Phone Call

FYI.

Barbara Shaw
Illinois Violence Prevention Authority
100 W. Randolph, Ste. 4-750
Chicago, Illinois 60601
(312) 814-1514
(312) 814-8259 fax

From: Shaw, Barbara
Sent: Wednesday, August 22, 2012 2:18 PM
To: 'Nunez, Elizabeth'
Subject: RE: Revised Summary of 8-22 Phone Call

Hi, Elizabeth. Regarding your FOIA request, we agreed on our call this morning that the scope of your initial FOIA information request received on August 20th would be narrowed to the following items and that the documents related to the first four dot points would be mailed to you as soon as possible, but no later than September 5th (10 business days, not including Labor day):

- Documents that describe the design of the Neighborhood Recovery Initiative
- Documents that describe the timeline and process for selection of Lead Agencies and implementation of the NRI program
- Minutes of IVPA board meetings for FY 11 and FY 12
- Statistics on program results for the first 15 months of the program
- Sample of quarterly fiscal and program reports (which reports for what period, and when they will be mailed to you, has not yet been determined)

Please confirm this understanding. I look forward to hearing from you regarding the quarterly report issue.

Thanks,
Barbara

Barbara Shaw
Illinois Violence Prevention Authority
100 W. Randolph, Ste. 4-750
Chicago, Illinois 60601
(312) 814-1514
(312) 814-8259 fax

From: Nunez, Elizabeth [mailto:Elizabeth.Nunez@turner.com]
Sent: Tuesday, August 21, 2012 2:56 PM
To: Shaw, Barbara
Subject: RE: Records request

Great,
I can call you without a problem. Otherwise, my office number is below
Whatever works best for you

Thanks

Elizabeth Nunez
CNN Investigations
(404) 827-4036

From: Shaw, Barbara [mailto:Barbara.Shaw@Illinois.gov]
Sent: Tuesday, August 21, 2012 3:55 PM
To: Nunez, Elizabeth
Subject: RE: Records request

That time works for me (10:30ET – 9:30CT). Will you call me or should I call you (at what number?)

Thanks,
Barbara

Barbara Shaw
Illinois Violence Prevention Authority
100 W. Randolph, Ste. 4-750
Chicago, Illinois 60601
(312) 814-1514
(312) 814-8259 fax

From: Nunez, Elizabeth [mailto:Elizabeth.Nunez@turner.com]
Sent: Tuesday, August 21, 2012 2:46 PM
To: Shaw, Barbara
Subject: RE: Records request

Absolutely
How does 10:30ET – 9:30CT sound for you?
Let me know, I can accommodate

Thank you

Elizabeth Nunez
CNN Investigations
(404) 827-4036

From: Shaw, Barbara [mailto:Barbara.Shaw@Illinois.gov]
Sent: Tuesday, August 21, 2012 3:43 PM
To: Nunez, Elizabeth
Subject: RE: Records request

Hi, Elizabeth. I need to talk with you about your information request. Can we talk tomorrow morning? If yes, please let me know what time works best for you.

Thanks,

Barbara

Barbara Shaw
Illinois Violence Prevention Authority
100 W. Randolph, Ste. 4-750
Chicago, Illinois 60601
(312) 814-1514
(312) 814-8259 fax

From: Nunez, Elizabeth [mailto:Elizabeth.Nunez@turner.com]
Sent: Monday, August 20, 2012 5:16 PM
To: Shaw, Barbara
Subject: Records request

Aug 20, 2012

Barbara Shaw
Executive Director
Illinois Violence Prevention Authority
Chicago, IL

RECORDS REQUEST

Dear Ms. Shaw,

Pursuant to the state open records act, I am writing to request access to and copies of all records pertaining to the Neighborhood Recovery Initiative (NRI), Safety Networks (SNW) Programs and related Special Projects, implemented by the Illinois Violence Prevention Authority in Fiscal Years 2010, 2011, 2012 and those planned for 2013. This includes but is not limited to: IVPA annual and audit reports; Quarterly Reports submitted by lead NRI agencies; other reports and documents submitted by organizations and agency providers involved with the programs; minutes from IVPA's Board of Directors meetings; implementation reports, data and documents for NRI, SNW and any Special Projects as well as program evaluation information and results related to them.

We are willing to cover limited copying fees and full shipping costs that the agency may incur while providing this information to us. If my request is denied in whole or part, I ask that you justify all deletions by reference to specific exemptions of the act.

Thank you for your assistance.

Sincerely,

Elizabeth Nunez
CNN Investigations
CNN Center, 6th Floor
Atlanta, GA
404-827-4036

GRANT RECIPIENT	AMOUNT	GRANT#
Hispanic Chamber of Commerce	\$275,000	07-051114
Near West Side Community Development Corporation	\$140,370	07-192004
Bickerdike Redevelopment Corporation	\$66,207	08-192007
Chicago Architecture Foundation	\$50,000	08-372008
Fisher Printing	\$98,619	08-444009
Hispanic Chamber of Commerce	\$68,000	08-601101
Asian Human Services	\$40,000	08-621011
Interfaith Refugee & Immigration Ministries	\$35,000	08-621020
Belmont Trading Company	\$7,975	08-861018
NHS Redevelopment Corporation	\$85,527	09-192005
American Legislative Exchange	\$100,000	09-333003
Hispanic Chamber of Commerce	\$50,000	09-333014
Chicago Architecture Foundation	\$200,000	09-335008
Chicago Architecture Foundation	\$33,686	09-366002
Greater North Michigan Avenue Assn.	\$14,380	09-366009
Fluorecycle Inc.	\$445,417	09-463002
Brad Foote Gear Works	\$982,450	09-463007
Hispanic Chamber of Commerce	\$57,000	09-611101
Technology Innovation Center	\$72,000	09-801173
Senior Suites Chicago Wright Campus, LLC	\$56,252	10-192012
Chicago Architecture Foundation	\$50,000	10-196005

Chicago Park District	\$40,000	10-203486
Kenwood-Oakwood community Association	\$60,000	10-203654
Jewish Federation	\$175,000	10-203665
Jewish Federation	\$100,000	10-203666
Prospect Heights	\$100,000	10-203704
City of Naperville	\$175,000	10-203891
Greater North Michigan Avenue Assn.	\$18,375	10-366000
Orchestral Association dba Chicago Symphony Orchestra	\$45,000	10-366007
Chicago Architecture Foundation	\$45,000	10-366008
Senior Suites Chicago Wright Campus, LLC	\$103,074	10-424008
Insight Property Services, Inc.	\$32,200	10-428010
Asian Human Services	\$47,000	10-621030
Interfaith Refugee & Immigration Ministries	\$29,000	10-621095
Hispanic Chamber of Commerce	\$108,000	10-801103
Hispanic Chamber of Commerce	\$80,000	11-081103
Lawndale Business & Local Development Corporation	\$40,000	11-181102
New Horizon Center for Developmentally Disabled	\$100,000	11-203184
Jewish Federation	\$30,000	11-203211
Greater North Michigan Avenue Assn.	\$1,448	11-365038
Chicago Architecture Foundation	\$14,188	11-366004
Greater North Michigan Avenue Assn.	\$10,088	11-366009
National Housewares Manufactures Association	44121.88	11-366023

60 Energy Group LLC	\$87600	11-428002
Hispanic Chamber of Commerce	\$33,033	11-601101
Interfaith Refugee & Immigration Ministries	\$21,450	11-621104
Asian Human Services	\$220,049	11-791001
Hispanic Chamber of Commerce	\$57,500	11-801103
Hispanic Chamber of Commerce	\$34,000	11-804101
Amitex Corporation	\$150,000	07-202001

DESCRIPTION

To provide financial assistance in the operation and management of an entrepreneurship center

To fund the incremental cost of the energy efficient construction of the rehab of 25 multi-family units

Grant will fund the incremental cost of the natural gas portion of the energy efficient construction of 94 new multi-family units located at multiple sites throughout the Rosa Park neighborhood of Chicago.

to China to view large-scale city models with two key Chicago Architecture Foundation (CAF) staff and a representative of the City of Chicago

Project will lower operating costs, increase revenue and divert additional quantities of fiber from the solid waste stream.

Operate a Procurement Technical Assistance Center at the Illinois Hispanic Chamber of Commerce.

community technology center services. The project will provide computer access and technology training to low income residents.

services in Chicago's Uptown Neighborhood. The Grantee will provide computer access and technology training to low-income residents.

In order for the company to remain competitive, retain their current customer base, and attract new business, they must become ISO 9001 and ISO 14001 compliant. They will deliver certification training to 48 FTE.

Funding for the incremental costs of the energy efficient measures for the construction of 60 new multi-family units located at 10412-30 S. Michigan Avenue in Chicago, IL

nearly 2000 state legislators, private sector industry representatives and policy experts for 3 days of educational workshops, task force meeti

Annual Convention of the National Council of LaRaza July 25-28, 2009 at McCormick Place West in downtown Chicago. This is the nation's largest Hispan

The requested funds would be used to assist in the development of the 2008-2009 Special Exhibitions including the Chicago Model City, which will feature a state-of-the-art scale model of the city of Chicago.

Print ads, radio and web based ads to promote the Chicago Architecture Foundation

Printing and distribution of 500,000 Magnificent Mile Area Guides to promote GNMAA as a Tourist Destination.

Funding for equipment that will double the company's fluorescent lamp/bulb recycling operation. Project will divert an additional 35 tons a year of mixed metals and allow 1152 tons of glass to be recycled instead of being landfilled.

quality for manufacturing precision gear boxes for wind turbines. The equipment will more than double the company's capacity for gear measureme

Operate a Procurement Technical Assistance Center at Illinois Hispanic Chamber of Commerce.

Provide financial assistance in the operation and management of a Small Business Development Center.

Funding for the incremental cost of the energy efficient measures for the construction of 32 new multi-family units located at 4255 N Oak Park Avenue in Chicago.

Funding for a public awareness campaign on energy, water/land recycling, and the impact that using these resources has on the environment.

General infrastructure improvements at Gage Park

Funds from this Grant will be used to cover costs associated with the acquisition and renovation of a new facility located at 4242 South Cottage Grove in Chicago, Illinois.

Jewish Federation of Metropolitan Chicago - for general infrastructure improvements (to include all prior incurred costs)

Jewish Federation of Metropolitan Chicago - for general infrastructure improvements (to include all prior incurred costs)

Water main extension and installation along Camp McDonald Road

Grant funds will be used for costs associated with resurfacing work conducted on Naper Boulevard from 75th Street to Hobson Road.

Design and Production of 500,000 Magnificent Mile Area Guides to promote tourism.

comprehensive planning tool. Tourist will be able to fully plan their day and nights around the events at the CSO which will lead to increased tour

Print and radio broadcast as well as online advertising to draw more out-of-town tourist to learn about Chicago's architectural legacy as well as plan multi-day itineraries and return visits.

Funding for the incremental costs of the energy efficient measures for the construction of 32 new multi-family units located at 4255 N Oak Park Avenue in Chicago.

Funding to recruit attendees and offer a BPI Information Class and two PBI certifications classes.

neighborhood on the north side of Chicago. Grant funds will support computer access and technology training programs. It is anticipated that 525

Chicago's northside neighborhoods and near north/northwest suburbs and surrounding communities. Grant funds will support computer access

To provide financial assistance in the operation and management of a Small Business Development Center at the Illinois Hispanic Chamber of Commerce.

To carry out activities set forth in the Small Business Jobs Act of 2010 at the Illinois Hispanic Chamber of Commerce Small Business Development Center.

Operate and manage a Small Business Development Center at Lawndale Development.

for all costs associated with capital improvements

Jewish Federation of Metropolitan Chicago - for construction and renovation.

schedule of special events and promotions. The event will be held over 14 days from 8/26/11 - 9/8/11 on the Greater North Michigan Avenue

to Chicago to explore its outstanding architecture, from the iconic buildings that defined modern architecture to the bold architectural i

of Commerce and Economic Opportunity, would like to participate in a rich media banner ad campaign to promote visitation in Illinois.

Prime advertising in top international houseware publications to promote the International Housewares Show held in Chicago March 6-8 2011.

Funding to provide project implementation assistance to ComEd electric utility customers to include outreach, technical assistance and application completion.

Operate and manage a Procurement Technical Assistance Center at the Illinois Hispanic Chamber of Commerce. Illinois communities. The applicant proposes to provide computer access and technology training to underserved/low income communities.

vulnerable urban communities. Community Based Organizations identify local industries and employers having difficulty recruiting skilled,

Operate and manage a Small Business Development Center at the Illinois Hispanic Chamber of Commerce.

Operate and manage a Procurement Technical Assistance Center at the Illinois Hispanic Chamber of Commerce.

Grants to promote Homeland Security

Daniel E. Broadwind
Schueller president Energy inc

STATE OF ILLINOIS
HOUSE OF REPRESENTATIVES
97TH GENERAL ASSEMBLY

HOUSE RESOLUTION NO. 1110

OFFERED BY REPRESENTATIVES DAVID REIS-JOHN D. CAVALETTO-DWIGHT KAY-PAUL EVANS-JIM SACIA, BILL MITCHELL, ADAM BROWN, WAYNE ROSENTHAL, THOMAS MORRISON, JIM WATSON, PAM ROTH, MICHAEL G. CONNELLY AND JERRY L. MITCHELL

WHEREAS, The Neighborhood Recovery Initiative is a program under the Illinois Violence Prevention Authority; and

WHEREAS, In October 2010, the Governor launched the Neighborhood Recovery Initiative; and

WHEREAS, The Neighborhood Recovery Initiative, the Illinois Violence Prevention Authority, or both have received at least \$93 million in State funding from the General Revenue Fund in FY11 and at least \$53.1 million in State funding so far in FY12; and

WHEREAS, In administering that initiative, the Authority is to work closely with its local government officials; therefore, be it

RESOLVED, BY THE HOUSE OF REPRESENTATIVES OF THE NINETY-SEVENTH GENERAL ASSEMBLY OF THE STATE OF ILLINOIS, that the Auditor General is directed to conduct a performance audit of the State moneys provided by or through the Illinois Violence Prevention Authority to the Neighborhood Recovery Initiative under contracts or grant agreements in Fiscal Year 2011 and in Fiscal Year 2012; and be it further

RESOLVED, That this performance audit include, but not be limited to, the following determinations:


- (1) the purposes for which State moneys were provided to the Authority for the Neighborhood Recovery Initiative;
- (2) the relationship between the Safety Net Works program and the Initiative;
- (3) the nature and extent of monitoring by the Illinois Violence Prevention Authority of how the Initiative used the State-provided moneys and whether certain residential communities of similar crime rates were excluded;
- (4) the actual use of State moneys by the Authority, including the identity of any sub-recipients and the amounts and purposes for employment;
- (5) the number of positions paid through the Initiative by organizational unit, job title, function, and salary and whether employees completed and filled out appropriate timesheets;
- (6) the number of positions supervised or managed by each management position and whether any of those employees are supervised or managed by more than one management position;
- (7) whether, through a review of available documentation, the Initiative has met or is meeting the purposes for which the State moneys were provided, with specific information concerning the Initiative staffing levels, hiring procedures, and its compensation of employees; and
- (8) whether the Initiative is in compliance with the applicable laws, regulations, contracts, and grant agreements pertaining to the Initiative's receipt of State moneys; and be it further

RESOLVED, That the Illinois Violence Prevention Authority and any other State agency or other entity or person that may have information relevant to this audit cooperate fully and promptly with the Auditor General's Office in its audit; and be it further

RESOLVED, That the Auditor General commence this audit as soon as practical and report his findings and recommendations upon completion in accordance with the provisions of Section 3-14 of the Illinois State Auditing Act; and be it further

RESOLVED, That a suitable copy of this resolution be presented to the Auditor General.

Adopted by the House of Representatives on May 31, 2012.


TIMOTHY D. MAPES
CLERK OF THE HOUSE




MICHAEL J. MADIGAN
SPEAKER OF THE HOUSE

Shai L. Hoffman

EDUCATION

University of Chicago, Chicago, IL
Master of Arts, Social Service Administration, 2005

University of Alabama at Birmingham, Birmingham, AL
Bachelors of Science, Philosophy and Criminal Justice, 1997

PROFESSIONAL EXPERIENCE

Illinois Violence Prevention Authority; Chicago, IL

Special Projects Grant Manager, October 2011 – Present

- Responsible for overall implementation of the IVPA Special Projects program. The IVPA Special Projects program granted over \$21 million to more than 100 community-based agencies.
- Provide technical assistance to a diverse group of grantees to help implement individual violence prevention programs.
- Manage proposal review process, monitoring, and fiscal/program reporting. Also supervise staff of three to monitor grantees and analyze program/fiscal reports.
- Coordinated NRI internal file review in advance of Auditor General's performance audit.

AgeOptions; Oak Park, IL

Manager, Grants Unit, May 2007 – October 2011

- Oversaw procurement, disbursement and sub-recipient monitoring for 80 community service agencies with over \$12 million in federal, state and private funding for the Area Agency on Aging covering suburban Cook County. The Area Agency on Aging is responsible for planning, coordinating and funding various services for the elderly to help keep them in their homes for as long as possible.
- Supervised staff of up to four employees to issue grant and contract agreements and analyze program, fiscal, closeout, and audit reports to funding sources.
- Managed audit process ensuring community agencies were compliant with fiscal and program requirements. Over 100 audits were conducted annually.
- Effectively worked with community service agencies and internal leadership team to procure elderly-related services (such as health promotion, nutrition, chore and caregiver services) to maximize agency resources and increase program effectiveness.

County-wide Caregiver Coordinator, November 2005 - May 2007

- Coordinated National Family Caregiver Support Program for suburban Cook County, providing assistance to family members caring for their aging relatives.
- Provided oversight, guidance and training to Caregiver Specialists and other network staff.
- Conducted outreach and special initiatives for professionals and family caregivers .

Jewish Federation of Metropolitan Chicago/Jewish United Fund; Chicago, IL

Second Year – Masters Level Intern, September 2004 - June 2005

- Created recruiting, screening and training programs for the volunteer component of the Jewish Community Emergency Response Plan (JCERT), a community-wide initiative to expand the ability of the Jewish community to respond in the event of a catastrophe.
- Researched, designed and wrote *Healthy Advantage*, a program of EZRA's Multi-Service Center, which provides at-risk clients health and nutrition education, nutrition planning, exercise and cooking classes, and medical services. Program received \$21,000 grant.

Thresholds/Housing Options; Evanston, IL

First Year – Masters Level Intern, September 2003 - June 2004

- Provided case management services and individual counseling to residents with severe and persistent mental illness living in group housing.

Jewish Vocational Service; Chicago, IL

Employment Specialist, October 2002-September 2003

- Provided vocational counseling, resume development and interviewing skills for adults and students with mental, physical and emotional disabilities.
- Participated in a committee preparing for an upcoming CARF accreditation survey. Tasks included: reviewing file standards, updating standards as necessary, and conducting multiple department client file audits to ensure compliance with the CARF standards.

Technology Proficiency:

Microsoft Office

NapisPak (client data collection system)

Grants Management System