

**MONICA E. RUTKOWSKI**

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**2964 Killearn Point Ct.  
Tallahassee, Florida 32312  
(719) 640-8145  
[mrutko70@gmail.com](mailto:mrutko70@gmail.com)**

**PROFESSIONAL EXPERIENCE:**

**2018- FLORIDA DEPARTMENT OF ECONOMIC OPPORTUNITY**

*Strategic and Organizational Planning Manager  
Tallahassee, Florida*

- Supports strategy and planning activities within the Chief of Staff function of the Department.
- Develops and coordinates strategic and business plans and activities within the Department and statewide.
- Guides, advises and collaborates with executive leadership team, partner organizations and businesses, consultants, cross-agency teams, public/private partnerships, and Regional Planning Councils on tactical business solutions and policy direction.
- Provides direction and oversight for planning and measuring performance of the state's economic development, strategic business development, community development, workforce services, and finance and administration of programs and partnerships.
- Provides guidance and support to executive leadership on overall performance evaluations, performance expectations for Division and Office Directors, and the development and use of performance measures.
- Guides, assists and supervises annual reporting and process improvement efforts and various special projects.

**2017-2018 MER/RISK & INSURANCE REGULATORY COMPLIANCE SOLUTIONS**

*Principal  
Tallahassee, Florida*

- Provided clients with tactical advice on Life & Health (LH) insurance compliance issues and day-to-day support on speed to market, process improvements, best practices, corporate regulatory approvals, reinsurance, privacy, priority issues, product & rate design & approval, pricing, policies/contracts, compliance resolutions, product and regulatory filings, market conduct and examinations, marketing, licensing, risk management, grievances, complaints and appeals, and benefits management (TPA's).
- Participated in strategy discussions to help guide clients toward long-term growth & profitable new business development. Anticipated emerging customer/product needs and proposed innovative solutions to meet them.
- Presented market intelligence and insights to elevate client's presence and leverage in the marketplace.
- Advocated clients' interests before regulatory entities.
- Expertise in ACA, Mental Health Parity, Major Medical and all Life and Health/Accident Supplemental types of group, voluntary, employee and individual insurance products and benefits.

**2008-2017 SMITHGROUP('08-'13)/GUYPARTNER('13-'17)**

*Vice President, Compliance and Regulatory Affairs (Remote Position)  
Tallahassee, Florida*

- Key contact on all insurance and reinsurance regulatory compliance matters; Directed, counseled and managed compliance matters and government/regulatory affairs of the Company's Life and Health insurance and reinsurance side of operations and on behalf of clients, including: risk mitigation, speed-to-market, contract and rate filing strategy & support, privacy, regulatory filings, complaints and appeals, market conduct-examinations and audits, privacy, licensing and process improvement and strategic management.
- Assisted in strategic planning and discussions to guide leadership, business partners and clients toward long term, disciplined growth while adequately identifying, assessing, monitoring and managing priority issues, policy direction and minimizing risks of noncompliance and exposure.
- Developed, maintained and managed network of strategic and effective relationships with federal and state government officials, key regulators, industry leaders, trade groups and associations.
- Developed and managed competitive insights; tracked laws and regulations.

**2005-2008 FLORIDA OFFICE OF INSURANCE REGULATION (OIR)**

*Director of Life and Health Product Review  
Tallahassee, Florida*

- Responsible for regulatory oversight of all Life and Health (LH) insurance companies operating in Florida.
- Provided day-to-day executive and policy leadership and management of LH Product Review Department.
- Responsible for actuarial review of rate filings and for enforcing compliance with statutes and rules governing insurance policy contract forms, applications, endorsements and other forms.
- Key advisory role in shaping insurance regulatory environment while supporting positive business climate.
- Represented Commissioner on national committees, panels and before state and federal agencies and officials. Appointed to numerous boards & local, state and federal task forces & working groups.

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### **2000-2005 FLORIDA DEPARTMENT OF HEALTH, Children's Medical Services**

*Bureau Chief for Prevention and Early Interventions;  
Florida's Part C, IDEA, Coordinator; Legislative Liaison  
Tallahassee, Florida*

- Provided day-to-day leadership, management and HR functions of the Bureau and five sub-units.
- Responsible for administrative and fiscal oversight of 18 statewide health care (HC) programs, 67 regional and field offices and clinics and numerous contract providers.
- Accountable for expense management, projections, budget requests, grants and performance management.
- Monitored state and federal legislation and rules affecting health care services, appropriations and policy.
- Worked with executive leadership and established external relationships to assure maximum collaboration with cross-agency teams, consultants, local and state partners, private/public partnerships-hospitals, trade groups, community groups, parent and family organizations, insurance industry and other stakeholders, to ensure accessible, quality, family centered, medically necessary, affordable and comprehensive HC services
- Responsible for administration of federal Infants and Toddlers with Disabilities-the IDEA (Part C).
- Served as an elected member and Board Member of the IDEA Infant and Toddler Coordinators Association.
- Collaborated with HHS/CMS and insurance industry on wrap-around benefits, plans and reimbursement rates.
- Coordinated Department's legislative actions, initiatives, bill analysis, fiscal impact statements, presentations.
- Participated on various committees, boards and advisory groups.

### **1999-2000 FLORIDA DEPARTMENT OF HEALTH, Children's Medical Services**

*Senior Management Analyst; Legislative Liaison  
Tallahassee, Florida*

- Administered implementation and oversight of state, federal and locally funded health care and early intervention and prevention programs; Coordinated implementation of the federal Title XXI program.
- Served as project and contract manager; compiled and analyzed data; advanced collaboration & coalition building; aligned, leveraged and orchestrated partnerships
- Assisted Deputy Secretary and Division Directors on legislative matters, budget, and strategic direction.

### **1994-1999 FLORIDA LEGISLATURE, OFFICE OF PROGRAM POLICY ANALYSIS & GOVERNMENT ACCOUNTABILITY (OPPAGA)**

*Senior Auditor/Policy Analyst  
Tallahassee, Florida*

- Team leader-responsible for coordination of audits, evaluations, exams, projects, reviews, and reports.
- Counseled state health care regulatory agencies on policy development & implementation strategies, fiscal accountability and best practices; Assessed program' and contracted providers' compliance with applicable rules, statutes, contract provisions, and corrective action plans; Reviewed and analyzed agencies' budgets, expenditures and monitored/measured performance related to annual and long-term objectives and goals.
- Liaison to Executive Office of the Governor.

### **1992-1994 STATE OFFICE OF THE AUDITOR GENERAL**

*Auditor III  
Tallahassee, Florida*

- Audited and examined public agencies to improve, fiscal efficiency and program accountability; Assessed implementation of public policies, issued recommendations and corrective action plans; Prepared reports.

## **EDUCATION:**

**2006-2012 FLORIDA STATE UNIVERSITY; Doctor of Philosophy (ABD)**  
Risk Management-Assessment & Evaluation (*Leadership & Policy/Outcomes*)

**2002-2003 FLORIDA STATE UNIVERSITY; Graduate Cert. in Health Care Policy & Admin.**

**1990-1992 FLORIDA STATE UNIVERSITY; Master of Public Administration**  
Strategic Management and Leadership; Policy Development and Evaluation

**1990-1992 FLORIDA STATE UNIVERSITY; Master of Social Work**  
Administrative Practice in Health Care Settings

**1985-1989 UNIVERSITY OF CONNECTICUT; Bachelor of Arts**  
Pre-Law and Psychology; Minor in History

**OTHER SKILLS AND ABILITIES**

- Private and public sector experienced.
- Knowledge of concepts, practices, and procedures for strategic and business planning from designing methodology, developing plans using collaborative processes, through managing plan implementation and updates.
- Knowledge of concepts, practices, and procedures for establishing and defining benchmarks, key indicators, program performance measures, and program evaluation and impact assessments.
- Knowledge of concepts, practices, and procedures for managing and administering agreements and contracts from developing scopes of work and measures to monitoring progress and making programmatic and performance recommendations.
- Ability to interpret, explain and apply complex federal, state and local laws and regulations related to the areas of responsibility.
- Demonstrated success in a demanding and fast paced environment.
- Comprehensive knowledge of insurance laws and regulations, sales practices and insurance company procedures.
- In-depth knowledge of major medical and all supplemental insurance products (i.e. LTC, HMO, Hospital, DI, AD&D, SD/CI, Accident, Dental, Indemnity, Pre-Paid, Flex, Discount Medical Plans, etc.), Mental Health Parity, Medicare Supplemental/Medicare Advantage, Part D, Medicaid, Life, Credit Life – individual and all group lines of business.
- Risk management      •Employee and group benefit administration
- Licensing/lines of authority      •Speed-to-market      •Insurance market conduct, audits and examinations
- Experience collaborating with ACA-exchanges, DOL, HHS- Medicare, Medicaid, SCHIP, Title XXI, IDEA-Part C and Part B.
- Audit and program audit/evaluation standards.
- Experience in operations, services, administration, and activities of comprehensive and integrated health and human service programs.
- Experience attracting and retaining quality talent.
- Effectively executes short- and long-term projects.
- Demonstrated ability to manage deadlines and prioritize workflow.
- Successfully works independently and as part of management team.
- Excellent presentations, written and oral communication skills.
- Strong technical computer skills, including Microsoft Office, Project and SmartSheet.
- Uses data and creative data systems to help drive decisions and process improvement.
- Proficient with report writing, interviewing, strategizing and question formulation.
- Strong leadership skills, interpersonal skills, including the ability to interact successfully with individuals at all levels.
- Exercises tact and diplomacy and uses sound judgment regarding political and priority implications related to programs, policies and strategies.
- Principles and practices of leadership and management, public policy development, implementation and evaluation, performance-based budgeting, outcome measures, short and long-term goal setting; and, personnel management.
- Ingenuity, interpersonal consensus building and independent analysis.
- Oversight of day-to-day operational teams.
- Adapts well to change.
- Fiscal management, forecasting, financial analysis, contract administration, negotiations, monitoring and reporting.
- Sense of humor.

**Rutkowski, Monica**

7196408145 mrutko70@gmail.com

Application		Comments
<b>Status:</b>	New	There are no items in this section.
<b>Country:</b>	United States	<b>Correspondence</b>
<b>Attachments to be included in all Job Submissions:</b>	Submission Attachments 1 attached	01/29/2019 People First <span style="float: right;">Action: Email</span>
<b>Attachments Added After Submission</b>	Submission Attachments 0 attached	Thank You for Your Interest in Job COMMISSIONER OF...
<b>Vacancy Source:</b>	People First	<b>Offer Letter</b>
<b>Relatives: To your knowledge, do you have any relatives working in this agency?</b>	No	There are no items in this section.
<b>Gender:</b>	Female	<b>Application Status Audit Trail</b>
<b>Race (Check only one):</b>	White	01/29/2019 People First <span style="float: right;">New</span>
<b>Ethnicity (Check only one):</b>	Not Hispanic or Latino	<b>Tags</b>
<b>Date of Birth:</b>	12/12/1967	There are no items in this section.
<b>Right To First Interview</b>	Not Applicable	<b>More Information</b>
	If you responded yes to the above statement, attach a copy of your official layoff letter when applying for this vacancy.	<b>Alternate Phone Number:</b> (719) 640-8145
<b>Veteran Status</b>	None of the Above	<b>*Mailing Address :</b> 2964 Killearn Point Ct
<b>ARE YOU CURRENTLY EMPLOYED WITH THE AGENCY TO WHICH YOU ARE CURRENTLY APPLYING?</b>	No	<b>*City:</b> Tallahassee
<b>HAVE YOU RECEIVED A PROMOTIONAL APPOINTMENT WITHIN THE CAREER SERVICE, SUBSEQUENT TO ACTIVE MILITARY SERVICE, WITH THE AGENCY TO WHICH YOU ARE APPLYING?</b>	No	<b>*State:</b> Florida
<b>People First Initial VP Review</b>	No Selection	<b>*ZIP Code:</b> 32312
<b>People First Eligible VP Category (if different)</b>	No Selection	<b>*Country:</b> United States
<b>Agency Final VP Eligibility Review</b>	No Selection	<b>*Exemption from public record: Are you a current or former law enforcement officer, other covered employee** or the spouse or child of one, whose information is exempt from public records disclosure under Section 119.071(4)(d), Florida Statutes (F.S)?</b>
<b>Agency Final VP Category Determination</b>	No Selection	No
<b>Background Information</b>		<b>*Citizenship: The State of Florida hires only U.S. citizens and lawfully authorized alien workers. You will be required to provide identification and either proof of citizenship or proof of authorization to work in the U.S. Are you a U.S. citizen or legally authorized to accept employment with the specific hiring authority to which you are</b>
A "yes" answer to these questions will not automatically bar you from employment. The nature, job-relatedness, severity, and date of the offense in relation to the position you are applying are considered. [see 112.011, F.S.].		Yes

Have you ever been convicted of a felony or a first degree misdemeanor ?	No	<p>applying?</p> <p><b>*Selective Service: Section 110.1128, Florida Statutes, prohibits employment by the state (including re-hire after a break in service) of any male born on or after October 1, 1962, who failed to register with the Selective Service System, under the provisions of the U.S. Military Selective Service Act, during the person's period of eligibility (ages 18 through 25). Additionally, if currently employed by the state, this law prohibits the promotion of such person. You may be required to provide documentation. If you are a male born on or after October 1, 1962, have you registered with the Selective Service or do you have proof of an exemption from this requirement?</b></p>	Not Applicable
If yes, what were the charges ?			
Where ? (City/State)			
Date			
Have you ever pled nolo contendere or guilty to a crime which is a felony or a first degree misdemeanor ?	No		
If yes, what were the charges ?			
Where ? (City/State)			
Date			
Have you ever had the adjudication of guilt withheld for a crime which is a felony or first degree misdemeanor ?	No		
If yes, what were the charges ?			
Where ? (City/State)			
Date			
<p><b>Signature</b></p> <p>I am aware that any omissions, falsifications, misstatements, or misrepresentations above may disqualify me for employment and, if I am hired, may be grounds for termination at a later date. I understand that any information I give may be investigated as allowed by law. I consent to the release of information about my ability, employment history, and fitness for employment by employers, schools, law enforcement agencies, and other individuals and organizations to investigators, human resources staff, and other authorized employees of Florida state government for employment purposes. The consent shall continue to be effective during my employment if I am hired. I understand that applications submitted for state employment are public records. I certify to the best of my knowledge and belief all of the statements contained herein and on any attachments are true, correct, complete, and made in good faith.</p> <p><b>If applicable, Complete Qualifying Questions prior to submitting your application.</b></p>			
By checking this box, I certify that I have read and agree with these statements	Yes		
Interview Result			
overdueInterviews			

Screening Details	
Are you legally authorized to work in the United States?	Yes
Will you now or in the future require sponsorship for employment visa status (e.g. H-1B visa status)?	No
Do you have five (5) or more years of responsible private sector experience working full-time in areas within the scope of the subject matter jurisdiction of the Office of Financial Regulation within the last ten (10) years?	Yes
If you answered "yes" to the previous question, please indicate the number of years of experience and elaborate in detail your experience. If no, please respond N/A.	For 10 years i have worked for insurance and reinsurance companies as a consultant, broker and VP of Compliance and Regulatory Affairs. Prior to my work within a regulated financial industry i worked as a regulator of all life and health insurers doing business or planning on doing business in Florida as the Director for Life and Health at OIR. Collaboration and close working relationship with teams of contract and rates compliance, actuaries, financial oversight and legal were all part of my responsibilities
Do you have five (5) or more years of experience as a senior examiner or other senior employee of a state or federal agency having regulatory responsibility over financial institutions, finance companies, or securities companies?	Yes
If you answered "yes" to the previous question, please indicate the number of years of experience and elaborate in detail your experience. If no, please respond N/A.	While at OIR working as the Director for Life and Health Product Review
Do you claim exemption from the public records law under the provision of the Florida Statutes 119.071(4)? If so, please provide exemption category.	na

Periods of Employment	
*Name of Employer	DEPARTMENT OF ECONOMIC OPPORTUNITY
*Your Job Title	Deputy Director, Office of Partnership Engagement
*Currently Employed	Yes
*Start Date	12/10/2018
*End Date	MM/DD/YYYY

<b>*Hours Per Week</b>	40
<b>Employer's Address</b>	107E. Madison St. Tallahassee FL 32399
<b>Supervisor's Name</b>	Erin Gillespie
<b>Supervisor's Phone Number</b>	
<b>*Duties and Responsibilities</b>	Manages and drives strategic strategy and planning activities for the Department. Works closely with the Chief of Staff, with leaders across operational areas and associates of partner organizations and businesses to support strategic initiatives. Provides coordination and direction for planning and measuring performance of the state's economic development, strategic business development, community development, workforce services, and finance and administration programs and partnerships. Provides support and input into aligning these activities with annual Legislative Budget Requests and performance expectations for the Department's Division Directors in support of the Governor's and agency's priorities, mission, goals and objectives. Formalizes the Department's strategic-planning processes, forges new working relationships and synergies across the department and through partnerships, and establishes greater transparency and accountability. Responsible for the development of the agency long-range program plan, strategic and business plans: updating, guiding implementation and monitoring performance on the Florida Strategic Plan for Economic Development both within the Department and statewide; and developing metrics, analyzing performance and preparing reports.
<b>*Reason For Leaving</b>	N/A
<b>Your name, if different during employment</b>	

<b>*Name of Employer</b>	MER/RISK & INSURANCE REGULATORY COMPLIANCE SOLUTIONS
<b>*Your Job Title</b>	Principal
<b>*Currently Employed</b>	No
<b>*Start Date</b>	03/01/2017
<b>*End Date</b>	12/06/2018
<b>*Hours Per Week</b>	50
<b>Employer's Address</b>	Tallahassee, Florida
<b>Supervisor's Name</b>	self employed
<b>Supervisor's Phone Number</b>	
<b>*Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Strategic and tactical advice on regulatory matters and strategies to promote life and health, individual, employee, group, worksite and voluntary product compliance with applicable laws and contractual obligations, including best practices.</li> <li>• Day-to-day support to business units on speed to market, including products, rates, market conduct, marketing, licensing, risk, and consumer affairs.</li> <li>• Participated in the development of business strategy to support internal and external compliance to help guide business partners and business units toward long term, disciplined growth while adequately identifying, assessing, monitoring and managing risks and exposure.</li> <li>• Partnered with business clients and partners to ensure alignment with broader organizational initiatives and strategies.</li> <li>• Counseled on process improvement and risk management.</li> <li>• Provided consultative advice to functional operating areas.</li> <li>• Anticipated emerging customer needs and developed innovative solutions to meet them.</li> <li>• Monitored and analyzed laws and regulations impacting clients, including those in areas of special interest to clients.</li> <li>• Developed</li> </ul>



and managed project plans and schedules and monitored progress to meet established deadlines. • Worked closely with clients' actuarial, sales and marketing departments to develop products that support company's goals. • Advocated clients' interests to regulatory entities while collaborating among multiple business units. • Presented market intelligence and insights to elevate presence and leverage in the marketplace. • Supported Government Affairs in developing and advocating client positions on policy and regulatory issues.

<b>*Reason For Leaving</b>	new challenge and opportunity
<b>Your name, if different during employment</b>	

<b>*Name of Employer</b>	GUYCARPENTER, LLC.
<b>*Your Job Title</b>	Vice President, Compliance and Regulatory Affairs
<b>*Currently Employed</b>	No
<b>*Start Date</b>	11/03/2008
<b>*End Date</b>	01/31/2017
<b>*Hours Per Week</b>	40
<b>Employer's Address</b>	Tallahassee, Florida
<b>Supervisor's Name</b>	SR. Execs did not have supervisors
<b>Supervisor's Phone Number</b>	

<b>*Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Managed strategic planning and discussions to guide organization's direction, business partners and clients toward long term, disciplined growth while adequately identifying, assessing, monitoring and managing risks, including risk of noncompliance, and exposure. • Participated in the development of business strategy to support internal and external compliance.</li> <li>• Established and maintained effective partnerships with internal/external partners to ensure alignment with organizational strategies. • Provided executive leadership, tactical/strategic direction, consultative advice, and day-to-day support to functional operating areas, business teams, clients and external partners. • Directed and managed government relations, compliance matters and regulatory relationships of the Company's life and health side of operations, including but not limited to, regulatory advice (guidance, counsel, alternatives, solutions, advocacy), strategy and tactical guidance on speed to market, key regulatory developments and interpretations of compliance issues, regulatory filings (annual statements, bulletins, data calls, inquiries, surveys), product and rate filing support, development of policy forms and rates for new products and revisions to existing products, counsel on complaints and appeals (claim and non-claim), licensing, examinations and audits (market conduct, financial, comprehensive and targeted), process improvement, corrective action plans, and risk and strategic management. • Collaborated and coordinated with clients' Governmental Affairs, General Counsel and Compliance Departments/Units. • Coordinated with actuarial, underwriting, sales and marketing to ensure regulatory compliance of products and advertising/marketing materials. • Predicted emerging customer needs and developed innovative solutions to meet them. • Developed and managed competitive insights processes, including compliance database, market intelligence, including database of approved policy/form language, benefits, rates and rate manuals, and external regulatory audit and market conduct activity. • Developed, maintained and managed network of strategic and effective relationships and outreach with industry associations, and federal and state regulatory entities (DOI's, NAIC, IRES, AICP, AHIP, ACLI, NAIC, LICONY, HHS, DOL) to allow credible communications, proactive resolution of regulatory</li> </ul>
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issues and to assure timely product and rate approvals. • Represented the Company on industry panels and boards; participated in industry organizations and represented the Company at major conferences for education and promotions. • Overall accountability for yearly expense budgets, including planning, forecasting and expense managements.

<b>*Reason For Leaving</b>	Acquisition and Reorganization
<b>Your name, if different during employment</b>	

<b>*Name of Employer</b>	FLORIDA OFFICE OF INSURANCE REGULATION (OIR)
<b>*Your Job Title</b>	Director of Life and Health Product Review
<b>*Currently Employed</b>	No
<b>*Start Date</b>	05/01/2005
<b>*End Date</b>	10/31/2008
<b>*Hours Per Week</b>	40
<b>Employer's Address</b>	Tallahassee, Florida
<b>Supervisor's Name</b>	Rich Robleto
<b>Supervisor's Phone Number</b>	

<b>*Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Responsible for regulatory oversight of Life and Health insurers operating in Florida. • Provided day-to-day executive and policy leadership, administrative direction and management of the Life and Health Product Review Department regulating life, accident and health insurance industry and related entities and products. • Responsible for actuarial reviews of rate filings to ensure compliance, approval and disapproval of each rate filing and for enforcing compliance with statutes and rules governing insurance policy contract forms, applications, endorsements and other forms associated with life and health insurance products. • Provided supervision, motivation, coaching, training and counseling of employees and teams. • Managed fiscal resources and personnel, including position management, budget, classifications, performance, management/evaluation, coaching, training and development, discipline, and recruitment. • Ensured staffing, service, performance, production are tracked, trended, reported and achieved. • Established and led external relationships to assure maximum collaboration with industry and stakeholders. • Partnered with industry, business and consumer groups to craft substantial initiatives. • Exerted national and statewide influence on insurance-related policies and evolving markets. • Key advisory role in shaping regulatory environment while supporting positive business climate. • Advised Commissioner and the Legislature on policies, trends, and opportunities related to regulation of life, accident and health insurance markets, insurance companies, and consumers. • Appointed to numerous boards and committees to address life, accident and health insurance issues, including positions with NAIC, numerous task force and working groups. • Represented the Office/Commissioner on industry panels and boards; participated in industry organizations and represented the Office/Commissioner at conferences.</li> </ul>
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<b>*Reason For Leaving</b>	New Opportunity
<b>Your name, if different during employment</b>	

<b>*Name of Employer</b>	FLORIDA DEPARTMENT OF HEALTH, Children's Medical Services
<b>*Your Job Title</b>	Bureau Chief for Prevention and Early Interventions

<b>*Currently Employed</b>	No
<b>*Start Date</b>	07/28/2000
<b>*End Date</b>	03/25/2005
<b>*Hours Per Week</b>	40
<b>Employer's Address</b>	Tallahassee, Florida
<b>Supervisor's Name</b>	Phyllis Sloyer
<b>Supervisor's Phone Number</b>	
<b>*Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Provided day-to-day leadership, management and HR functions of the Bureau and five sub-units, including activities of Part C of IDEA standards and regulations to ensure compliance, submission of annual application, grants and performance reports.</li> <li>• Responsible for staff development and training to support customer-focused, integrated and outcome-driven service delivery at 18 public and semi-public statewide early intervention and prevention programs.</li> <li>• Developed and recommended models, standards, policies, and programs that promoted quality early intervention and prevention services across Florida and compliance with local, state and federal regulations.</li> <li>• Established and maintained effective partnerships with internal and external (private &amp; public) partners to ensure accessible, quality, coordinated, family centered, medically necessary, efficient, affordable, accountable and comprehensive services and programs. Worked with other state agencies including AHCA, Healthy Kids, AWI, and Dept of Economic Opportunity to improve coordination of services, maximization of federal funding and accountable service delivery.</li> <li>• Established and led external relationships to assure maximum collaboration with local and state agencies, community partners, insurance industry and stakeholders.</li> <li>• Responsible for administration of the Early Intervention Program for Infants and Toddlers with Disabilities of the IDEA (Part C).</li> <li>• Participated in early intervention and prevention committees, boards and advisory groups.</li> <li>• Served as an elected member and Board Member of the IDEA Infant and Toddler Coordinators Association.</li> <li>• Monitored state and federal legislation effecting services delivery, and helped manage, coordinate, implement and administer federal, state and local policies and fiscal regulations while ensuring ongoing delivery of quality care and services to infants, young children and families.</li> <li>• Collaborated with HHS and insurance carriers on wrap-around benefits, plan designs, rates and provider reimbursement rates.</li> <li>• Responsible for oversight, performance, accountability and fiscal responsibility of local, regional and statewide service contracts and contract providers.</li> <li>• Accountable for yearly expense budgets, projections, planning, forecasting and expense management.</li> </ul>
<b>*Reason For Leaving</b>	New Opportunity
<b>Your name, if different during employment</b>	

<b>*Name of Employer</b>	FLORIDA DEPARTMENT OF HEALTH, Children's Medical Services
<b>*Your Job Title</b>	Senior Management Analyst; Legislative Liaison
<b>*Currently Employed</b>	No
<b>*Start Date</b>	10/29/1999
<b>*End Date</b>	06/30/2000
<b>*Hours Per Week</b>	40
<b>Employer's Address</b>	Tallahassee, Florida
<b>Supervisor's Name</b>	Phyllis Sloyer

<b>Supervisor's Phone Number</b>	
<b>*Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Administered implementation, coordination and oversight of state, federal and locally funded children's health insurance and early intervention and prevention programs.</li> <li>• Served as project and contract manager, collaborated with partner public and private entities and field offices, responsible for reserach, client assessment, internal program coordination</li> <li>• Compiled and analyzed client data.</li> <li>• Supported and coordinated implementation of the Title XXI program.</li> <li>• Advanced collaboration &amp; coalition building among private &amp; public healthcare delivery establishments.</li> <li>• Prepared legislative bills analysis and impact statements.</li> <li>• Advised Deputy Secretary and Division Directors on legislative matters, budgets, accountability measures, budgeting, quality improvements, performance standards and strategic planning.</li> </ul>
<b>*Reason For Leaving</b>	New opportunity
<b>Your name, if different during employment</b>	

<b>*Name of Employer</b>	OFFICE OF PROGRAM POLICY ANALYSIS & GOVERNMENT ACCOUNTABILITY (OPPAGA)
<b>*Your Job Title</b>	Senior Policy Auditor
<b>*Currently Employed</b>	No
<b>*Start Date</b>	02/14/1994
<b>*End Date</b>	09/30/1999
<b>*Hours Per Week</b>	40
<b>Employer's Address</b>	FLORIDA
<b>Supervisor's Name</b>	Martha Wellman
<b>Supervisor's Phone Number</b>	
<b>*Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Team leader, responsible for distribution, coordination, and execution of projects, reviews, and audits.</li> <li>• Counseled state agencies &amp; programs on development &amp; implementation of improvement strategies.</li> <li>• Analyzed agencies annual strategic plans; recommended policy changes and best practices.</li> <li>• Served as liaison to Governor's Office, publicly funded health care programs and regulatory state agencies.</li> <li>• Reviewed and monitored agencies' funding, budgets, legislative proposals, and assessed compliance with applicable rules, statutes contract provisions, and corrective action plans, directed studies and internal audits to ensure accountability, performance in meeting programs' outcome measures and standards, and maximization of revenue.</li> </ul>
<b>*Reason For Leaving</b>	New opportunity
<b>Your name, if different during employment</b>	

<b>*Name of Employer</b>	Program Auditor III
<b>*Your Job Title</b>	STATE OFFICE OF THE AUDITOR GENERAL
<b>*Currently Employed</b>	No
<b>*Start Date</b>	12/01/1992
<b>*End Date</b>	01/31/1994
<b>*Hours Per Week</b>	40
<b>Employer's Address</b>	Tallahassee, Florida
<b>Supervisor's Name</b>	Martha Wellman

<b>Supervisor's Phone Number</b>	
<b>*Duties and Responsibilities</b>	• Developed cost-effective, politically feasible policy options and recommendations to improve performance and effectiveness and to increase accountability of state and local governments and public programs.
<b>*Reason For Leaving</b>	New Opportunity
<b>Your name, if different during employment</b>	

#### Formal Education

<b>*Name of School</b>	FLORIDA STATE UNIVERSITY
<b>*Location</b>	Tallahassee
<b>*Start Date</b>	09/01/2006
<b>End Date</b>	05/30/2011
<b>Course of Study</b>	Doctor of Philosophy (ABD); Program Evaluation/Insurance & Risk Management (Leadership & Public Policy/Outcomes)
<b>*Degree Earned (transcripts may be required)</b>	In Progress
<b>Credit Hours – Quarter</b>	
<b>Credit Hours – Semester</b>	

<b>*Name of School</b>	FLORIDA STATE UNIVERSITY
<b>*Location</b>	Tallahassee
<b>*Start Date</b>	09/01/2002
<b>End Date</b>	05/16/2003
<b>Course of Study</b>	Graduate Certificate in Health Care Policy & Administration
<b>*Degree Earned (transcripts may be required)</b>	Other Degree Type
<b>Credit Hours – Quarter</b>	
<b>Credit Hours – Semester</b>	

<b>*Name of School</b>	FLORIDA STATE UNIVERSITY
<b>*Location</b>	Tallahassee
<b>*Start Date</b>	09/01/1990
<b>End Date</b>	06/30/1992
<b>Course of Study</b>	Master of Public Administration Leadership & Strategic Management; Policy Analysis and Evaluation
<b>*Degree Earned (transcripts may be required)</b>	Masters
<b>Credit Hours – Quarter</b>	
<b>Credit Hours – Semester</b>	

<b>*Name of School</b>	FLORIDA STATE UNIVERSITY
<b>*Location</b>	Tallahassee
<b>*Start Date</b>	09/01/1990
<b>End Date</b>	06/30/1992
<b>Course of Study</b>	Master of Social Work Administrative Practice -Leadership and

Administration of Social Service Agencies

<b>*Degree Earned (transcripts may be required)</b>	Masters
<b>Credit Hours – Quarter</b>	
<b>Credit Hours – Semester</b>	

<b>*Name of School</b>	UNIVERSITY OF CONNECTICUT
<b>*Location</b>	Storrs
<b>*Start Date</b>	09/01/1985
<b>End Date</b>	06/30/1989
<b>Course of Study</b>	Bachelor of Arts
<b>*Degree Earned (transcripts may be required)</b>	Bachelors
<b>Credit Hours – Quarter</b>	
<b>Credit Hours – Semester</b>	

#### Language Skills

<b>*Language</b>	Polish
<b>Speaking Proficiency</b>	Fluent
<b>Reading Proficiency</b>	Fluent
<b>Writing Proficiency</b>	Fluent

#### License, Registration or Certification

There are no items in this section.

#### Job-Related Training or Course Work

There are no items in this section.

#### Knowledge, Skills and Abilities

<b>Knowledge, Skills and Abilities</b>	
<b>Knowledge, Skills and Abilities</b>	Knowledge of concepts, practices, and procedures for strategic and business planning from designing methodology, developing plans using collaborative processes, through managing plan implementation and updates. •Knowledge of the concepts, practices, and procedures for establishing and defining benchmarks, key indicators, program performance measures, and program evaluation and impact assessments. •Knowledge of the concepts, practices, and procedures for managing and administering agreements, contracts, and grants from developing scopes of work and measures to monitoring progress and making programmatic and performance recommendations. •Ability to interpret, explain and apply complex federal, state and local laws related to the areas of responsibility. •Demonstrated success in a demanding and fast paced insurance compliance and regulatory environment. •Comprehensive knowledge of insurance laws and regulations, sales practices and insurance company procedures. •Strategic planning. •Project management. • In-depth knowledge of major medical and supplemental insurance products (i.e. LTC, HMO, Hospital, DI, AD&D, SD/CI, Accident, Dental, Indemnity, Pre-Paid, Flex, Discount Medical Plans, etc.), Mental Health Parity, Medicare Supplement/Medicare Advantage, Medicaid life, credit life individual, group and employer group lines of business.

•Risk management. •Licensing/lines of authority. •Speed-to-market. •Market conduct, audits and examinations •Experience collaborating with ACA-exchanges, DOL, HHS- Medicare, Medicaid, SCHIP, Title XXI, IDEA-Part C and Part B, •Employee and group benefit administration. •Audit and program audit/evaluation standards •Experience in operations, services, administration, and activities of comprehensive and integrated health and human service programs. • Experience attracting and retaining quality talent. •Effectively executes short- and long-term projects •Demonstrated ability to manage deadlines and prioritize workflow. •Successfully works independently and as part of management team •Excellent presentations, written and oral communication skills. •Strong technical computer skills, including Microsoft Office, Project and SmartSheet. •Proficient with statistics and data extrapolation. • Uses data and creative data systems to help drive decisions and process improvement. •Proficient with report writing, interviewing, strategizing and question formulation. •Strong leadership skills, interpersonal skills, including the ability to interact successfully with individuals at all levels. • Develops and maintains effective and cooperative working relationships with staff, business partners, trade groups and associations, community agencies and local, elected and appointed officials, state and federal representatives, departments/agencies, regulatory entities. •Exercises tact and diplomacy and uses sound judgment regarding political and priority implications related to programs, policies and strategies. •Principles and practices of leadership and management, public policy development, implementation and evaluation, performance-based budgeting, outcome measures, short and long-term goal setting; and personnel management. •Ingenuity, interpersonal consensus building and independent analysis. •Oversight of day to day operational teams. •Adapts well to change. •Fiscal management, forecasting, budgeting, financial analysis, contract administration, negotiations, monitoring and reporting. •Sense of humor.

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