



MICHAEL D. SANDERS

Jackson County Executive

EXECUTIVE ORDER # 11-18

**TO: MEMBERS OF THE LEGISLATURE
CLERK OF THE LEGISLATURE**

**FROM: MICHAEL D. SANDERS
JACKSON COUNTY EXECUTIVE**

DATE: OCTOBER 19, 2011

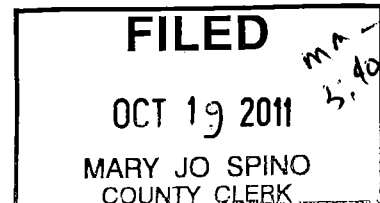
**RE: APPOINTMENTS TO THE JACKSON COUNTY BOARD OF SERVICES
FOR THE DEVELOPMENTALLY DISABLED - EITAS**

I hereby make the following appointments and reappointments to the Jackson County Board of Services for the Developmentally Disabled - EITAS:

Appointments

Melissa Robinson, is appointed to fill the vacancy occasioned by the expiration of the term of Don Saxton for a term to expire December 31, 2013. A copy of Ms. Robinson's resume is attached.

Paula Smith, is appointed to fill the vacancy occasioned by the resignation of Robbie Makinen, for a term to expire December 31, 2014. A copy of Ms. Smith's resume is attached.



Members of the County Legislature
Jackson County Clerk
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Reappointments

Barbara Winkler is reappointed for a new term to expire December 31, 2012.

Betty Sharp is reappointed for a new term to expire December 31, 2014.

Tammy Kemp is reappointed for a new term to expire December 31, 2014.



Michael D. Sanders, County Executive

Date: 10/19/2011

Melissa Robinson

2502 Tracy Avenue
Kansas City, Missouri 64108-2938

Summary: MBA professional with strong public health, project management, community mobilization, training/facilitation and public relations skills.

Project Management

- Lead coordinator of Saving Youth In Crisis- Equipped and empowered 57 youth to serve in community leadership roles
- Youth coordinator of Fair Treatment for Teens Initiative- Trained approximately 25 youth to mobilize businesses and youth serving organizations to sign Fair Treatment for Teens pledge (2000).
- Co-Coordinator of Anytown Year 'Round Initiative- Mobilized approximately 15 youth to serve in community leadership roles
- Lead Coordinator of National Youth Service Day for Kansas City- Increased area youth volunteerism by 30%
- Program Director of Runaway Program- Developed and coached 109 youth and their parents through personal planning
- Manager of Community Health and Wellness- Manage eight health and wellness programs for 4,000 medically underserved minorities

Community Organizing

- Served in a leadership position when collaborating with over 20 youth serving agencies
- Co-Host of weekly community talk show
- Assisted in planning and implementing Kansas City's largest Youth Summit
- Provide nightly community updates over radio airwaves

Program Development

- Designed, developed and managed Runaway Prevention and Intervention program for young people; annual caseload of 109
- Restructured and managed Leadership Development program for youth
- Directed two-day retreats with high school youth
- Developed and implemented leadership training for faith-based groups
- Developed and restructured programs for medically uninsured families

Training and Facilitation

- Lead facilitator for 17 Unitown Leadership Development programs. Each program was held with 50-70 high school youth
- Lead trainer for 19 Training of Facilitator programs
- Lead facilitator for over 100 leadership development courses for young people
- Facilitated over 90 personal planning sessions for runaway and homeless youth
- Facilitated health and wellness trainings for health care providers
- Facilitated "Special Issues In Prenatal Care" for 600 expecting parents
- Facilitated "Unnatural Causes" series, action planning and discussions

Fund Development

- Successfully obtained funds to implement 13 youth-led projects
- Familiar with reporting processes for the Ewing Marlon Kauffman Foundation Youth Advisory Board, United Way, United Way- Kid Safe, Prime Health Foundation, Community Foundation, Health Care Foundation and the City of Kansas City, Missouri
- Equipped and empowered youth to develop proposals, implement projects, evaluate outcomes and prepare reports
- Serve as the primary grant writer for non-profit agency
- Presented before Boards of Directors for Foundations on current health events

Work Experience

- 2008-Present Black Health Care Coalition- President and CEO
- 2005-2007 City of Kansas City- Youth Advocacy Coordinator
- 2001-2005 Move UP- Crisis Intervention & Victims Support Coordinator
- 2001 Bowers Memorial- Rites of Passage Program Coordinator (Contractor)
- 2001 Project AIM- National Youth Service Day Coordinator (Contractor)
- 2000-2001 National Conference for Community and Justice- Program Consultant
- 1994-2000 Ad Hoc Group Against Crime- Program Specialist

Education

- Associate of Arts, Kansas City, Kansas Community College; Kansas City, Kansas
- Bachelors of Arts and Science, University of Missouri-Kansas City; Kansas City, Missouri
- Masters of Business Administration, Webster University; Saint Louis, Missouri

Certification/Fellowships

- Advancing Youth Development Facilitator- National Network for Youth
- Family Development Certification- University of Missouri-Kansas City and El Centro (Cornell University)
- Fast Trac I- Ewing Marlon Kauffman Foundation
- Fundamentals of Philanthropy- Kansas City Council on Philanthropy
- Multi-Cultural Leadership Development Institute- Urban League of Greater Kansas City

Special Interests

- Special needs children and developmental disabilities
- Consumer oversight of children's health services

(References Available Upon Request)

PAULA SMITH

10001 Belmont Ave

Kansas City, MO 64134

EMPLOYMENT: Retired after 30 years of government service from U.S. Department of Agriculture in 2006. My job roles varied during the course of my government career. This included three years as the Administrative Assistant to the Director of Personnel and seven years as the Administrative Assistant to the Chief, Accounting Division.

FAMILY STATUS: Married and mother of two children, one being an adult son who has a diagnosis of Cerebral Palsy, Spastic Quadraplegia

EXPERIENCE:

- Currently serving on the Regional Advisory Council (RAC) through the Kansas City Regional Office with emphasis on aging issues.
- Certified as a Mentor of Gentle Teaching
- Have served on the UMKC-IHD MODDRC Advisory Board participating in advocacy trips to Jefferson City to talk with Legislators, reviewing new publications, assisting with displays at transitional fairs as well as continuing to serve as a Mentor in the Sharing Our Strength program which is a parent-to-parent support network.
- Certified in the MOAIDD (Missouri Alliance for Individuals with Developmental Disabilities) process conducting periodic reviews in consumer's residence to ensure their safety and well being.
- Have volunteered at United Cerebral Palsy assisting the Director of Family Services with general office duties as well as participating in the monthly Issues Group meetings for persons with developmental disabilities
- Certified as a Registrar through the KC Election Board

- Have provided administrative assistance to Director of LifeCare Planning on a volunteer basis.
- Served as President of the Parents & Friends group at Southeast Enterprises 1997-1999.
- Served as President of the Parents group at Crippled Children's Nursery School 1977-1978
- Formed a Parent support group in the Hickman Mills School District and advocated for social and educational changes in the Orthopedically Handicapped program. Was responsible for bringing awareness to the district for implementing a transitional program.
- Advocated for implementation of wheelchair tie-downs with Share-a-Fare