

# BOARDS AND COMMISSIONS APPLICATION



Please complete the following information in full and return with your current resume or biography to the address below.

Type or print in blue or black ink.

Board or Commission you are applying for: Denver Office on Ag

Last Name: Spiegleman First Name: Maureen

Occupation/Employer: Student

Work Address: CCD City: \_\_\_\_\_ Zip: \_\_\_\_\_

Work E-mail Address: mspiegleman@student.ccs.edu

Work Phone: \_\_\_\_\_ Work/Home Fax: \_\_\_\_\_

Home Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: 303 913 9166 Cell Phone/ Pager: 303 913 9166

Home E-mail Address: maureen\_s@me.com

Are you a registered voter?  Yes  No If so, what county? Jefferson

Colorado ID or Driver's License Number: 92-220-4062

Denver City Council District No.: 6 Ethnicity Caucasian

Highest Level of Education or Degree Earned: Associate Year Completed: Fall 2013

Memberships/ Organizations/ Volunteer Activities (include <sup>past</sup> past or present):  
Senior's Resource Center, Evergreen Yellow House  
Congregation Beth Evergreen, Evergreen Colorado  
Community College of Denver: President of Student Club:

References (List three persons, not related to you, whom you have known at least one year): BOOM!

Name	Address	Phone Number
<u>John Zabawa</u>	<u>3227 Chase St Denver CO 80212</u>	<u>303 238 8151</u>
<u>Paula Carter</u>	<u>690 Pennsylvania St Denver CO 80209</u>	<u>303 886 6470</u>
<u>Gloria Kubel</u>	<u>401 S Marion Pkwy, Denver CO 80209</u>	<u>303 722 1093</u>

Special Information:  
Is there anything that would adversely affect public confidence in your appointment or service? Yes  No   
If yes, please explain on a separate sheet of paper.

Maureen Spiegleman 8/30/2013  
Signature Date

Return Completed Form to:  
Anthony R. Aragon, Director of Boards and Commissions  
1437 Bannock Street, Room 350

# Maureen Spiegleman

Phone: 303-913-9166

[Maureen@me.com](mailto:Maureen@me.com) or [mspiegleman@student.cccs.edu](mailto:mspiegleman@student.cccs.edu)

**Objective:** I believe that the sharing of knowledge is the sharing of power. As a student at Community College of Denver I am pursuing a degree in human services with an emphasis in elder care. My goal is to be an advocate to this group of very special people ; to share information with them so that they are able to manage their needs with knowledge, confidence and effectiveness. Whether it's in the area of fund raising, event planning or legislation I would like to offer my time, energy and skills to the Denver Commission on Aging.

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## Experience

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Twenty years of experience in the fields of mortgage lending and consumer finance. Effective communicator to the consumer of the policies, programs and procedures of FHA, VA and Conventional mortgage lending. Mastery of the skills needed to manage high volume pipeline from loan origination through underwriting and closing efficiently while maintaining the highest levels of professional integrity and consumer satisfaction.

Proficient in Word, Excel and Power Point as well as various mortgage software programs used in marketing and sales management.

Adult Day Care Volunteer, working in all areas of care for older clients with varying degrees of physical and mental disabilities.

## Career

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Cherry Creek Mortgage, Evergreen, CO Mortgage Broker 2009 - 2011 National License # 100027597

Developed and taught a course on compliance with HUD's Good Faith Estimate and Truth in Lending for mortgage and real estate brokers.

Bank of America (Countrywide Home Loans), Evergreen, CO Loan Consultant 2002 -2009

Managed a team of support staff in the originating, processing and closing of a \$100,000,000 loan portfolio.

Xinnix Academy EDGE Advantage for Loan Officers 2007

President's Club 2003, 2004, 2006, 2007, 2008.

Bank of the West (Community First Bank), Evergreen, CO Mortgage Loan Officer 1999 - 2002

Highest production of 17 branches throughout the Mountain West Territory. 2001.

Mountain Metro Association of Realtor's: Affiliate of the Year 2009.

Congregation Beth Evergreen: Board Member, Teacher and active Congregant 1988 - 2013.

Currently a full time student at Community College of Denver, majoring in Human Services.

Dear Mr. Aragon

August 30, 2013

I am applying to join the Commission on Aging because when I graduate from Community College Of Denver at the end of this semester I hope to work in the field of Aging and Elder Care.

I moved to Denver in 2012 and currently live in the Washington Park area while I attend school at the Community College of Denver where I am majoring in Human Services. My internship is at Gateway battered Women's Services; I provide counseling and case management at the South Residential Shelter.

At 64 I am the oldest student in the Human Services Department. I am active in a number of clubs and organizations on Campus. I belong to Phi Theta Kappa, the honors club and BOOM, the older students' organization. I am a founding member of this club and current President.

I hope you find my application and brief resume acceptable. I am especially interested in the legislative, fund-raising and out-reach activities in which the Commission is involved.

Sincerely Yours,



Maureen Spiegler

303-913-9166

Maureen\_s@me.com

# BOARDS AND COMMISSIONS APPLICATION



Please complete the following information in full,  
attach a cover letter, current resume or biography and return to the address below.

Type or print in blue or black ink.

Board or Commission you are applying for: Denver Commission on Aging  
Last Name: Williams First Name: Sharon  
Occupation/Employer: Optimal Healthcare Solutions / Nurse Entrepreneur  
Work Address: 4340 Danube Way City: Denver Zip: 80249  
Work E-mail Address: OptimalHealthcareSolutions@hotmail.com  
Work Phone: (720) 394-4668 Work/Home Fax: (303) 576-8968  
Home Address: [REDACTED] City: [REDACTED] Zip: [REDACTED]  
Home Phone: (303) 576-8968 Cell Phone/ Pager: (720) 394-4668  
Home E-mail Address: shabby2856@yahoo.com  
Are you a registered voter?  Yes  No If so, what county? \_\_\_\_\_  
Denver City Council District No.: 5 Ethnicity (Optional) Afro American  
Highest Level of Education or Degree Earned: BSN Year Completed: 4

Memberships/ Organizations/ Volunteer Activities (include past or present):

East Side Denver Coalition

References (List three persons, not related to you, whom you have known at least one year):

Name	Address	Phone Number
<u>Virginia Munoz</u>	<u>2119 W. 54th Ave. Denver 80221</u>	<u>(720) 339-6321</u>
<u>Lydia Flynn</u>	<u>19495 E. 40th Ave. Denver 80249</u>	<u>(720) 935-0306</u>
<u>Irene Klausz</u>	<u>1282 Milwaukee St. Denver, CO 80206</u>	<u>(303) 333-5335</u>

Special Information:

Is there anything that would adversely affect public confidence in your appointment or service? Yes  No   
If yes, please explain on a separate sheet of paper.

Sharon Williams  
Signature

3/18/15  
Date

Return Completed Form to:

Anthony R. Aragon, Director of Boards and Commissions  
City and County of Denver Building, Room 350  
Denver, CO 80202 Phone: (720) 865-9032 Fax: (720) 865-8787  
anthony.aragon@ci.denver.co.us

## **SHARRON WILLIAMS**

[REDACTED]  
[REDACTED]  
(303) 576-8968(home)

(720)394-4668 (cell)

Shabaletta@hotmail.com

**Objective:** To be able to utilize my wisdom, knowledge, and experience to help others!

- *BSN in Nursing-Prairie View A&M University, Prairie View, TX (1979-1983)*
- *Certified Dementia Practitioner/Instructor's Course- National Council of Certified Dementia Practitioners (12/09)*
- *Legal Nurse Consultant- The Center For Legal Studies/Metro State College (6/28/10-8/13/2010)*

### **Employment History/Self-Employment History:**

- **Dominican (Dominican Sisters) Home Health Agency- Director of Clinical Services (10/2013- 01/31/15)** Started as a Field nurse for the agency then was promoted in April of 2014 to the Director of Clinical Services.
- Coordinate and oversee all direct and indirect patient services provided by Clinicians.
- Provide Guidance and Counseling to Clinicians and office staff. Assist Nursing staff in planning and managing their caseload.
- Evaluates Clinicians performance
- Conduct Staff education and Development. Assures compliance with ACHC requirements and evaluate training.
- Assure proper maintenance of client's records.
- Hires, evaluates, and terminates personnel. Responsible for maintain adequate supplies for the provision of patient services.
- Marketing to SNF and Physicians offices
- Intake Coordinator and assign patients to Clinicians

### **Self-Employment: (09/01/13- present)**

- **Long Term Care Insurance Assessments**
- Work for Long Term Insurance Companies conducting assessments for Benefits or New Enrollment for Long Term Insurance. Conduct detailed face-to-face assessments; write up summaries related to observation and assessment.
- Assist Home healthcare agency in passing survey by auditing OASIS and patient's charts and provide some home healthcare visits.
- CNA Skills lab Instructor for a home healthcare agency
- Conduct Dementia Care Training Seminars to Healthcare Professionals. Case Management and Consultant for families with loved ones diagnosed with

dementia/Alz. Consultant: Directed and guided the owner of a non-medical home care agency on a contractual basis. Provided leadership and management, implemented procedures, and tools, which allowed the agency to comply with the State Health Dept after survey, and assisted in establishing a Marketing program.

#### **Dignity Home Health and Hospice- (04/28/13-08/31/13)**

- Agency was starting the home healthcare division of the company.
- Case management of patients
- Admit patients to home healthcare. Operated and managed the whole home healthcare division of the company by myself.
- Coordinate and oversee all direct and indirect patient services provided by Clinicians. Provide Guidance and Counseling to Clinicians and office staff. Assist Nursing staff in planning and managing their caseload.
- Evaluates Clinicians performance
- Conduct Staff education and Development. Assures compliance with JCAHO requirements and evaluate training. Assure proper maintenance of client's records. Hires, evaluates, and terminates personnel.
- Responsible for maintain adequate supplies for the provision of patient services. Marketing to SNF and Physicians offices

#### **Generations At Home-Home Healthcare- (1/31/11- 2/29/12)**

- **Director of Clinical Services-** Coordinate and oversee all direct and indirect patient services provided by Clinicians.
- Provide Guidance and Counseling to Clinicians and office staff.
- Assist Nursing staff in planning and managing their caseload.
- Evaluates Clinicians performance
- Conduct Staff education and Development.
- Assures compliance with JCAHO requirements and evaluate training.
- Assure proper maintenance of client's records.
- Hires, evaluates, and terminates personnel.
- Responsible for maintain adequate supplies for the provision of patient services. Marketing to SNF and Physicians offices

#### **Garden Terrace/Life Care Centers of America- (7/17/09-3/17/10)**

- **Staff Development Coordinator and Infection Control Nurse-** Conduct interviews, hire staff, maintain employee files and related data of employment. Conduct in-services, presentations, conduct orientation, audit employee files, develop lesson plans, and motivate staff. IC-monitor infections, and provided in-

services to decrease infections, provide immunizations to staff and residents. Instructed new employees on the worker's compensation protocol, assisted the staffer with the WC process.

#### **Life Care At Home/Life Care Centers of America- (08/08-5/09)**

- **Home Healthcare Nurse-** Provide quality home healthcare to individuals. Supervise LPNs and C.N.A.s document using OASIS. Communicate with families and physicians. Provide patient teaching. Review medical history. Review medications. Establish treatment plan, review and evaluate. Assesses, plan, implement, coordinate, monitor and evaluate options and services to meet our geriatric population's, and some worker's comp. patient's needs through good communication and ordering resources to promote quality cost-effective outcomes with discharge planning.

#### **Life Care Center of Aurora/Life Care Centers of America- (12/06-7/08)**

- **Nurse Case Manager-** Review patient's files for history of illness or injury. Review medical history. Review medications. Establish treatment plan, review and evaluate. Monitor resident's records to maintain compliance with Medicare and Medicaid guidelines. Communicate with Physicians and families regarding patient's care. Schedule appointments to specialists. Provided patient teaching, and staff education on various topics. Assesses, plan, implement, coordinate, monitor and evaluate options and services to meet our geriatric population's, and some worker's comp. patient's needs through good communication and ordering resources to promote quality cost-effective outcomes with discharge planning.

Stay at home mother home schooling autistic son from 5/2005- 12/2006.

#### **Tender Loving Care Home Health Care- (4/2004-5/2005)**

- **Home Healthcare Nurse-** Provide quality home healthcare to residents in their homes. Maintain good communication with the physician and office staff. Provide treatments, patient education, and completed OASIS.

#### **Home Sight of Colorado- (4/2003-3/2004)**

- **Director of Clinical Services-** In charge of the Colorado office. Hired staff of 10, which included nurses, therapist, social worker, and a c.n.a. Marketed company to physicians, hospitals, and long-term care facilities. (This company had been in business 2 years. While working there, one of the chief managers committed Medicare fraud and the company was closed down. This did not affect my license or me.)

**Argus of Colorado- (2/2001-3/2003)**

- **Home Healthcare Nurse-** Worked one-on-one with patients with closed head injuries. Performed Head to Toe Assessments. Initiated admissions/Oasis, obtained blood work for various lab tests, initiated and maintained intravenous fluids/antibiotics. Patient teaching, and communicating with physicians regarding patient's condition.

1996-2002 Stay at home mom with autistic son.

1992-1996 Self employed- Co owned a Senior and Handicapped Transportation Company and a gift basket company.

**Spalding Rehabilitation- (1984-1992)**

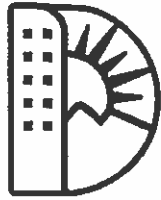
- **Staff Nurse/ Relief Charge Nurse-** Performed Head to toe assessments, passes medications, provided primary patient care, wound care, maintained intravenous fluids, patient teaching and discharge planning. Worked intensively with orthopedic patients, closed head injury/ cognitively impaired patients, and post stroke patients.

**Military Service: (1975-1996)**

- **USAR-** Retired Captain USAR- United States Army Reserve. Joined in January 1975, prior to graduating from High School. Highest enlisted rank I achieved was Staff Sergeant. Five years after graduating from College, I received my Commission in 1988. Retired as a Captain.



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DENVER THE MILE HIGH CITY

Please complete the following information in full and return with your current resume or biography to the address below.

Type or print in blue or black ink.

Board or Commission you are applying for: Denver Commision on Aging

Last Name: DeLeo First Name: Sam

Occupation/Employer: The Denver Post

Work Address: 101 W. Colfax Ave. City: Denver Zip: 80202

Work E-mail Address: sdeleo@denverpost.com

Work Phone: 303-954-1437 Work/Home Fax: N/A

Home Address: [redacted] City: [redacted] Zip: [redacted]

Home Phone: 303-837-1125 Cell Phone/ Pager: 720-271-9627

Home E-mail Address: sam.deleo@gmail.com

Are you a registered voter? Yes If so, what county? U.S.

Colorado ID or Driver's License Number: 95-020-0606

Denver City Council District No.: 10 Ethnicity Caucasian

Highest Level of Education or Degree Earned: Bachelor's Degree in English Year Completed: 1985

Memberships/ Organizations/ Volunteer Activities (include past or present):

ACTS (Denver Post Charity organization)

Coloradans for Voting Integrity (voter rights association)

Volunteers of America

References (List three persons, not related to you, whom you have known at least one year):

Table with 3 columns: Name, Address, Phone Number. Rows include Tina Poe Obermeier, Ric Soulen, and Mark Holly.

Special Information:

Is there anything that would adversely affect public confidence in your appointment or service? No If yes, please explain on a separate sheet of paper.