

ORDINANCE/RESOLUTION REQUEST

Please email requests to the Mayor's Legislative Team
at MileHighOrdinance@DenverGov.org by **3:00pm on Monday.**

**All fields must be completed.*
Incomplete request forms will be returned to sender which may cause a delay in processing.*

Date of Request: October 24, 2011

Please mark one: Bill Request or Resolution Request

1. Has your agency submitted this request in the last 12 months?

Yes No

If yes, please explain:

2. Title: *(Include a concise, one sentence description – please include name of company or contractor and contract control number - that clearly indicates the type of request: grant acceptance, contract execution, amendment, municipal code change, supplemental request, etc.)*

Approve the Mayoral appointments of Michelle Adams and Shawn Young to the Head Start Policy Council effective immediately and expiring on July 20, 2013 and approve the Mayoral appointment of Brian Conly to the Head Start Policy Council effective immediately and expiring on July 20, 2014.

3. Requesting Agency: Mayor's Office

4. Contact Person: *(With actual knowledge of proposed ordinance/resolution.)*

- **Name:** Anthony Aragon
- **Phone:** 720-865-9032
- **Email:** Anthony.aragon@denvergov.org

5. Contact Person: *(With actual knowledge of proposed ordinance/resolution who will present the item at Mayor-Council and who will be available for first and second reading, if necessary.)*

- **Name:** Anthony Aragon
- **Phone:** 720-865-9032
- **Email:** Anthony.aragon@denvergov.org

6. General description of proposed ordinance including contract scope of work if applicable:

[Insert general description here.]

****Please complete the following fields:** *(Incomplete fields may result in a delay in processing. If a field is not applicable, please enter N/A for that field – please do not leave blank.)*

- a. Contract Control Number:**
- b. Duration:**
- c. Location:**
- d. Affected Council District:**
- e. Benefits:**
- f. Costs:**

7. Is there any controversy surrounding this ordinance? *(Groups or individuals who may have concerns about it?)* **Please explain.**

[Start typing here.]

To be completed by Mayor's Legislative Team:

SIRE Tracking Number: _____

Date Entered: _____

Michelle T. Adams

20324 E. 41st Ave, Denver CO 80249 (720) 261-0349 Mobile
michadams1001@gmail.com

PROFESSIONAL EXPERIENCE

Law Office of Michelle Adams, LLC (2011 – Present)

Owner

Law firm specializing in the area of estate and business planning for families.

DeJong & Associates, LLC (2010 – 2011)

Of Counsel

Focused on family law matters including dissolution and post-decree proceedings.

Denver District Attorney's Office, Denver CO (2007–2010)

Director, Victim Services Network

- Coordination of local Victim Services Network including sub-committees, web-based resource directory and cross trainings.
- Coordination and delivery of national training and technical assistance requests.
- Oversight of all grant activities.
- Significant community work to facilitate the mission of Community Victim Advocates.

Denver CASA, Denver, CO (2004-2007)

Executive Director

Management

- Responsible for the administration, management and daily operations of the organization.
- Hired, supervised and trained staff and volunteers.
- Supported 13 member board of directors and managed board recruitment efforts.
- Developed and implemented employment policies, financial procedures and fund development, strategic and marketing plans.

Marketing

- Identified opportunities to increase awareness of child abuse in community via the local media outlets.
- Created the CASA 101 informational sessions.
- Redesigned organization website to include increased functionality such as ability to download application materials and private login for volunteers.

Public Speaking

- Designed and delivered presentations at least monthly to various community, corporate, student and civic groups.

- Asked to serve as emcee/facilitator for several events such as the annual Adoption Day celebration, the Conference on Minority Overrepresentation and the annual Victims Rights Day recognition ceremony.

Fund Development

- Researched, wrote and administered government and private foundation grants.
- Identified and established new funding sources for organization including Denver Marathon and annual Light of Hope Breakfast which increased revenues by 25%
- Developed relationships with local businesses and professional groups which resulted in a 50% increase in corporate giving

TIAA-CREF, New York, NY and Denver, CO (1992–2004)

Management

- Six years of management experience leading a professional and administrative staff of up to 24 people. Created successful teams of high performers who were consistently honored and recognized by senior management for their outstanding work.
- Effectively managed and maintained a training facility of over 22,000 square feet.
- Planned and efficiently managed a budget of over \$3 million dollars with all costs coming in below target.
- Directed the delivery of over 1,200 corporate training classes to approximately 1,500 employees in nine states. Maintained consistently high quality standards and client satisfaction scores of 95% or higher.

Consulting and Partnering

- Successfully consulted with senior managers across all areas of the company to ensure alignment with their long-term goals and objectives.
- Facilitated critical management, project and strategy meetings with business partners to prioritize training needs.
- Coordinated strategy meetings with Human Resources to develop training programs for new employees.

Conflict Resolution

- Nominated and selected to be one of four company ombudspersons empowered to investigate complaints of discrimination and sexual harassment.
- Partnered with Law and Human Resources to analyze legal and financial impact and recommend appropriate disciplinary action.

EDUCATION

J.D. Brooklyn Law School, Brooklyn, NY, 1996

B.A. The Pennsylvania State University, State College, PA, 1989

Completed 40-hour mediation training, 1998

AFFILIATIONS/VOLUNTEER EXPERIENCE

Denver CASA – Volunteer (1998-2000)
Goodwill Youth Services – Volunteer (2009- Present)
Rocky Mountain Children’s Law Center – Attorney Volunteer (2002-2003)
Venture Prep – Board Member (2009-2011)
Colorado Organization for Victim Assistance – Co-Chair of Children/Youth Track for Annual Conference (2007-2010)

TRAININGS AND RELEVANT COURSEWORK

2011 – Keynote Speaker at the Coordinated Victim Assistance Project conference in Ottawa, Ontario.

2010 – Attended and presented at International Crimes Against Children’s Conference in Dallas, TX.

2010 – Attended several trainings held by the Domestic Violence Intervention Team in the Denver District Attorney’s Office.

2010 – Attended numerous CLEs held by Denver Juvenile Court on dependency and neglect issues.

2009 – Presented at the National Center for Victim Assistance Annual Conference in Washington D.C. on outreach to teen victims of crime.

2009 – Organized and attended half-day training on Stalking with a special emphasis on women being stalked by an intimate partner.

2009 – Attended training held by the Denver Children’s Advocacy Center on child development.

2007/ 2008 – Presented at the Colorado Organization for Victim Assistance Annual Conference on providing collaborative services to victims of crimes.

2007/ Present - Provide ongoing training assistance with the volunteer training program for Denver CASA, Child Advocates.

2007 – Presented at the National Organization for Victim Assistance in Reno, Nevada on providing collaborative services to victims of crime.

PUBLICATIONS

Adams, Michelle T. “CASA – A Powerful Voice for a Child.” The Colorado Lawyer Oct. 2007.

Shawn B. Young

288 Harper Street, Louisville, CO 80027 | Phone: 720.363.5131 | E-mail: shawn@frontierassetbuilding.org

PROFESSIONAL PROFILE

- Action oriented, motivated Social Entrepreneur experienced in building teams and coalitions.
- Successful grant writer and fund raiser.
- Motivational speaker and classroom facilitator.
- Excellent communicator, skilled at conflict resolution.
- Innovative problem solver.
- Expert in fiscal management.

PROFESSIONAL AND COMMUNITY AFFILIATIONS

- National Community Tax Coalitions
- Colorado Poverty Reduction Task Force
- Denver Economic Opportunity Task Force
- Consumer Federation of America

EDUCATION

Bachelor of Arts Degree in English,
University of Arkansas, Fayetteville,
AR

Master of Arts Degree in Drama,
University of Arkansas, Fayetteville,
AR

**Master of Fine Arts Degree in
Performance,** Michigan State
University, East Lansing, MI

Continuing Education Classes,
Increasing Human Effectiveness,
Situational Leadership, and Servant
Leadership, Chicago, IL

EXECUTIVE DIRECTOR

Frontier Asset Building

Promoting self reliance through asset building

PROFESSIONAL EXPERIENCE

Executive Director, *Frontier Asset Building* **Louisville, CO, 2007 to Present**

- Directed the development of the Organization from inception, including obtaining tax-exempt status, to current size and scope.
- Created and directed the daily operations of three successful programs: Bootstraps Asset Building Education, Colorado Asset Building Coalition, and Colorado Disability Economic Initiative.
- Created the Bootstraps Asset Building Education curriculum and taught classes across Colorado, touching over 1,200 people in two years.
- The Colorado Asset Building Coalition program assisted over 28 organizations and 35 tax sites providing tax payers with Volunteer Income Tax Assistance and moving over \$30 million back into Colorado's Economy over the last three years. The Coalition also advocates for asset building through regular participation in national and state dialogues regarding asset building opportunities for low to moderate income individuals and families.
- The Colorado Disability Economic Initiative program works with the National Disability Institute and the Real Economic Impact Tour toward the development of asset building programs and strategies for Coloradans with disabilities. The Initiative received an "Individual Best Practice" award for its participation in Deaftax.com, a national pilot program of the National Disability Institute, which provides Volunteer Income Tax Assistance to the deaf community.
- Assisted in the development of the Alternative Filing Method option for VITA sites, increasing access and capacity for VITA sites across the state of Colorado.
- Developed all Human Resource and marketing materials for the Organization and managed five staff members and 21 AmeriCorps members.
- Created an online presence and fostered positive public relations.
- Developed all volunteer materials for the Organization and directed the recruitment of volunteer staff members.
- Identified funding opportunities, designed fundraising campaigns, and wrote grants, securing approximately \$500,000 in grants and contracts and over \$500,000 in in-kind contributions over the last 2+ years.
- Managed financial reporting and completion of 990 forms.
- Managed daily operations as fiscal sponsor for ColoradoSaves, an organization that works with the Consumer Federation of America toward the development of a social marketing message promoting a culture of savings over spending in Colorado. ColoradoSaves has over 15

TESTIMONIALS

"Here at The Gathering Place, we are extremely pleased with the financial counseling program offered by Mr. Young to our clients. We recommend him and his program highly, and are exploring ways to expand the program for our clients."

*-Housing Stabilization
Advocate of the Gathering
Place recommendation*

"I am shocked how much better my life has 'become' by taking a few suggestions I learned in this class. I have changed so much for the better."

- Student evaluation

"This is one of the most informative and stress reducing classes I have ever taken. Thank you for all the time and effort you have supplied."

-Student evaluation

"Since we began incorporating Bootstraps™ into our self sufficiency plan, I have seen positive changes in clients, as well as in my staff and in me. It is a simple and effective program that in a very short time *shows* a person that they have control of their own life. It is self empowering"

*- Executive Director
Colorado East Community
Action Agency*

TECHNICAL SKILLS

- Teaching
- Project management
- Human Resources
- MS Office
- Mac & PC platform proficiency
- Editing
- Proofreading
- Public Speaking

Retail Management

*Starbucks Coffee Company
Chicago, IL 2002-2007*

- Earned a National Letter of Recommendation from the CEO for outstanding customer service.
- Trained seven Regional Manager Trainees.
- Earned the title and position of Labor Management Specialist.
- Earned the title and position of Manager/Coach/Mentor.
- Served as a Classroom Facilitator
- Developed and implemented the first in-store e-mail ordering system in the United States.
- Achieved busiest peak period status among all Chicago store locations.
- Supervised and directed a workforce of 18+ at the store level and 75+ at the district level.
- Managed financial performance for district (budgets ranging from \$1-8 Million)
- Executed the hiring, training, evaluation, and scheduling of staff members.
- Consistently earned positive reviews for customer satisfaction and product quality.

Online Retail Management

*Priva.com & zounds.com
Chicago, IL 1999-2002*

- Managed 14-25 person staffs composed of Copywriters, Graphic and Web Designers, Programmers, Content Researchers and Customer Service Representatives.
- Conceptualized, budgeted and sold services worth over \$250,000.
- Successfully executed projects valued at approximately \$500,000.
- Secured Top 10 Search Engine Rankings for both companies.
- Coordinated web merchandising events with upper management, marketers, and buyers.
- Developed weekly merchandising schedule and produced weekly newsletter.
- Managed daily use and maintenance of office facility.

BRIAN SCOTT CONLY

Cell Phone: (720) 231-5801 Email: BrianConly@comcast.net

- EDUCATION**
- Educational Leadership - Doctor of Philosophy** (in 2nd year of 4)
Denver University, Denver, CO
 - Buell Early Childhood Leadership Program**
Denver University, Denver, CO
 - Management and Organizations - Masters of Science**
University of Colorado, Denver, CO
 - Entrepreneurship / Business Administration (MBA) – Masters of Science**
Bard Center for Entrepreneurship within University of Colorado, Denver, CO
 - Early Childhood Education - Bachelors of Science**
Oklahoma State University, Stillwater, OK
- EXPERIENCE**
- President of the Early Childhood Council of Broomfield (Current Term 2008 – 2011)**
Colorado Department of Human Services and Colorado Department of Education, Broomfield, Colorado
 - Our mission is to create a "seamless delivery system of early care and education services for Broomfield County."
 - Executive Director (Current Position)**
Bal Swan Children's Center, Broomfield, Colorado – Inclusive early childhood education pre-school
 - Business Strategy:** Redesigned the organization's business model to decrease its dependences on fundraising as a percentage of revenue from 66% to 33% in three years. Increased total revenue without fundraising by close to 400%. Repositioned organization as premier educational organization in area.
 - Leadership:** Achieved all the above while nurturing and preserving the 45-year-old organization's culture, purpose, and values. Led the Board in defining the organization's culture, purpose, values, and short- and long-term goals to ensure decision making aligns with organizational direction.
 - Management & Operations:** Created hiring practices, compensations and reward systems, data management systems, customer service philosophy, product mix, performance management system and service costs that aligned with the organization's purpose and values.
 - Community Partnerships:** Forged alliances with key partners to deliver organizational services to their children with our proven educational model: Broomfield Early Childhood Council, the Merage Foundation, Early Learning Ventures, Boulder Valley School District, Adams 12, North Metro Community Center Board, Imagine!, and various other educational and intervention organizations.
 - Foundation Partnerships:** Applied for and received grants from the Denver Foundation, Rose Community Foundation, Temple Hoyne Buell Foundation, Daniels fund, and the Boettcher Foundation.
 - Organizational Stats:** 400+ children a week (1/3 of the children with special needs, 2/3 of the children are typical or gifted), 50 employees including teachers and therapists, 4-Star Qualistar rating, CSEFEL Pyramid Model as foundation of educational model, 45-year history, first preschool licensed in Colorado for inclusion of children with special needs
 - Federal Child Welfare Program / Program & Fiscal Analyst**
Administration of Children and Families, Denver, Colorado
 - Grants Management:** Responsible for Federal oversight of Child Welfare Grants and application of programs for Region VIII which includes CO, MT, ND, SD, WY & 27 Native American Tribes.
 - Head Start Education Coordinator (Multiple Sites)**
Adams County Head Start, Commerce City, Colorado
 - Program Experience:** Responsible for the educational performance standards of 8 Head Start classrooms at multiple sites.
 - Training Experience:** Developed and implemented monthly educational trainings for 30 Head Start classroom teachers and teachers' assistants that addressed organizational needs.
 - Human Resource Management:** Directly supervised 16 teachers and teachers' assistants.
 - Special Projects:** Developed and implemented a new performance management system that increased employee performance. Also implemented the first round for the National Reporting System (NRS).
 - Management Team Member**

Center Director Supervisor - Head Start & Non-Profit ECE Program (Multiple Sites)

Mile High Montessori, Denver, Colorado

- **Program Experience:** Managed and participated in the following programs: 4 Early Head Start classrooms, 10 Head Start classrooms, Educare, Ready to Succeed, Denver -Triad Pilot Program, Denver Early Childhood Standards Pilot, Rose Foundation, Denver Foundation, Department Childcare Licensing, ECERS, ITERS, CCAP, TANF, and multiple funding streams.
- **Training Experience:** Developed and implemented a monthly 4-hour management, leadership, and technical training that addressed current organizational needs.
- **Management:** Directly supervised 12 Directors and indirectly managed 80 line staff.
- **Special Projects:** Opened a new children's center with a capacity of 130, rewrote Policy and Procedure Manuals, and created database management system of the Human Resources Department.
- **Management Team Member**

Childcare Director

Children's World Learning Center, Golden, Colorado

- Managed all aspects of a preschool learning center: accounting, hiring and recruiting, local marketing, managed 15 staff members, and developed parent communication.
- Maintained training classes twice a month for the continual education of the staff. This included training on the Child's Development Associate (CDA).

Project Coordinator: School-Age Programs Director and Founder

CFS Kids, Inc., Tulsa, Oklahoma

- Founded and directed the CFS Kids Club (an after school program, ages 5 to 15, 2:30pm to 10:30pm, 100+ kids).
- Assisted with the development and coordination of CFS Camps for over 1,000 children. Acted as the Primary Camp Director (Kindergarten through 2nd).

Project Coordinator: Children's Program Developer (Contracted)

The Bama Companies, Tulsa, Oklahoma

- Developed and directed all aspects of the Camp Bama Holiday Camp with over 250 school-aged children.
- Managed budget and hiring of employees. Created the Policy Manual and Parents Handbook for Camp Bama.

**COMPUTER
SKILLS**

Tested at an Expert Level on Microsoft Word, Excel, PowerPoint, and Access.

- I have written Access database programs for Waste Management of Oklahoma, Children's World Learning Center, Mile High Montessori, Administration of Children and Families, and Bal Swan Children's Center.