

RESOLUTION NO. 3 - 2019

Moved by: Wanda R. D. Williams

A Resolution confirming the appointment of Mr. Kevin E. Burrell to serve on the Harrisburg Human Relations Commission ("HHRC") for a one-year term.

WHEREAS, members of the HHRC shall be a broadly representative cross section of the racial, ethnic and economic groups of the City; and

WHEREAS, members of the HHRC shall be residents of the City; and

WHEREAS, the Mayor has appointed Mr. Kevin E. Burrell to serve on the HHRC to replace the vacancy created by Ms. Christian Yellowdy; and

WHEREAS, a copy of Mr. Burrell's qualifications to serve in such capacity are attached and incorporated as "Exhibit A;" and

WHEREAS, Mr. Burrell's appointment shall be for a one-year term expiring November 14, 2019.

NOW, THEREFORE, BE IT AND IT IS HEREBY RESOLVED BY THE COUNCIL OF THE CITY OF HARRISBURG that the City Council hereby confirms the appointment of Mr. Kevin E. Burrell to the Harrisburg Human Relations Commission ("HHRC") for a one-year term.

I second this resolution: Ben Jallat

| YEAS | NAYS |
|-------------------------|------|
| MR. ALLATT | |
| MS. BOWERS | |
| MS. DANIELS | |
| MS. GREEN | |
| MR. MADSEN | |
| MR. MAJORS | |
| MS. WILLIAMS | |
| Yeas <u>7</u> | |
| Nays <u>0</u> | |

Passed the City Council February 19, 2019
Wanda R. D. Williams
President of City Council

Attest [Signature]
City Clerk

- Approved
- Returned to City Council with objections

Exhibit “A”

KEVIN E. BURRELL

[REDACTED], Harrisburg, Pennsylvania, 17101-1124

Telephone: [REDACTED]
[REDACTED]
[REDACTED]

OBJECTIVE: To use my strong focus on measurable outcomes, analytical abilities, and skill in innovative problem-solving in a diverse and dynamic organization.

EXPERIENCE

Human Services Program Specialist
Office of Developmental Programs
Bureau of Policy and Quality Management
Harrisburg, PA

May 2015
Present

- I serve as project manager for the development of a standardized multi-module web-based training curriculum to be available by September 30, 2018, to provide an introductory overview to provider staff covering Person Centered Planning, Abuse, Individual Rights, Recognizing and reporting incidents. I created the initial and subsequent versions of the Statement of Work delineating the task and act as liaison between ODP subject matter experts and the ODP training contractor engaged to physically create the webcast to ensure timely completion of the task.
- I was project manager for the development of a training course intended to orient new Supports Coordinators to their role in supporting and guiding individuals with disabilities. Working with subject matter experts at the Office of Development Programs (ODP), and the Contractor responsible for the training of professionals, I oversaw the creation of the webcast from conception to execution in the autumn of 2017.
- I review and edit training provided for the Individuals and Families supported by ODP programs to ODP providers and to ODP stakeholders.
- I write, review and edit communications issued by ODP to Individuals supported by ODP programs and their Families, to ODP providers and other ODP stakeholders.
- I represent ODP in oversight of the statewide administrator of the College of Direct Supports (CDS), a web-based learning system for direct support professionals. Collaborating with the statewide administrator, the Institute on Disabilities at Temple University (IOD), the Elsevier organization, the producer of CDS, and content experts, I oversee the development of training webinars and monitor the work of the IOD as regards CDS. There are more than 17,000 learners registered with CDS in PA.
- I conducted research leading to the development of a series of instruction in the new Community Participation Support service for Direct Support Professionals. I recommended changes and enhancements to the final webcasts which were both traditional webcast format and train the trainer formats.

- I represent ODP at the Independent Monitoring for Quality (IM4Q) training conference planning meeting. IM4Q is a part of the strategy for quality management of services provided by the Office of Developmental Programs in which families and individuals with disabilities conduct interviews of families served in all of Pennsylvania's County Mental Health/Mental Retardation programs. The training conference is an annual gathering to provide resources in support of the monitor's efforts.
- I represent ODP in providing quarterly updates to the State Task Force on the Right to Education along with the PA Department of Education, the Arc of PA, and the Governor's office to support and inform families of individuals with disabilities, local education agencies and interested others because of the mandates of the PARC Consent Decree of 1972.
- I represent ODP on the planning team for the annual Pennsylvania Disability Employment and Empowerment Summit conference. ODP participates along with the Office of Vocational Rehabilitation, the Department of Aging, the Office of Mental Health and Substance Abuse Services, the Office of Long Term Living, the PA Human Rights Committee, the Department of Labor and Industry, the Department of Education, and the Governor's Cabinet and Advisory Committee for People with Disabilities to bring together potential employees, employers, government agencies and service providers to further opportunities for employment for people with disabilities.
- I represented ODP in the Experience the Employment Connection (EEC) joint training effort designed to support the Governor's Executive Order on Employment First to increase competitive integrated employment for Pennsylvanians with disabilities. The Office of Vocational Rehabilitation, the Department of Education's Bureau of Special Programs, The Office of Mental Health and Substance Abuse Services, and ODP created instructional activities and resources to support specific person-centered. I developed a document describing ODP waivers, services and regional contacts for use in all EEC sessions and developed an activity describing which ODP services could overcome barriers to employment.
- In spring of 2016 I completed all prerequisites and examinations in order to become ODP Quality Management (QM) certified.
- In summer 2015, I successfully used SAP-LSO software to register learners for the Essential Life Planning course offered multiple times for service personal supporting individuals with developmental disabilities at all five ODP State centers providing residential care for people with intellectual disabilities.

ACAP Manager
Office of Developmental Programs
Bureau of Autism Services
Harrisburg, PA

November 2010
May 2015

- I represented BAS in the development of the ACAP portion of the DHS Quality Management Strategy submitted to CMS by OMAP in December of 2014.

- I oversaw the Bureau of Autism Services (BAS) Adult Community Autism Program (ACAP) which provides holistic and integrated supports to individuals on the Autism spectrum through Keystone Autism Services (KAS), a managed care organization (MCO), and supervised a staff of three (3) Commonwealth employees.
- I was responsible for tracking and problem-solving with appropriate staff (internal and external to BAS) any issues associated with ACAP enrollment, monitoring and quality.
- I engaged appropriate members of BAS and KAS communicating and analyzing progress on operational and policy aspects of the program that are systemic or, as appropriate, individualized, i.e. concerning individual ACAP participant(s).
- I was responsible for marshalling the ACAP rate package submitted to ODP for annual submission to CMS and inputting the finalized rates into PROMISE. As amendments to the Per Member per Month rate are required, as in the case of the Affordable Care Act (ACA) for example, I oversaw the internal process for amendment submission to CMS.
- I participated in the analysis and development of substantive amendments to the ACAP program Agreement impacting service quality and provision. Working with DGS and OMAP, my staff and I represent BAS in the selection of the External Quality Review Organization (EQRO) responsible for the satisfaction of the CMS quality mandate required of all Commonwealth MCO's.
- I monitored the EQRO contract's two (2) ACAP objectives including invoice reconciliation, regular update calls with the EQR contractor IPRO, and briefings to BAS Executive, clinical and ACAP staff.
- I represented BAS at MCO Capitation Payments meetings and EQR meetings.
- I oversaw the completion of the Medicaid Managed Care Data Collection System (MMDCS) report on ACAP, another CMS requirement of Commonwealth MCO's. I oversee the distribution of ACAP data required for the BAS, ODP and DPW dashboards and scorecards.
- I participated in the development of in-service/retreat activities for the improvement of BAS culture and performance.

Project Officer, PADDC

Pennsylvania Developmental Disability Council (PADDC)
Harrisburg, PA

October 2005

November 2010

- I developed, implemented, and monitored progress evaluation strategies for Pennsylvania Developmental Disability Council (PADDC) projects receiving Department of Health and Human Services (DHHS) funding in excess of \$500,000 that support individuals with disabilities, their families and caregivers.
- I led teams in the writing of requests for proposals appearing in the 2007-2011 State Plan mandated of all Councils by DHHS Administration on Developmental Disabilities enabling the PADDC to achieve Federal objectives focused on transportation to work, living-wage employment, and increased cultural competence.
- I conducted statistical analysis of diagnoses and financial data for residents of personal care homes for a PADDC policy recommendation paper on personal care homes in Pennsylvania.

Manager, Human Services Development Fund (HSDF)
Commonwealth of PA Department of Public Welfare
Harrisburg, PA

July 2001
October 2005

- I oversaw a \$36 million grant of State funds to 67 Pennsylvania Counties for the provision of social service funding for low-income adults, the aged, children and youth, individuals with drug and alcohol addictions, individuals experiencing homelessness, and community mental health and mental retardation programs.
- I created the first HSDF Innovation Grant awarding over \$110,000 in 2005 which enabled the Bradford County *Student Transition and Recovery Program* to decrease criminal activity and increase educational performance for youth exhibiting delinquent behaviors and Chester County substance abuse prevention programs to expand.
- I developed the first outcome measurement indicators for the Pennsylvania Adult Services program in collaboration with members of the Pennsylvania Association of County Human Services Administrators in 2004.
- I annually analyzed and prepared consumer and expenditure data in support of Pennsylvania's Social Services Block Grant submission to DHHS; budgeted at that time in excess of \$100 million.

Institute for Shipboard Education
Pittsburgh, PA

December
1996

Librarian

May 1997

- I managed the S.S. Universe Explorer library consisting of 8,000 volumes and six staff members which supported 20 academic disciplines for roughly 700 students during a voyage to Venezuela, Brazil, South Africa, Kenya, India, The Philippines, Vietnam, Hong Kong, and Japan.
- I conducted library instruction and monthly ship-wide presentations on library resources and polices in support of diverse course offerings.

Commonwealth of PA, Pennsylvania Liquor Control Board
Harrisburg, PA

July 2000

June 2001

Pennsylvania Management Intern

- I developed a database and library for alcohol education materials for the PA Liquor Control Board.
- I identified and created outcome measures for the Women's Contract Services Program within the Department of Public Welfare.

EDUCATION

- 2000 **University of Pittsburgh, Pittsburgh, PA**
 Graduate School of Public & International Affairs
 Master of Arts, Public and International Affairs (MPIA)
 Certification: *Non-Profit Agency Management*
- 1985 **Duquesne University, Pittsburgh, PA**
 Bachelor of Arts, Speech Communications and Theater

PUBLICATIONS

Independent Researcher: *State of Black Youth in Pittsburgh: Perspectives of Young African Americans in the City of Pittsburgh and Allegheny County, 1999*
Urban League of Pittsburgh Inc.

AFFILIATIONS

- **Market Square Presbyterian Church**— Deacon

References available upon request

INTER

OFFICE

MEMO

To: HARRISBURG CITY COUNCIL
From: Kirk Petroski, City Clerk
LEGISLATIVE APPROVAL FORM

Date:

LEGISLATIVE APPROVAL FORM/CERTIFICATE OF ACCEPTANCE

BILL NO. -2019 RESOLUTION NO. 3 -2019

THE ABOVE LISTED ITEM WAS WRITTEN AND PREPARED FOR FINAL INTRODUCTION AT THE HARRISBURG CITY SOLICITOR'S OFFICE ON:

Ryanie E. Baldeck
Sr. Deputy City Solicitor

1-4-2019
Date

Requested by Department/Bureau: *Mayor*

Department/Bureau Contact Person: *Mayor / Sha Shawn Dial*

For Action on or before:

The attached was received in the Office of the City Clerk for introduction on

1/9/2019

Received by: *Charidan Huston*

Date: 1/4/2019