

Appendix C

Curriculum Vitae

Lynne Nilson, MPH, MCHES, CPM

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Personal Summary

- Over 30 years of experience leading and managing public health programs for state governments
- Skills – Program Management and Administration, Personnel Management, Fiscal Management, Grant Writing, Management and Reporting, Development and Implementation of Program Policies and Procedures, Program Planning, Contract Management, Report Writing and Program Evaluation
- Development and administration of national award winning public health programs

Education

The University of Alabama, Birmingham, School of Public Health, Birmingham, Alabama
Master of Public Health
Major: Behavioral Science/Health Education
August 1985

The University of Utah, Salt Lake City, Utah
Bachelor of Science
Major: Public Health/Community Health Education
May 1982

Certifications

- Certificate of Completion - Adaptive Leadership, Center for Public Policy and Administration - 2012
- Master Certified Health Education Specialist (MCHES), 2011 to present
- Certificate of Completion - Great Basin Public Health Leadership Institute, 2007
- Certified Health Education Specialist (CHES), 1994-2011
- Certificate of Completion - Certified Public Manager (CPM), 1994

Professional Experience

- **Utah Department of Health**, Salt Lake City, Utah, January 2015 – Present

Director, Bureau of Maternal and Child Health

Job Responsibilities: Director of the Bureau of Maternal and Child Health. Responsible for oversight of MCH Block Grant funding as well as submission of the MCH Block Grant and Needs Assessment for the State of Utah. Duties include - budget oversight; human resource management; staff supervision; grant writing; report writing; evaluation; data management;

contract writing and monitoring; technical assistance to community partners; development, implementation and evaluation.

- **Utah Department of Health, Salt Lake City, Utah, October 2005 – January 2015**

Public Health Program Director-Utah Cancer Control Program

Job Responsibilities: Program Manager, Grant management, program and financial oversight of the Breast and Cervical Cancer and Colorectal Cancer Screening Programs. Duties include - budget oversight of over three million dollars in federal grant funds; human resource management; staff supervision; grant writing; report writing; evaluation; data management; contract writing and monitoring; technical assistance to community partners; development, implementation and evaluation of a statewide breast and cervical and colorectal plan and public education campaign.

- **Utah Department of Health, Salt Lake City, Utah, April 1996 to May 2005**

Program Coordinator, Utah Council for Worksite Health Promotion

Job Responsibilities: Manage the Utah Council for Worksite Health Promotion. Budget management (~ \$60,000); Program Evaluation - plan, implement and evaluate effective worksite health programs; develop and manage contracts and grants to businesses; partnership development and public health program implementation – e.g. include: A Healthier You 2002 partners (business, State/Local Health, schools, communities and community leaders, US Olympic Committee.

- **Utah Department of Health, Salt Lake City, Utah, April 1990 – April 1996**

Program Manager, Healthy Utah Program, Bureau of Health Promotion, UDOH

Job Responsibilities: Manage the Healthy Utah Program (HU), the worksite wellness program for state employees. Supervision (3 full time professional staff/12 part time); Budget (\$400,000); Contract development/management; Demonstrated ability in negotiation and conflict resolution; Knowledge and implementation of management and leadership concepts; Grant writing and management; Evaluation – development of impact and outcome evaluation strategies and measures of success.

- **University of Utah College of Health, Salt Lake City, Utah, Fall 1994 – Winter 1996**

Adjunct Faculty

Job Responsibilities: Courses taught: Community Health Problems (Health Education #305). This class was a prerequisite to the Health Education Major. Topics covered: History of Public health, epidemiology, demography, environmental health protection, chronic disease and lifestyle, injury, domestic violence, tobacco, drug abuse, minority health concerns, special populations, etc. In addition I taught Worksite Health Promotion (Health Education #580) class. Topics included: program development, marketing strategies, development of impact and outcome evaluation strategies/measures of success and implementation of worksite health promotion programs.

- **Utah Department of Health, Salt Lake City, Utah, August 1989- April 1990**

Program Coordinator Motor Vehicle Occupant Protection Program,

Job Responsibilities: Budget (\$180,000) – Develop/manage; Contracts – negotiated/executed contracts and management of grant awards to local

communities/schools to conduct community safety belt programs; Grants- writing of federal grants and reports to the National Highway Traffic Safety Association and the State Office of Highway Safety; Media – developed media strategies to promote statewide seat belt use (developed media packets, appeared on TV and radio talk shows, met with newspaper reporters, supervised P.S.A.; Skill in working wide range of health and business professionals in the management and implementation of the statewide car safety seat loaner program; also built and maintained linkages with local health departments to implement safety belt programs.

- **South Dakota Department of Health, Pierre, South Dakota, October 1985 to April 1989**

First Director of the newly formed Health Education and Promotion Program

Job Responsibilities: Budget management - \$250,000; Supervision of 12 multidisciplinary staff (2 Health Education/ Promotion Staff and ten part-time staff for the Behavioral Risk Factor Surveillance System – BRFSS); Project Director for the BRFSS Cooperative Agreement; Grant writing and grant management; Partnership development; policy/procedure development; Program Development and evaluation; Demonstrated ability in negotiation and conflict resolution; Knowledge and implementation of management and leadership concepts; Represented SDDOH in all state/federal health education matters build and maintain linkages with agencies and other private community entities in South Dakota to implement public health programs; Data analysis and wrote reports based on findings.

- **University of Alabama, Birmingham, Department of Health Behavior (UAB), Birmingham, AL, 1984-1985**

Health Educator/ Research Assistant

Job Responsibilities: Health Educator for the UAB Quit Smoking Program; implementation of program components based on protocols and grant guidelines; data management, analysis and evaluation; development of recruitment strategies, skill in working wide range of health and business professionals.

- **American Heart Association of Utah, Salt Lake City, Utah, 1982-1984**

Program Coordinator, Health Educator and Weight Control Instructor

Job Responsibilities: Slim for Life Behavior Modification Weight Reduction Program. Responsibilities: development, coordination, implementation and evaluation of the Slim for Life Program; conducted teacher inservice: developed teaching materials; provided publicity and public relations for the program; was a liaison for the program with the community, UHA, UHA instructors and class participants; developed and monitored budget for program and special projects; data management; and was a Slim for Life Instructor for 15-50 class members per quarter in behavior modification techniques for weight loss, diet control and exercise.

Professional Memberships

- Association for Maternal Child Health Programs
- American Public Health Association
- Utah Public Health Association

Auxiliary Activities

- Member – AMCHP Workforce Development Committee, 2016 to present
- Chair – Utah Association of Local Boards of Health, 2014-2016
- Chair – Summit County Board of Health, 2011-2013
- Chair – Cancer Council, National Association for Chronic Disease Directors, November 2012 – 2014
- Chair – National Breast and Cervical Cancer Council, November 2009 – 2012
- President Elect/President – Utah Public Health Association, May 2009 to May 2011
- Vice President – Utah Public Health Association, May 2008-May 2009
- Co-Chair, Utah Public Health Association Annual Conference Planning Committee, 2008, 2009, 2010
- Board Member, State Coalitions Committee, National Coalition for Promoting Physical Activity, 1998-2000
- President, Health Education Association of Utah, 1996-1997
- President, National Association of Public Worksite Health Promotion, 1993-1994
- Treasurer, Health Education Association of Utah, 1992-1995
- Member, University of Utah Health Education Department Alumni Committee, 1992-1994
- Member at Large, National Association of Public Employee Wellness, 1991-1992
- Chairperson, Coalition for Utah Traffic Safety, 1989-1990
- Member, Board of Directors American Cancer Society South Dakota Division, 1988-1989
- Member, Board of Directors Assoc. of State and Territorial Directors of Public Health Education, 1988-1989
- Member, Board of Directors Missouri Shores Women's Resource Center, 1987-1988
- Recipient of the University of Alabama Birmingham, School of Public Health Faculty Scholarship, 1984-1985
- Recipient of the University of Utah, Outstanding Senior Student Scholarship, 1981-1982

Noel L. Taxin
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CAREER SUMMARY

A dedicated Administrator with twenty years of increasing responsibilities in the treatment of infants, adolescents, adults and geriatrics in agency, hospital, residential settings; and investigations and regulation of licensed professions. Strengths include program development, management, and evaluation; staff recruiting and training; quality assurance, state and federal regulation compliance; community resource development and relations; budgetary forecasting and implementation, case management and investigations of licensing violations. Demonstrated skills in project management, team development, problem solving, timely record keeping and quality control measures, data collection, analysis and reporting, strong verbal and written communication skills. A results oriented professional who values the development of cooperative relationships in meeting the objectives of the organization.

PROFESSIONAL EXPERIENCE

State of Utah –Department of Health – Children with Special Health Care Needs (CSHCN) 2014-Present Bureau Director

Responsible for administration and budget of the CSHCN public health programs and clinic services. Determines the health needs for children and youth with special health care needs. Establish Bureau goals, objectives, priorities, policies and procedures. Oversees 110 employees throughout the state of Utah. Develops, negotiates, and monitors contracts. Investigates complaints regarding Bureau business and ensures Bureau is in compliance with State and Federal regulations.

- Developed and implemented Bureau Strategic Plan.
- Participating and preparing for Federal MCH Block Grant review.
- Providing oversight and direction in the 14 programs within CSHCN and making changes as needed to increase efficiencies and effectiveness.
- Overseeing budget, contracts, and other legal agreements within the Bureau.
- Directly overseeing senior level staff, providing support and direction: on hiring, scope of work, monitoring performance, initiating corrective and disciplinary action.

State of Utah – Division of Occupational & Professional Licensing 2006-2014 Bureau Manager

Responsible for planning, implementing and coordinating activities for assigned licensing professions/programs. Investigates complaints, reviews, monitors regulatory violations; ensures compliance with State and Federal regulations; develop or interpret State laws and rules; research and gather information/evidence; provide support services to other bureaus; conflict resolution; provide consultation and court testimony; review, evaluate and provide decisions regarding issuance of applications; set goals and evaluate program/employee performance; represent agency on committees, lecture to educational institutions and the public; supervises employees to include monitoring and delegating work assignments, providing performance evaluations, hiring, implementing disciplinary action including terminations.

- Managed and regulated all the mental health, adjunctive therapy and pharmacy professions a total of 18 professions.
- Currently manage and regulate the medical, dental and some adjunctive therapy professions a total of 12 professions.
- Lecture and teach classes on professionalism, ethics and staying in compliance with laws and rules of the professions.
- Provide monthly employee training workshops to improve performance.
- Regularly assist other bureaus to ensure quality services are being offered by the agency in a timely manner.
- Continually improving quality and accuracy of processing applications, timeliness, readability and applicability of regulations.

- Developed and coordinate the State of Utah Controlled Substance prescriber educational tutorial and examination to educated providers, identify and assist in the reduction of over dose deaths in Utah and meet a statutory requirement.

State of Utah – Division of Occupational & Professional Licensing

2004-2006

Investigator II

Responsible for protecting the public from unprofessional, unlawful, incompetent or criminal activities of licensed professionals and/or individuals engaging in activities regulated by the Division for which a license is required. Responsible for identifying violations, interviewing parties involved, referral of those parties for administrative or criminal action and/or unfounded resolution.

- Completed POST Academy Training – graduated in the top of the educational class and set records for physical excellence.
- Attended and completed Health Care Fraud Investigator Course.
- Stayed current on POST certification hours by attending conferences and reading literature.
- Established relationships with licensed professionals in the field, other regulating agencies, the Utah Attorney Generals Office and local District Attorney Offices.
- Maintained a caseload (50-60) and completed cases with quality, professionalism and in a timely manner.
- Promoted the agency and increase public awareness through lectures at local colleges and universities, physician conferences, participation on state boards and committees.

David S Thomas, M.D., F.A.C.S.

2002-2004

Director of Medical Esthetic Services

Responsible for the design, marketing, delivery, documentation and profitability of esthetic services, in support of a large plastic surgical practice. Responsible for the set up and management of physical operation, supplies and equipment ordering, monthly service documentation, continuous learning and training of staff, scheduling, patient education, service delivery, participation in treatment team meetings, and marketing presentations to external groups.

- Consistently exceeded financial, patient population growth, and service quality goals ahead of business plan.
- Expanded service offerings to include high profit procedures (Botox, Cauterization, Lymphatic Drainage, etc.) to meet high market demand and to remain competitive with other F.A.C.S. /Medical Esthetics offices.
- Increased referrals and profits of the F.A.C.S. practice by directing patients to Dr. Thomas who initially visited the office for esthetic services only.
- Expanded exposure of the practice by designing and delivering targeted seminars for local organizations, medical practices, senior centers, and high schools.

DDI Vantage – Salt Lake City, UT

1999 – 2001

Program Director

Responsible for the management and integration of services, 45-50 staff, programs, and quality initiatives for five early intervention (for infants and toddlers) sites servicing over 600 families throughout Utah. Service offerings included physical therapy, occupational therapy, speech therapy, special education, social services, nursing, and pediatric medicine. Primary responsibility for program development and administration; hiring and training of staff; employee development, evaluation and disciplinary procedures; budgeting; state and federal regulation compliance; policies and procedures; and professional relations.

- Created a system that minimized redundancy of service delivery and improved clinical efficiencies, operational communications, and clinical decision making through the development of a multidisciplinary treatment model that centralized information exchange procedures and integrated input from multiple disciplines.
- Controlled labor costs through the development of a systematic review process of reported hours worked for non-exempt staff and contractor billings.
- Minimized legal exposure resulting from non-compliance with state and federal regulations, by establishing regular policy and procedures reviews and implementing remedial programming plans and staff training that brought the agency into compliance.

- Promoted the agency and increased public awareness through lectures at local colleges and universities, physician conferences, participation on state boards and committees, and through non-profit fund raising efforts.
- Established a comprehensive internship program.

Touchstone Therapy Center – Salt Lake City, UT
Consultant / Program Director

1999 – 2000

Responsible for planning, budgeting, hiring, implementing, supervising and evaluating Recreation Therapy within group, in-home and camp settings for foster and adopted children and adolescents.

Benchmark Behavioral Health Systems - Woods Cross, UT
Recreational and Adjunctive Therapies Director

1995 - 1999

Responsible and accountable for the management of all recreational and adjunctive therapy operations for a 72 bed residential treatment center and 50 bed acute psychiatric facility. Specific responsibilities include program development and implementation; staff recruitment, training supervision and evaluation; budgeting; policy and procedure development; and clinical interventions (individual, family, and group therapy and recreational therapy assessments).

- Improved clinical services and helped decrease disruptive incidents by developing programming to increase the use of recreational therapy as a primary therapeutic tool.
- Brought recreational therapy department into JCAHO and state compliance by reviewing and restructuring policies, developing accurate quality assurance and leisure assessment measures, and maintaining regular compliance evaluations.
- Reduced departmental costs by maintaining budget for three consecutive years and supplementing resources by soliciting support from private and community sources.
- Improved consistency of staff education and service delivery by developing and implementing standardized training materials and procedures.
- Promoted twice from Recreational Therapy consultant to Recreational Therapy Director and then to director over all Adjunctive Therapies within one year.

Island View Residential Treatment Center - Syracuse, UT
Consultant

1995

Responsible for the evaluation of recreational therapy services, compliance with state regulations, and advisement of staff and administration on quality improvement. Made recommendations that brought the facility into compliance within two months after hiring.

Primary Children's Medical Center - Salt Lake City, UT
Recreation Therapist

1991 - 1995

Responsible for the planning and implementation of individual and family recreational therapy groups for two twenty bed acute psychiatric units serving both children and adolescents. Developed individual treatment programs, conducted recreational assessments, documented patient progress, and made presentations to the treatment team .

- Increased the scope of clinical services by developing and implementing a recreational therapy behavior modification program for autistic adolescents and children.
- Increased awareness of resources available to the Recreation Therapy Department by developing a leisure resources manual and network of community resources manual. Both were disseminated throughout the department and used as a standard by other recreation therapists.
- Advanced from a student intern to part time then full time staff within one year.

Olympus View Hospital - Salt Lake City, UT**1993 - 1995****Recreation Therapist**

Responsible for the planning and implementation of individual and family recreational therapy groups for adolescents, adults and geriatric populations. Developed individual treatment programs, conducted recreational assessments, documented patient progress, and made presentations to the treatment team .

- Advanced the scope of services by developing and implementing both geriatric day treatment psychiatric and recreation programs.
- Increased consistency of services for geriatric patients by developing monthly programming schedules and providing necessary resources that could be implemented by both nursing and recreation staff.

EDUCATION

University of Utah - Salt Lake City, Utah, 1994

M.S. Recreation and Leisure: Major - Therapeutic Recreation; Minor - Health Education

University of Utah - Salt Lake City, Utah, 1992

B.S. Major - Sports Medicine; Recreation and Leisure: Major - Therapeutic Recreation.

Cameo College of Beauty – Salt Lake City, Utah, 2001

Master Esthetician

Peace Officer Standardized Training -POST Certified 2004

Peace Officer Standardized Training - 40 hours of continuing education a year including but not all inclusive education in:

crisis intervention, prescription drug diversion, undercover operations, elder and child abuse, healthcare fraud, management and leadership for law enforcement.

Maintain Continuing education in leadership and all the professions licensed/certified.

PROFESSIONAL LICENSES AND CERTIFICATIONS

State of Utah - Master Therapeutic Recreation Specialist (License)

National Council for Therapeutic Recreation (Certification)

State of Utah – Early Childhood Intervention 2 (Certification)

State of Utah – Master Esthetician (License)

POST Certified

Crisis Intervention Team Certified

AWARDS

2007 Governors Award for Individual Excellence

2014 Utah Division of Occupational & Professional Licensing recognition for outstanding dedication, commitment and leadership

2015 Governors Award for Program Excellence