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Name, JD

Career Summary:

I am a mission-focused, results-oriented executive, with over 10 years of experience in developing, implementing, coordinating, managing and evaluating public programs, including writing a \$10 million federal grant that received full funding for a public charter school targeting students at-risk, and managing all aspects of a two-year, \$7 million national disaster recovery initiative, Non-profit. Non-profit is the nation's first disaster case management pilot, funded by the Federal Emergency Management Agency. Under my leadership, 30,000 displaced Hurricane Katrina evacuees received disaster recovery services throughout the Gulf Coast.

As a former due process hearing officer for the State of xxxxx, I presided over state and local special education hearings to render a fair and impartial decision; reviewed the local school district's record and the decision of the county hearing officer to determine whether the county and state agencies complied with the procedural and substantive requirements of the Individuals with Disabilities Education Act; Section 504 of the Rehabilitation Act; and the Americans with Disabilities Act.

Currently, I am the senior voting rights attorney at the Company (COMPANY). COMPANY is a nonprofit membership organization for the federally mandated Protection and Advocacy (P&A) system, created by Congress in the 1970's to protect the rights of children and adults with disabilities and their families. Protection and Advocacy agencies (P&As) exist in all states and territories and receive funds under a variety of federal programs. There is also a Native American P&A in the four corners region of the Southwest. The P&A network is the nation's largest provider of legally based advocacy services for individuals with disabilities.

As the senior voting rights attorney at COMPANY, I oversee and provide training and technical assistance to the federally mandated Protection & Advocacy for Voting Accessibility (PAVA) program, 42 U.S.C. 15461. The PAVA program was established in 2003 as part of the Help American Vote Act of 2002 (HAVA). Under this program, P&As have a mandate to help ensure that individuals with disabilities participate in the electoral process through voter education, training of poll officials, registration drives, polling place accessibility surveys and the like.

Under my leadership, the PAVA program:

- ensures that people with disabilities have the opportunity to fully participate in the electoral process;
- informs people with disabilities of their voting rights and provides them with accessible voter information;
- educate election administrators about voting issues for individuals with disabilities, requirements of HAVA and the 2005 Voluntary Voting System Guidelines, statewide voter registration database, just to name a few;
- monitors polling places and voting equipment to help ensure accessibility; and
- assists people with disabilities in registering to vote, and casting a private, independent ballot.

Experience:

Company, Washington, DC (January 2006 to Present)

Senior Voting Rights Attorney

As the senior voting rights attorney at the National Disability Rights Network, I provide training and technical assistance in connection with the Help America Vote Act of 2002 (HAVA), the National Voter Registration Act, and the Americans with Disabilities Act (ADA), to name a few. Major duties include:

- partnering with the Lawyers' Committee for Civil Rights Under Law's National Campaign for Fair Elections, Election Protection Hotline;
- publishing guide on *Activities to Promote* [REDACTED];
- authoring *Lessons Learned on Election Day 2008 – Need Universal Voter Registration*; [REDACTED]
- co-authoring *VOTE. It's Your Right*: [REDACTED]
- attending U.S. Elections Assistance Commission (EAC) public meetings and viewing EAC's webcasts;
- commenting on state (electronic voting and 2005 Voluntary Voting System Guidelines) and federal bills, the Holt Bill amending HAVA to requiring a voter-verified permanent paper ballot under Title III;
- reviewing and distributing Federal Register and other public notices;
- reviewing and analyzing statutes and regulations
- providing comments on proposed federal regulations and guidelines, and meeting with federal agency staff to ensure the appropriate implementation of federal policies.
- providing quarterly and annual reports on all activities associated with provision of technical assistance and training under HAVA to Administration on Developmental Disabilities Administration for Children and Families, U.S. Department of Health and Human Services;
- participating in quarterly teleconference with Administration on Developmental Disabilities Administration for Children and Families;
- staffing and moderating a 10-member working group that meets via quarterly teleconferences;
- updating and managing Web site content and Listserv;
- keeping abreast of emerging national issues, trends, and best practices;
- participating in legislative educational activities in coordination with the COMPANY Deputy Executive Director for Public Policy;
- developing education and outreach programs suitable for a diverse electorate;
- providing direct technical assistance to P&A staff through e-mail and the telephone;
- increasing the ability of P&A staff to identify and respond to barriers through the development of high-quality trainings including workshops, institutes, teleconferences, publications and Web site development;
- identifying the technical assistance and training needs of P&As;
- supporting the development of expertise among state affiliates;
- participating in local and national nonpartisan voting coalitions regarding voting rights and election access for individuals with disabilities.

Project Manager – Hurricane Katrina Disaster Recovery Project

As project manager at COMPANY, I provided leadership to Protection and Advocacy state affiliates and sub-grantees, and managed a \$7 million budget, of the two-year, FEMA sponsored national disaster recovery case management consortium, Non-profit. Non-profit is the nation's first case management disaster recovery project. I oversaw the development and implementation

of the daily operations and relief efforts. Under my leadership, COMPANY provided case management services to 30,000 individuals with disabilities displaced by Hurricane Katrina.

Other duties included:

- managing all aspects of the sub-grants from COMPANY and further developing and overseeing comprehensive outreach and service efforts for displaced evacuees with disabilities nationwide;
- coordinating program planning and reporting, and developing organizational priorities around the operation;
- building, directing and managing the entire relief project. This includes training and overseeing activities of all the sub-grantees located in different states throughout the country; reviewing their reports and approving grant payments;
- providing technical assistance to the P&A network via daily telephone inquiries, teleconferences, face-to-face national conferences, as well as through the development of manuals, other materials; and individualized technical assistance;
- completing all reporting requirements, including quarterly and annual reports;
- being the liaison with the funding sources;
- ensuring accuracy of data entry of case information and project budgetary control;
- creating the case reimbursement system;
- presenting project information to COMPANY management and participating in Consortium activities;
- coordinating efforts to solicit input from the broader disability community into the long-range needs of individuals with disabilities for future disaster preparedness, as well as representing COMPANY in conjunction with the Executive Director and Deputy Executive Director for Training and Technical Assistance in Consortium activities;
- identifying major issues and priorities around hurricane relief efforts;
- developing policies and programs for both internal and external distribution;
- keeping staff and sub-grantees informed of pertinent information and present key information to stakeholders;
- building and maintaining relationship with other Non-profit consortium members;
- searching out and establishing connections with other hurricane outreach groups, particularly those focused on serving individuals with disabilities and their families;
- providing technical assistance and identifying other resources available to support sub-grantees in their outreach, resource materials development and case management strategies;
- coordinating all project functions with sub-grantees;
- participating in management meetings and keeps other team members up-to-date on project details;
- evaluating and monitoring sub-grantees to ensure compliance.
- ensuring proper training of all project personnel on United Methodist Committee On Relief case management model, Coordinated Assistance Network data system and COMPANY reporting requirements;
- monitoring project expenses and managing budget; and
- compiling with organizational administrative procedures, reporting and record keeping functions (timesheets, various forms, etc.).

March 2005 – December 2005 - **Attorney**
The Law Firm, PLLC

I represented parents of children with disabilities in administrative due process hearings to ensure that public schools complied with federal law and regulations in connection with providing children with a free appropriate public, accessible education.

September 1997- March 2005

Youth Work Social Services Inc.

During my seven-year tenure at Youth Work, I worked in the following positions:

❖ **12/2000 to 3/2005 - Chief Operating Officer**
Public Charter School

As the chief operating officer and grant writer, I provided leadership in the development and operation of the educational program targeting children with disabilities in the poorest wards of the District of Columbia. I developed budgets, accountability plans, located and negotiated contracts for facilities and staffed the school. I supervised a staff of 35. Ensured compliance with federal and local education laws and regulations, such as No Child Left Behind, the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973 (Section 504), the Americans with Disabilities Act (ADA), to name a few.

❖ **1997 to 12/2000 - Compliance Specialist**
Consortium for Youth Alternatives/SBY
State Superior Court Juvenile Diversion Program

I also served as in-house counsel to SBY's day and residential facilities and educational program in connection with interpreting and implementing federal laws and regulations to ensure that residents and students had accessible facilities, an appropriate education, and due process of law. I also assisted parents and case managers in the assessment and development of Individualized Educational Programs; represented parents in due process meetings and hearings; monitored DC Public Schools for compliance with federal and local disability regulations. I provided technical training to DC Superior Court personnel, including social workers and probation officers, on the interpretation and implementation of federal education and disability laws and regulations.

October 1996 - August 1997 **Staff Attorney**
Neighborhood Legal Services Program
City, ST

Represented District citizens in public entitlement matters, as well as in Landlord Tenant Court.

September 1995-September 1996 **Administrative Due Process Hearing Officer**
The State of xxxxxxx, Office of Administrative Hearings
City, ST

I presided over state and local special education hearings to render a fair and impartial decision; reviewed the local school district's record and/or the decision of the local hearing officer to determine whether the county and /or state agencies complied with the procedural and substantive requirements of IDEA; Section 504; and the ADA.

Education: **Graduate Certificate in Disaster/Emergency Management**
Institute for Crisis, Disaster, and Risk Management Program
University Graduate School, City, ST
Juris Doctorate,
School of Law, University City, ST
Bachelor of Business Administration,
University of the District of Columbia, City, ST

Bar Membership: State and National Bar Association

Professional Membership: International Association of Emergency Managers