

To: Matt Cherry, President and Members of City Council

From: Wade Kapszukiewicz, Mayor

Subject: Appointments to the Utility Appeals Board

9/28/2022

I Recommend the Following Appointments to the Utility Appeals Board

Appointee	Appointee Replaced	Proposed Term of Office	Section 61 waiver as a special engagement	Reserved Slot / Type	Recommended by (if applicable)	Attendance Record	Resume attached
Aviance Hill	Deborah Boisselle	3 years expiring, 10/11/2025	no	Private Resident			yes
Sarah Worthington	Vacant	3 years expiring, 10/11/2025	no	Private Resident			yes
Donovan Greening	Deborah Wedding	3 years expiring, 10/11/2025	yes	Legal Advocate			yes



Wade Kapszukiewicz
Mayor

Aviance Hill

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Aviancehill@gmail.com
567-219-1616

Motivated, personable business professional with more than 10 years of Administration, Accounting/payroll and HR Experience to include onboarding, training, annual /semi-annual reviews, interviewing, disciplinary duties, team building, background and reference checks. Talent for quickly mastering technology - completed Microsoft Office Suite certificate course. Diplomatic and tactful with professionals and non-professionals at all levels. Accustomed to handling sensitive, confidential records. Demonstrated history of producing accurate, timely reports meeting stringent Medicaid and ODJFS, FDA approved Standard Operating Procedures, OSHA, CLIA and cGMP guidelines. Maintains administrative processes that reduce redundancy, improve accuracy and efficiency and achieve organizational objectives. Flexible and versatile - able to maintain a sense of humor under pressure. Poised and competent with demonstrated ability to easily transcend cultural differences. Thrive in deadline-driven environments. Excellent team-building skills

Work Experience

Accounts Receivable Clerk

Manpower Employment Agency

July 2021 to December 2021

- Posts customer payments by recording cash, checks, and credit card transactions.
- Posts revenues by verifying and entering transactions from lock box and local deposits.
- Updates receivables by totaling unpaid invoices.
- Maintains records by microfilming invoices, debits, and credits.
- Verifies validity of account discrepancies by obtaining and investigating information from sales, trade promotions, customer service departments, and from customers;
- Resolves valid or authorized deductions by adjusting entries.
- Resolves invalid or unauthorized deductions by following pending deductions procedures.
- Resolves collections by examining customer payment plans, payment history, credit line; coordinating contact with collections department.
- Summarizes receivables by maintaining invoice accounts; coordinating monthly transfer to accounts receivable account; verifying totals; preparing report.
- Protects the organization's value by keeping information confidential.

Contract Specialist

Perry Protech - Toledo, OH

December 2019 to May 2021

- Prepare contractual agreements using current research methods and a knowledge of a client's needs and ability to fulfill its requirements
- Ensure that the terms of contractual agreements written in language that is legally binding and in accordance with the desires of the client
- Assist clients to fulfill the terms of or to terminate contracts on mutually amicable terms
- Review contract terms and conditions to verify that they are in compliance with company policies and all applicable federal and state regulations
- Clearly explain contract terminology to clients and other interested parties in simple, everyday language
- Self-monitor progress according to the schedule of completion to submit drafts and documents in a timely manner
- Proofread, edit, and fact-check legal documents for accuracy and consistency, according to a style guide if provided by the client
- Create validate and process new contracts for 10 sales reps
- Invoice, bill, edit, correct from 1 to 5000 contracts on a daily basis.
- Discuss contracts with customers when customers have questions or concerns
- Close end-of-month accounting for Toledo branch in a timely manner.

Accounting / Administrative Associate

Hawthorne Financial - Toledo, OH

June 2017 to December 2019

All aspects of accounting for clients including all bookkeeping and payroll services. All aspects of completed tax return processing. Responsibilities include but are not limited to: bookkeeping, payroll processing, reporting/submission of payroll reports, review of client data, data entry, comprehension of the data for the purpose of preparing and reviewing monthly financial statements, customer service, and administrative duties. Reviewing, processing, customer service, and e-filing completed tax returns.

Timekeeper/Payroll

ProMedica Health System/Renhill - Toledo, OH

October 2016 to December 2017

Contracted Timekeeper in the Promedica Payroll Dept. Track, enter, organize over 500 employee paychecks daily/bi weekly. Balance hours, ensure accuracy, maintain accurate records, work closely with various directors in various departments for editing. Track ETO, Vacations, Leave of Absence, Sick Time and etc.

Medica Office Manager

Timberstone Physicians

January 2012 to April 2016

Managed patient records and assisted with patient care.

Maintained office operations and procedures, preparing payroll, correspondence, supply order fulfillment, record compliance, and retention.

Achieved financial objectives by analyzing and preparing annual budgets and expenditures.

Recruited, interviewed, and hired applicants for various open positions within the practice.

Conducted and acquired background checks, eligibility verifications along with multi-panel drug screenings.

Reviewed tracked and documented compliance with mandatory training, continuing education, licensure and certifications.

Implemented recognition programs and new hire orientations.

Performed routine tasks required to execute HR programs including but not limited to compensation, benefits, Leave of Absences; disciplinary tasks, performance and talent management; productivity; recognition; training & development; productivity and morale.

Associate's in Business Administration

Lourdes College - Sylvania, OH

2005

Skills

- BILLING (6 years)
- CORRESPONDENCE (10+ years)
- SCHEDULING (6 years)
- CODING (2 years)
- ACCOUNTING (7 years) •
- Management (10+ years) •
- Public Notary (5 years) •
- Customer Service (10+ years) •
- Accounts Payable
- Outlook

- Administrative experience • Microsoft Word
- Office experience
- Microsoft Office
- Microsoft Outlook
- Basic math
- 10 key calculator
- Typing
- Medical Office Experience • Account Reconciliation • Medical Office Management • Medical Billing
- PeopleSoft
- Project Management
- Report Preparation
- Written Correspondence • General Office Skills
- Medical Billing & Coding
- Computer Savvy
- Customer Service
- Scheduling
- Marketing & Sales
- Efficient
- OH Dept of DD, ODJFS Billing
- Basic Accounting
- Front-Office Operations
- Professional Presentations

Sarah Worthington

Toledo, OH 43609
sarsarworth@gmail.com
(419) 722-2192

Education

The University of Toledo – Master of Public Health Education and Promotion

August 2019 to August 2022

Pertinent Courses Taken: Law and the Legal System, Public Health Advocacy, Management and Leadership in Public Health, Epidemiology, Biostatistics, and Social Determinants of Health

The University of Toledo – Bachelor of Science Health Information Administration

May 2016 to May 2019

Pertinent Courses Taken: Medical Terminology, Medical Ethics, Quality Improvement-Health Care, Legal Issues in HIM, Organization Behavior, and Financial Management for Health Care

Toledo Early College High School – High School Diploma

August 2012 to May 2016

Pertinent Information: Dual enrolled at The University of Toledo

Work Experience

Academic Public Health Manager

Toledo-Lucas County Health Department – February 2022 to Present

Responsible for formalizing, operationalizing, implementing, and maintaining an Academic Public Health Partnership Program with the University of Toledo and other entities as needed, assists in selecting, scheduling, and providing oversight of students for paid or non-paid internship program, assists in developing, securing, and overseeing academic research projects, funded through various sources, represents TLCHD at seminars, conferences, and other events to promote public health careers

HIM Technician

ProMedica – June 2019 to February 2022

Assisting with processing medical records requests, release of information, record management, record storage, problem solving, and retention and destruction policies

HIM Coordinator I

ProMedica – June 2018 to June 2019

Processing medical records requests, release of information, answering phones and questions patiently, attention to detail while multitasking, flexible and friendly in stressful situations, and ability to exercise independent judgement, and training

Administrative Assistant, Scheduler II

Visiting Angels – January 2017 to June 2018

Answering and greeting visitors, caregiver and client scheduling, maintains social media, crossed trained with billing and payroll procedures through QuickBooks, reconciled shifts for

Sarah Worthington

2050 Dana Street, Toledo, Ohio 43609

sarsarworth@gmail.com

(419) 722-2192

Internship Experience

ProMedica – POBII (Erin Owczarzak/TylerRae Rogers) – Health Information Administration

Forms review, redesigning forms to be uniform when used across ProMedica

Live Well Greater Toledo – West Toledo YMCA (Beth Deakins) – Master of Public Health Education and Promotion

Class facilitation for the Healthy Weight and Living Branch, classes include Healthy Weight and Your Child, Healthy Weight and Your Teen, and Diabetes Management. Project management, creation of flyers, and represented the YMCA booths at health fairs.

Groups

Vice President/Secretary

The Burroughs Neighborhood Organization – February 2018 to Present

Frequent outreach between our city and other local and community groups and organizations, such the Lucas County Land Bank, One Voice for East Toledo, City and County Officials, Burroughs Elementary, and Toledo Early College. We strive to improve our neighborhood and not to be a tipping neighborhood.

Certifications

State Testing Nursing Assistant Certification (expired)

Registry Number 401672760714 – July 2014 to April 2020

CPR/AED/First-Aid Certification

Adult/Child/Infant/Choking, AED/Injury & Universal Precautions – August 2021 to August 2023

Skills

Competencies: Coding and classification systems and compliance, EMR systems, revenue cycle, HIPAA privacy and security regulations, electronic health record, written and verbal communications, customer service, quality improvement, health information management and information governance, community outreach, Microsoft word, Excel, and PowerPoint

**City of Toledo
Utility Appeals Board
One Government Center
640 Jackson Street, Toledo, OH 43604**

September 9, 2022

Dear : Commission Chair

Please consider this letter as a formal application for the open position on the City of Toledo Utility Appeals Board. I have attached my resume for your review and consideration. I believe that my 35 years of progressive experience in law and public utility operations will make me uniquely qualified for the appeals board.

I currently serve as a Mediator for The Toledo Municipal Court, Judges Division.(part time) Over the past 20 years I have successfully mediated and resolved hundreds of complex cases including disputed matters with public utilities.

My experience in dispute resolution and utility policy will add value to the to the Appeal Board. Lastly, I am a excellent team player. I actually enjoy working with people from both the public and private sector in order to resolve matters of controversy. I look forward to hearing from you in the near term. Feel free to contact me with any questions or concerns.

Sincere Regards,

/s/ Donovan E Greening J.D LLM, MBA
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DEG@thedgelaw.com
c: 248 785 7626