


446-17

To: Steve Steel, President and Members of City Council
From: Paula Hicks-Hudson, Mayor
Subject: Appointment to the Toledo Lucas County Board of Health
10/31/2017

I Recommend the Following Appointment to the Toledo City Historic District Commission

New Appointee	Appointee Replaced	Proposed Term of Office	Section 61 waiver as a special engagement	Reserved / Type	Slot	Recommended by (if applicable)	Attendance Record	Resume attached
Susan Postal	Darlene Chaplin	Unexpired Term July 31/2018	No	Mayor		Mayor	N/A	Yes


Paula Hicks-Hudson
Mayor

Susan Postal
2564 Glenwood Ave
Toledo, OH 43610
419.376.0151
suepostal@hotmail.com

EDUCATION

Ohio Certified EMT- Paramedic University of Toledo Medical College University of Toledo - 2006	Currently enrolled College of Adult and Lifetime Learning - Undergraduate degree University of Toledo Interdisciplinary Studies with minor in entrepreneurship family & small business.
---	--

EMPLOYMENT

2014 - 2017 *New North Windows, LLC*
Part time - Bookkeeper

Accounts Payable, receivables, monthly reconciliation of bank statements. End of year tax prep for tax accountant.

2007-2013 *Center for Choice, Toledo OH*
CEO/ Owner Operator/ Clinic Director

Provided leadership, direction and administration of an independently licensed ambulatory surgical facility caring for over 1,500 patients per year. Administrative duties including but not limited to: (1) Creation and application of all medical protocols per State of Ohio legislation with Director Nursing and Medical Director, (2) Coordinated response to intrusive state legislation, (3) Sole representative working with State of Ohio Health Department inspectors during multi-day, yearly inspection, (4) Research and implementation of healthcare best practices, (5) Initial contact for all medical emergencies, providing review and referral for care under protocols established with Medical Director, (6) Contact and liaison between internal and external physicians for medical training site of MD and DO residents from several medical colleges, (7) Evaluation of patient care plan for medical director's review and approval, (8) Responsible for ordering outside test/lab work/medical clearance via MD orders (9) Work with FBI on security issues and reports on terrorist activities

2000-2007 *Center for Choice, Toledo OH*
Clinic Director

Worked in conjunction with MSN/ RN co-administrator to provide leadership and administration of clinic, caring for over 1,500 patients per year. Responsibilities included: (1) Creation of annual budget, accounts receivable and payable and daily deposits, (2) Development and maintenance of weekly volunteer network of licensed physicians, (3) Fire safety and OSHA compliance and inspections, (4) Laboratory supervisor and direction of CLIA compliance and inspections, reporting directly to Medical Director (5) Medical and office inventory, ordering and negotiation of all service contracts including insurance, medical malpractice, phone and advertising, (6) Full payroll duties including monthly,

quarterly, yearly, federal, state and local payroll taxes, (7)Hiring, firing, initial and continued training of critical staff, (8) Collaboration with and maintenance of relationships with independent team of paid physicians, (9) Maintenance of employee files including continual compliance and maintenance of all licensures, (10) All book-keeping and accounting associated with any small business except year-end federal tax return, (11) Resolution of most difficult patient and staff complaints

In addition to my administrative duties, I continued working directly with patients in my capacity as an ultrasound technician, laboratory technician and EMT/ Paramedic.

1994-2000 *Center for Choice, Toledo OH*
Patient Escort/ Patient Advocate/ Laboratory Tech

Responsible for working in conjunction with RN and Patient Advocate staff to provide information, triage, scheduling, counseling, financial assistance and education for 2,000- 3,000 patients annually. Responsible for front desk duties such as check-in/ out and patient disputes. Additionally, responsible for input of patient statistics in business, state and national data bases and daily, weekly and monthly chart reviews. As a Senior Patient Advocate, responsible for training of Patient Advocate staff.

2004- 2007 **MedCorp Mobile Medical Services**
EMT- Paramedic

Performed skilled and technical work under certification. Administering basic, advanced & ALS emergency medical care and transporting critically ill or injured medical patients. Responded to emergency and non-emergency calls. Responsible for accurate documentation and transfer of care.

1988-1994 **Sheraton Westgate**
Assistant Controller

Responsible for accurate processing of accounts receivables, payables, purchase orders, invoices, bank reconciliation, profit and loss statements and other end of month procedures. End of month food and beverage audits. Assisted controller with all day-to-day financial operations of both the Sheraton Westgate and the Secor Inn.

TECHNICAL SKILLS

- Microsoft Office Suite (Outlook, Word, Excel, Access, PowerPoint, Visio)
- Peachtree and Quickbooks
- Media – Facebook, Tumblr, Pinterest, Instagram, Wordpress

VOLUNTEER

Toledo Old West End Executive Board - Current
Toledo Old West End Historic festival – Current
Agnes Reynolds Jackson Arboretum - Treasurer
Medical Reserve Corps
Animal welfare groups.

**Boards, Commissions and Committees - Membership
For Mayor and/or City Council Appointments**

Health District

Reference:

Purpose:

Appointment: *Mayor*

Members: *4 members*

Term Length:

Makeup: *A. One member shall be an attorney, one member shall be a physician and the others shall be qualified by experience/education to assist the Commission in the performance of its duties.
B. It shall meet not less than once each quarter at the call of the chairman or the Director.*

Member	Expires	Appointed By
Reinbolt, Bob	7/31/2017	Mayor
Chaplin, Darlene	7/31/2018	Mayor
Griffin, Perlean	7/31/2019	Mayor
Sarantou, Barbara Ann	7/31/2019	Mayor
		Mayor
		Mayor
		Mayor