

Project Oversight

Laurel Kelley, Executive Director

All Codes

- 964X
- 1002X
- 959X
- 958X
- 933X
- 932X
- 931X
- 921X
- 929X
- 559X
- 921X
- 510
- M

Laurel Lei Kelley

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Professional Experience

Capital District Center for Independence, Inc., Albany, New York

Executive Director	October 2001 to present
Deputy Director	January 1998 to October 2001
Director of Advocacy/ Benefits Attorney	June 1996 to January 1998

Executive Responsibilities:

- Overall strategic and operational responsibility for Center staff, programs, expansion, and execution of its mission.
- Develop, implement and monitor Center budget currently over 800,000 dollars.
- Control operation through day-to-day decisions and authorizations of expenditures.
- Develop and implement work plan and services offered based on community needs and contract provisions
- Work with community agencies and stake holders to develop a consumer base and programs.
- Develop and maintain personnel, financial and service policies.
- Recruit and hire staff for positions.
- Supervise, directly or indirectly, the performance of all staff. Provide training, evaluation, and discipline of staff.
- Establish linkages and working relationships with other community services needed by ILC.
- Develop and implement fundraising plan and activities including grant writing.
- Cultivate relations with the media and coordinating CDCI's media a campaign.
- Represent ILC and its programs to the general and professional community through all appropriate means.
- Direct, coordinate and promote conferences and events for people with disabilities

Legal Responsibilities:

- Negotiate and implement contracts/leases
- Insure compliance with the provisions of all contracts and grants
- Counsel Clients with disabilities on civil right, employment, housing and access to public benefits and services
- Represent clients at Social Security Administration Hearings and at Department of Social Service Hearings
- Train and supervise advocacy staff
- Conduct legal seminars and outreach programs on Social Security Law, the Americans with disabilities Act and other disability related topics.
- Educate New York State and County public officials on issues concerning people with disabilities

ILC Compliance Review Consultant
Mass. Rehabilitation Commission Boston MA
October 2010- present

Responsibilities:

- Review for compliance the CIL policy and procedures and Interview CIL staff, consumers and board members for compliance with the Rehabilitation Act of 1973, as amended
- Verify CIL management is in accordance with federal requirements in Education Department General Administrative Regulations (EDGAR)
- Identify areas of suggested or necessary improvements in the CIL's programmatic and fiscal operations and areas of exemplary work and or projects
- Draft reports with findings

Professional Affiliations

NY State Independent Living Council

Non-council member for the formulation for 2014-2016 SPIIL standing committee which addresses all matters related to the NY State Plan (formulation, development, and evaluation...and anything else). It includes council members, former council members, and non-council members.

NY State ACCES-VR November 2010 to April 2012

NYS trade association of Independent Living Centers whose mission is to increase opportunities for people with disabilities through growing the capacity, financial resources, and collaborative power of Independent Living Centers in New York State.

Education

Albany Law School of Union University, Albany, New York
Juris Doctor, May 1994.

State University of New York at Oswego, Oswego, New York
Bachelor of Arts, Political Science, cum laude, May 1990

Bar Admissions

New York State- January 1995, Massachusetts- December 1994
United States District Court for the Northern District of New York - 1995

References

Available upon request

RESUME

Dawn Werner – Deputy Director

Program Manager/Fiscal

- All Codes

Dawn Werner

7 Tilden Ave., Niverville, NY 12130 | 518-784-2707 | dwerner001@nycap.rr.com

Professional Experience

DEPUTY DIRECTOR | CAPITAL DISTRICT CENTER FOR INDEPENDENCE, INC. | SEPTEMBER 2000 - PRESENT

- Supervise the day-to-day activities of all direct service staff and consultants.
- Facilitate hiring to include interviewing, onboarding, terminations including staying current on all NYS and Federal HR laws
- Maintain Human Resource; Personnel Records to ensure completeness and accuracy.
- Run Payroll
- Assist Executive Director and Finance Consultant in preparing and implementing budget information.
- Manage the service data collection and reporting processes for all CDCI grants. Prepare all service-related reports for review by the Executive Director.
- Direct consumer services as needed
- Handle Consumer disputes and complaints
- Coordinate all staff in-service and consumer training workshops.
- Monitor consumer satisfaction with services received via periodic follow-up surveys.
- Represent the Center at appropriate community forums and committee meetings.
- Responsible for developing and implementing the Ramp Project; identifying and assisting people with disabilities who need ramps; identifying and coordinating volunteers; supervising project contractors; securing community donations for the project; coordinating ramp project Public Relations; and increasing the capacity of CDCI and the local community to offer a permanent, affordable, means for people with disabilities to obtain a ramp.
- Assist the Executive Director in developing and implementing advocacy strategies for CDCI.
- Work with the Executive Director to prepare grant proposals for both public and private funding.
- Investigate and negotiate solutions to problems brought by individuals, businesses, or staff members.
- Develop and maintain the Peer Advocacy Program, consistent with values of people mutually sharing personal experiences and the importance of individual choice and personal empowerment.
- Supervise Peer Advocacy staff and volunteers.
- Teach consumers, by mentoring, how to advocate and develop self-determined, step-by-step goals towards living an independent life. Peer advocacy takes place on both a one-on-one and peer group basis.
- Provide basic information and referral for CDCI and other community services in benefits advisement, housing, information & referral, Client Assistance Program, access, voter registration, citizen rights, and other disability issues and services.
- Provide independent living skills training including, but not limited to, budgeting, assertiveness training, balancing a checking account, and using public transportation, including the Bus Buddy Program.
- Conduct community outreach to promote the Peer Advocacy Program and other CDCI services.
- Develop grassroots, "people network" of Peer Advocates who will work together on local, systemic advocacy issues.
- Oversee and coordinate the day-to-day operation of CDCI's fee-for-service ACCES VR CRS Contracts including billing and reports.

ASSISTANT BRANCH MANAGER | HUDSON RIVER BANK & TRUST CO. | 1993-2000

- Assisted Branch Manager in overseeing the branch's efficient operations, ensuring all operational functions are completely and properly performed by staff while conveying a feeling of trust, service, security, and satisfaction to both customers and staff.
- Oversaw all teller functions, ATM balancing, night depository processing and customer service duties
- Trained new employees

- Prepared employee performance appraisals and disciplinary notices as required
- Performed pre-audits to insure ongoing adherence with compliance procedures
- Researched and resolved customer complaints, acting as a liaison between other bank departments when necessary

Education/Certificates

REGENTS DIPLOMA | JUNE 1990 | ICHABOD CRANE HIGH SCHOOL COLUMBIA GREENE

COMMUNITY COLLEGE |1990-92| BUSINESS ADMINISTRATION

UNITED STATES AIR FORCE | 1993 | HONORABLE DISCHARGE - DISABLED VETERAN

Licensed Notary Public| 1996

SSD/I Work Incentives Review and Overpayments| Cornell University| July 2008 Chronic Disease

Self-Management Master Trainer| Stanford University| June 2009

Paths to Employment for Ex-Offenders| State University of New York at Buffalo| March 2010

Working with Consumers with Co-Existing Conditions| State University of New York at Buffalo| October 2011

SOAR| SMSHA| 2024

Student & Youth Transition Services | New York Council on Administration of Special Education| Cornell University| March 2019/July 2024

Job Placement Employment Services| Cornell University|2024