



MEMORANDUM

Agenda Item 15(C)1

TO: Honorable Chairman Joe A. Martinez, and
Members, Board of County Commissioners

DATE: March 1, 2011

FROM: Honorable Harvey Ruvin, Clerk
Circuit and County Courts

SUBJECT: Appointment of
Michele Wyatt-Sweeting to the
Addiction Services Board
Miami-Dade County

Diane Collins, Division Chief
Clerk of the Board Division

Diane Collins

It is recommended that the Board consider the appointment of Michelle Wyatt-Sweeting to serve as a member of the Miami-Dade County Addiction Services Board.

In accordance with Section 2-422 of the Code, the Miami Coalition for a Safe & Drug Free Community is recommending that Michelle Wyatt-Sweeting be appointed to serve as a "private sector" representative of the Miami-Dade Addiction Services Board.

A copy of the memoranda from Douglas W. Hughes, Executive Director of the Miami Coalition, Michaela Doherty, staff support for the Addictions Services Board and Ms. Wyatt-Sweeting's resume have been included for your review.

DC/sm
Attachments

Memorandum



Date: February 4, 2011

To: Diane Collins, Division Chief
Miami-Dade County Clerk of the Board

From: Michaela Doherty, Staff Support
Miami-Dade County Addiction Services Board
Office of Grants Coordination

Subject: Addiction Services Board Appointees

CLERK OF THE BOARD
2011 FEB - 4 AM 11: 14
CLERK, CIRCUIT & COUNTY COURTS
DADE COUNTY, FLA
#1

The Miami-Dade County Addiction Services Board (ASB), as established by Ordinance 90-144, is composed of nine public sector members, named by means of their position and nine private sector members nominated by the Miami Coalition For A Safe And Drug Free Community, and submitted to the Board of County Commissioners for approval.

I am forwarding you a request from Mr. Doug Hughes, Executive Director of the Miami Coalition, to appoint Ms. Michele Wyatt-Sweeting to the ASB as a private sector member. Ms. Wyatt-Sweeting is the Director of Prevention for the South Florida Behavioral Health Network. Her experience will continue to enhance the discussions and information sharing on the board. Please forward the nomination to the Board of County Commissioners for approval. Please do not hesitate to contact me at (305) 375-2108, should you require any additional information.

Thank you for your assistance in this matter.

Attachments: Memorandum
Resume

MEMORANDUM

Date: February 4, 2011

To: ~~The Miami-Dade County Board of County Commissioners~~

From: ~~Douglas W. Hughes, Executive Director~~

Subject: Appointment of Michele Wyatt-Sweeting to the Miami-Dade County Addiction Services Board

On behalf of the Board of Directors and Executive Director of The Miami Coalition for a Safe and Drug Free Community, it is respectfully recommended that Michele Wyatt-Sweeting be appointed to the Miami-Dade County Addiction Services Board (ASB). Ms. Wyatt-Sweeting has served on the ASB as the representative for the Southern Region of the Florida Department of Children and Families (DCF). She recently resigned from DCF and her role as manager of all Dade and Monroe substance abuse treatment and prevention programs funded by the state, to accept a newly created position of Director of Prevention for the South Florida Behavioral Health Network (SFBHN), Miami and Monroe counties' management entity. In this capacity Ms. Wyatt-Sweeting will manage and oversee all prevention service contracts in the region. She would like to continue to serve on the ASB as a community member. The Miami Coalition Board and staff, who have had years of extensive experience working with Ms. Wyatt-Sweeting, are of the unanimous opinion that she brings a desirable depth of experience and knowledge to assist the ASB in the areas of substance abuse treatment and prevention services.

Ms. Wyatt-Sweeting's experience, insight and contacts will continue to enhance the discussions and information sharing that is a mainstay of the Addiction Services Board's development of goals and achievement of the ASB mission.

It is respectfully recommended that the Board of County Commissioners consider this request and appoint Ms. Wyatt-Sweeting to the ASB. Please advise if any Board members or staff have questions or need additional information.

Michele Y. Wyatt-Sweeting

18938 NW 56 Ct • Miami, FL 33055 • 305-336-0437 • Miquella1@hotmail.com

CAREER PROFILE

A highly motivated, resourceful people-person with more than 15 years of demonstrated experience in community based behavioral health, program coordination, community relations and management. A business professional with strong networking and relationship-building skills. Extensive experience in substance abuse program management in the public sector. Diversified abilities include: project event coordination, field training and consistently demonstrated leadership skills and abilities that contribute to the organization vision of promoting well-being.

PROFESSIONAL EXPERIENCE

Florida Department of Children and Families Substance Abuse and Prevention Coordinator

(9/2003 – 12/2010)

Maintain coordination and responsiveness of local needs by consultation with local community-based provider and stakeholder members.

- ◆ Make recommendations regarding the establishment of policy, goals and performance expectations for substance abuse and prevention provider community.
- ◆ Provide technical and programmatic support to community provider agencies to maintain continuous quality improvement.
- ◆ Develop fee collection policy for substance abuse licensure to ensure fiscal control and timely deposit of fees.
- ◆ Event coordinator for "Prevention in the Arts" collaborating with local substance abuse provider agencies and local coalitions display of artwork.
- ◆ Coordinate and make recommendations for the integration of substance abuse with child welfare to enhance current protocols for Family-Centered services resulting in a standardized protocol for the circuit.
- ◆ Facilitated workgroups of community providers to increase performance measures, resulting in 15% gain over six month period.

Administrative Office of the Courts- Eleventh Judicial Circuit Juvenile Drug Court Coordinator

(7/2001 – 9/2003)

Provide oversight and monitoring of the Juvenile Drug Court Program. Conduct community education of Juvenile Drug Court program services to community stakeholders.

- ◆ Developed internal operating procedures, forms and systems for post-adjudicatory court juveniles presenting alternatives to families and the courts during sentencing.
- ◆ Consults with community providers, attorneys and stakeholders on the values of juvenile drug court via presentations. Provided on-going mentoring and coaching to increase competency for Juvenile Drug Court Specialist.
- ◆ Streamlined process of information gathering and statistics for analysis of Juvenile Drug Court effectiveness versus community treatment 'as usual' resulting in an 87% success rate of completion of treatment.

Florida Department of Children and Families Human Service Program Specialist

(9/2000 – 7/2001)

Selected to develop and implement the initial pilot of Juvenile Drug Court. Created infrastructure for operations and evaluation of juvenile drug court for access to behavioral health services.

- ◆ Performed as liaison among delinquency court, treatment providers and juvenile participants and their families to negotiate terms of treatment and supervision of courts.
- ◆ Served as team lead of interdisciplinary treatment team to determine rewards and/or sanctions for juvenile court appearances. Successfully implemented a process for establishing support group (AA/NA) on-site at the Juvenile Justice Center for support to participants as a part of their recovery process.

Jessie Trice Community Health Center
Intake Coordinator

(5/1998- 9/2000)

Conducted substance abuse assessments and gave recommendations for various modalities of care.

- ◆ Worked directly with site leadership, quality assurance, community partners and funding sources to create, initiate, execute new intake material, new processes and influence continued compliance of contractual performance.
- ◆ Created capacity of interim services for potential clients by soliciting service linkage agreements with other community sources to increase engagement and awareness.
- ◆ Provided coaching and individual performance feedback to intake staff to increase substandard performance.
- ◆ Recognized as the subject-matter expert within behavioral health in recording of units of service to maintain contract compliance and reduce recording errors.
- ◆ Revised operating policies and procedures for intake to achieve requirements for Joint Commission on Accreditation for Healthcare Organizations (JCAHO), resulting in passing score for area without recommendations

Operation PAR, Inc.
Assessment Supervisor

(10/1995 - 5/1998)

Supervised and delegated work assignments for commuter staff. Coordinated and collaborated with referral sources regarding status of residential placements.

- ◆ Coordinated residential admissions with pending program discharges for efficient waitlist management.
- ◆ Compiled monthly statistical and narrative reports for funding sources to maintain timely compliance
- ◆ Conducted coaching and training of assessment staff. Subsequently provided performance feedback which resulting in determination of continued employment or termination.

EDUCATION

Master of Science in Management, 2002

Saint Thomas University, Miami, Florida

Area of Specialization: Public Administration Certificate (18 hours completed)

Addictions Training Certificate, 2000

Addictions Training Institute, Miami, FL

Bachelor of Arts, 1991

Florida Memorial University, Miami, Florida

Area of Specialization: Criminal Justice

COMMUNITY REINVESTMENT

- ◆ Eta Phi Beta Sorority Inc.~ Alpha Gamma Chapter (Immediate Past President)
- ◆ Miami-Dade County Addiction Services Board
- ◆ Continental Societies, Inc. ~ North Dade/Broward County Chapter
- ◆ Foster/ Adoptive Parent Association
- ◆ Miami Dade County HIV Strategic Planning Chair

~ References are available on request ~