

Tina M. Louis

Assets

Demonstrated ability to work collaboratively on state, county, and community-based initiatives. Experienced in program development and implementation, staff management and application of positive youth development principles and practices. Strong presentation, organizational, computer and writing skills.

Education

- May 1998 **New School for Social Research, Graduate School of Management and Urban Policy, Utica, NY**
Master of Science Degree in Health Services Management, Summa Cum Laude
- May 1992 **Utica College of Syracuse University, Utica, NY (renamed Utica University)**
Bachelor of Arts Degree in Pre-Professional Psychology, Magna Cum Laude

Career-Related Experience

September 2017 – Present: Director, Madison County Youth Bureau, Wampsville, NY

- ◆ Responsible for management of newly created Child and Family Services Youth Services Division of Department of Social Services; created to consolidate all prevention based and youth development activities after merger of Madison County Youth Bureau with Madison County Department of Social Services. Through successes and challenges, determined best use of time, structures and staff.
- ◆ Initiated partnership and work as county liaison with Madison-Oneida BOCES to advance the small scale program, Exploring County Government, into a full year dual credit New Visions Government, Law, and Public Administration program, which involves collaboration with county departments and the Board of Supervisors.
- ◆ Initiated partnership with Colgate University to transition Teen Assessment Project Survey (TAP) to electronic format and increased the participation rate of middle and high school students by 41% on the first year of electronic TAP administration.
- ◆ Actively engaged in countywide and statewide coalitions and work groups for administrative planning and development.
- ◆ Provide contract management and submission of claims for state, county, and federally funded initiatives.
- ◆ Partner with non-profits and municipalities, providing fiscal and program oversight and technical assistance.
- ◆ Development and administration of request for proposal process to ensure procurement activities abide by state and county policies and procedures.
- ◆ Oversight of Youth Bureau Advisory Board, whose primary responsibility includes the resource allocation process, which rates all funding proposals and determines all Youth Bureau funding for countywide applicants.
- ◆ Complete all reports required for state and county accountability.
- ◆ Ensure Program Quality Assessment is conducted through observation of all funded programs to ensure appropriate application of positive youth development principles and practices.
- ◆ Provide protected supervision of direct staff, ensuring all are provided staff development opportunities as well as ensuring clear communication of expectations of work product and professionalism.
- ◆ Responsible for program planning, development and implementation for state and county efforts.
- ◆ Directly accountable to Deputy Commissioner of Department of Social Services, Health and Human Services Committee, and full Madison County Board of Supervisors for all programs and activities.
- ◆ Represent Youth Bureau at community, school district, county, and state committees and coalitions.
- ◆ Association of NYS Youth Bureaus Board Member.

June 2009 – September 2017: Youth Development Specialist, Madison County Youth Bureau, Wampsville, NY

- ◆ Responsible for Youth Development activities under supervision of Madison County Youth Bureau.
- ◆ Creation, facilitation and oversight of year-round high school leadership, service learning and civic engagement programming in two Madison County school districts.
- ◆ Creation, facilitation, and oversight of Madison County's Exploring County Government program.
- ◆ Responsible for Program Quality Assessment observations, and reporting to Youth Bureau Advisory Board.
- ◆ Trained youth as workshop facilitators, assessment observers and Youth Board members.
- ◆ Initiated connections to allow job shadowing on county campus, engage key stakeholders in school district for school related programs, engaged community and county to promote civic engagement.

- ◆ Reported program progress and agency assessments to Youth Bureau Advisory Board and New York State Office of Children and Family Services.
- ◆ Maintained Youth Bureau's webpage for the county website.

February 2009 – June 2009: Youth Development Specialist/ACT for Youth Coordinator

Madison County Youth Bureau, Wampsville, NY

Title change and transfer to permanent position under the Madison County Youth Bureau. Responsibilities continued from July 2006 to February 2009 job title as noted below.

July 2006 – February 2009: Public Health Educator/ACT for Youth Coordinator

Madison County Department of Health, Wampsville, NY

- ◆ Responsible for coordination of Youth Development activities in Madison County under ACT (Assets Coming Together) for Youth grant funding through the New York State Department of Health, under direct supervision of Madison County Youth Bureau.
- ◆ Engaged key stakeholders in community and county operations to promote civic engagement by youth.
- ◆ Offered technical assistance to organizations for implementation of positive youth development.
- ◆ Certified trainer in all Advancing Youth Development curricula.
- ◆ Worked to increase and create meaningful job shadowing and internship opportunities for youth.
- ◆ Worked with youth and adults in school and community settings to address gaps in programs and services.
- ◆ Trained youth as facilitators and evaluators to work in a youth-adult training team format.
- ◆ Created and maintained youth adult partnerships and worked with the faith community to increase youth involvement in faith-based endeavors.
- ◆ Oversaw Cornell Cooperative Extension contract duties of local government, civic engagement education.
- ◆ Completed quarterly, annual, and self-assessment reports of collaboration to the NYS Department of Health.

December 2005 – July 2006: Public Health Educator

Madison County Department of Health, Wampsville, NY

- ◆ Responsible for health education and programming, special concentration in youth development.
- ◆ Provided educational sessions to teen and adult groups regarding adolescent pregnancy prevention issues, including HIV and AIDS, healthy relationships, media literacy and other pertinent topic areas as requested.
- ◆ Provided Advancing Youth Development training to Madison, Herkimer, and Oneida county organizations through Tri-County Training Team.

August 1998 – December 2005: Public Health Educator/Program Coordinator, STATIC

Madison County Department of Health, Oneida, NY

- ◆ Responsible for coordination of education and programming for STATIC, Starting Teen Abstinence Today in Communities, an adolescent pregnancy prevention program providing services to youth, parents, and the community.
- ◆ Oversaw a budget of \$132,000, three subcontractors (Liberty Resources, Planned Parenthood Mohawk-Hudson, BRiDGES, Madison County Council on Alcoholism and Substance Abuse).
- ◆ Oversaw multiple community collaborations and provided continuous community outreach to promote programs in the greater Oneida area.
- ◆ Coordinated recreational, educational, and vocational activities for middle to high school students.
- ◆ Provided educational sessions to groups of all ages regarding adolescent pregnancy prevention issues, including HIV and AIDS, healthy relationships, media literacy, and others.
- ◆ Organized a high school peer education and activism program, Teens for a Better World.
- ◆ Coordinated community events for teens, parent workshops, and human service trainings.
- ◆ Completed quarterly reports for State Department of Health.
- ◆ Active member of CNYCAP Education Committee, Cornell Cooperative Extension Youth and Family Program Committee, 4H Foundation, Madison County's Promise Youth Development Committee, as well as other work groups.

August 1995 – August 1998: Resource Specialist

Human Technologies Corporation, Utica, NY

- ◆ Responded to human resource, counseling and referral needs of participants in a vocational rehabilitation program, a training program for individuals with disabilities and barriers to employment.
- ◆ Acted as a mediator for production and rehabilitation staff.
- ◆ Operated ABRA human resource software and Microsoft Office.
- ◆ Served as a member of the Education Committee, First Aid Team, and planned participant special events.

January 1994 – October 1995: Program Director, Special Populations

Rome Family YMCA-WCC, Rome, NY

- ◆ Directed recreation and respite programs; Rome Social Recreation for mentally ill adults, GREAT 18 for developmentally disabled adults.
- ◆ Provided continuous outreach to improve quality of programs.
- ◆ Maintained consistent contact with Consumer Support Services, Catholic Charities, and Rome DSO.
- ◆ Maintained monthly budgets, program calendars, transportation, payroll records, quarterly reports, statistics, and supervised part-time and full-time staff.
- ◆ Served as a member of the Risk Management Committee.

July 1993 – January 1994: Program Coordinator, Rome Social Recreation and School Age Child Care Program

Rome Family YMCA-WCC, Rome, NY

- ◆ Involved in program enhancement, maintenance, and evaluation, supervised part-time staff.
- ◆ Maintained monthly budgets, statistics, records, and billing.
- ◆ Interacted with children aged four to twelve, parents, and prospective families, and mentally ill adults.

June 1993 – August 1993: Substitute Counselor, Kindercamp and Camp Crooked Arrow, Substitute Receptionist

Rome Family YMCA-WCC, Rome, NY

- ◆ Interacted with children aged four to 15 in a day camp setting.
- ◆ Responsible for membership services.

March 1993 to July 1993: Program Facilitator, Rome Social Recreation

Rome Family YMCA-WCC, Rome, NY

- ◆ Modeled appropriate behavior to mentally ill adults in nonalcoholic club atmosphere and recreational activities in the community.
- ◆ Provided transportation for consumers for events.

August 1992 – June 1993: Site Director, School Age Child Care Program

Rome Family YMCA-WCC, Rome, NY

- ◆ Directed Rise and Shine Before School Program at the YMCA facility as well as off-site After School Program at Ridge Mills Elementary School.
- ◆ Supervised and interacted with children aged four to 13, individually and in group settings.
- ◆ Formulated lesson plans, interacted with parents, recorded, and collected fees, organized vacation day activities.

Career Related Training

- ◆ **NaCo Professional Development Academy**, April 2019
- ◆ **Youth Mental Health First Aid Training**, Madison-Oneida BOCES, October 2015, 8 hours
- ◆ **Safe Talk Suicide Alertness Training**, BRiDGES, Madison County Council on Alcoholism and Substance Abuse, October 2013, 3 hours
- ◆ **Enhancing Positive Youth Development Outcomes Training of Trainers**, Professional Development Program, Rockefeller College, University at Albany, State University of New York, December 2012, two days
- ◆ **Media Literacy Training Institute**, Office of Alcoholism and Substance Abuse Services, Bureau of Workforce Development Training Unit, November 2003, May 2004, 34.25 hours of Addictions Training
- ◆ **Strengthening Families Curriculum Training**, October 2003, 12 hours
- ◆ **AYD Strengthening Organizations Through Youth Development**, November 2003, 12 hours
- ◆ **AYD Basics of Youth Engagement**, April 2003, 6 hours
- ◆ **Advancing Youth Development Professional Development for Youth Workers**, December 2001, 28 hours

- ◆ **Carrera Spain Training for Trainers**, NYS Office of Children and Family Services, May and September 1999, 6 days
- ◆ **Roots and Wings: Raising Resilient Children**, December 1998, six hours
- ◆ **Plain Talk for Parents**, October 1998, 10 hours

Volunteer Service

<i>January 2004 to November 2009</i>	4-H Foundation Board member and President, Cornell Cooperative Extension, Madison County
<i>January 2004 to December 2006</i>	Youth and Family Committee member and President, Cornell Cooperative Extension, Madison County
<i>April 2000 to April 2003</i>	Board Member, Greater Oneida Kallet Civic Center, Oneida, NY
<i>June 1998 to February 1999</i>	Board Member, National Alliance for the Mentally Ill, Hope Chapter, Utica, NY
<i>April 1995 to November 1996</i>	Team Leader for Creative Critical Choices, discussion group illustrating alternatives to risk taking, Member of Teen Task Force