

APPLICATION FOR APPOINTMENT – Martin County Drug and Alcohol Abuse Awareness Committee – Please Print

Type of Member:

- | | |
|---|---|
| <input type="checkbox"/> City of Stuart representative | <input type="checkbox"/> State Attorney's Office representative |
| <input type="checkbox"/> Clerk of the Circuit Court representative | <input type="checkbox"/> Town of Jupiter Island representative |
| <input type="checkbox"/> Board of County Commissioners representative | <input type="checkbox"/> Town of Sewall's Point representative |
| <input type="checkbox"/> Public Defender's Office representative | <input checked="" type="checkbox"/> Circuit Court Judge – 19 th Judicial Circuit |
| <input type="checkbox"/> Martin County School Board representative | <input checked="" type="checkbox"/> Treatment Representative |
| <input type="checkbox"/> Martin County Sheriff's Office/Jail representative | <input type="checkbox"/> Private Citizen who resides in Martin County |
| | <input type="checkbox"/> Youth member (non-voting) |

Check One: Mr. Mrs. Ms. Miss Dr.

RECEIVED

By Donna Gordon at 7:48 am, May 18, 2023

Name: Dawn Hawland

Residence Address: 125 SE Hancock St Stuart, FL 34994
Street - City - Zip Code

Mailing Address: _____
(if different) Street - City - Zip Code

Commission District in which you reside: 2^{dg} Staff will complete.

Are you available year round to attend meetings? yes no If no, what months are you available?

Telephone numbers: daytime: (609) 784-4453 alternate: _____ alternate: _____
Area Codes are considered 772 unless you note otherwise.

EMAIL: dawn.hawland@artesianrecovery.com

Have you ever pled guilty or "no contest" to a crime, been convicted of a crime, had adjudication withheld, prosecution deferred, been placed on probation, received a suspended sentence or forfeited bail in connection with any offense (except minor traffic violations)? Please show all convictions, including driving while intoxicated (DUI) convictions. yes no If yes, please provide the following information:

TYPE OF OFFENCES: N/A

DATES: N/A

PLACES (city/state): N/A

SENTENCES OR FINES: N/A

A conviction record does not necessarily disqualify you for consideration. Factors such as age at time of offense, nature of violation, and rehabilitation will be considered.

→ CONTINUED →

EDUCATION/EXPERIENCE: A resume is recommended to be attached containing this and any other information that would be helpful to the Board in evaluating your application. Resume or letter of qualifications attached? yes no

Education: Masters degree

Employment Experience: See Resume

Other experience you feel would be helpful to the Board in making this appointment: _____

I have been working in the S.A. field for over 10 years in various capacities.

Community Experience and Affiliations: FARR

Other County Boards/Committees/Task Forces on which you have served: N/A

Do you or any member of your immediate family work for Martin County or hold a position that might conflict with your duties for this Board/Committee/Task Force? If yes, please explain: No -

REFERENCES: Please list two references:

Kathleen Peacock (561) 346-7004

Joan Collins (772) 260-6162

- Applicants may be required by State Law and County Ordinance to file a Financial Disclosure Statement as part of the appointment process.
- Under penalties of perjury, I declare that I have read the foregoing and that the facts stated in it are true. (Pursuant to Section 92.525 Florida Statutes, falsifying this application is a Third Degree Felony punishable by up to five years imprisonment and up to a \$5,000 fine.)
- Florida law prohibits an advisory board member from doing business with its agency (the County). Section 112.313(3) and (7), Fla Stat.

→ Signature: Dawn Howland

Date: 5/3/23

Applications must be filed with Martin County Administration, 2401 SE Monterey Road, Stuart, Florida 34996 **by Friday, May 19, 2023.** All information submitted becomes public record. If you have any questions, please call 221.1352 or send email to dgordon@martin.fl.us.

DAWN HAVILAND
dawngoldy@protonmail.com
(609)784-4453

SUMMARY

Polished professional with proven track record of success in leadership, team building, staff training and mentoring. Extensive background in project management. Experience in risk management, with large focus on Federal and State compliance requirements. Master's degree in Non-profit Administration with certificate in Public Administration. Proven verifiable track record for accomplishing the most challenging goals, making a strong commitment with a sense of personal responsibility for the whole, resulting in superior job performance. Consistently exceeded expectations on all job performance evaluations.

SKILLS

- Strong independent judgement.
- Excellent communication, interpersonal and management skills.
- Comprehensive knowledge of state, federal and local regulations.
- Skilled in handling and prioritizing multiple tasks.
- Experience in hiring, training and motivating staff.
- Policy and procedure revision and development.
- Adept at long-term planning and budget preparation.
- Experienced in project management.

EXPERIENCE

Recovery Resource Manager/Accounting Specialist

Artesian Transitional Housing- Stuart, Fl

10/2020 to Present

Oversee all aspects of operation for ¾ transitional housing. Ensure compliance with FARR for both transitional housing and ¼ housing programs. Development of new policies and procedures and forms to maintain FARR compliance. Maintain positive community relationships, assist with new client intake and orientation. Process Payroll for Artesian TH employees, process transactions/checks, update financial ledgers. Biweekly reconciliation of financial books, including incoming/outgoing funds and monthly preparation of financial reports.

Intake Director

VIP America, Stuart, Fl

7/2019 to 10/2020

Manage all aspects of intake process for nurse registry. Ensuring compliance with policies and procedures as well as AHCA and other regulatory agencies. Maintain open and effective communication with all referral sources.

Transferred to Artesian Transitional Housing at request of owner, due to Covid triggering negative effects on census/nurse registry business.

Independent Sales Consultant

ICare Community Magazine, Stuart, Fl

2/2018 to 7/2019

Contact and solicit local businesses for marketing and digital/print advertising.

Director of Quality Assurance

Treatment Management Company-Stuart, Fl

3/2016 to 2/2018

Engineered the strategic planning processes and procedures for both state and organizational regulatory standards. Managed a team of 12 Clinical chart auditors. Oversaw the implementation of comprehensive auditing tools which produced data outcomes utilized by corporate team to mitigate risk of on-going payer audits. Successfully led key projects which resulted in company licensure renewals and passing audits in the 95% range.

Substance Abuse Licensing Specialist

Department of Children and Families- West Palm Beach , Fl

3/2015 to 3/2016

Responsible for oversight of licensing and regulation of all substance abuse providers from Vero Beach to Ft. Lauderdale Fl. Conducted on site SUD facility inspections, licensing functions implemented by SAMH program offices at the local levels. Ensured that the provision of substance abuse services governed by chapters 394 and 397 were followed.

DAWN HAVILAND
dawngoldy@protonmail.com
(609)784-4453

Executive Director

2/2013 to 5/2014

Trusted Senior Care - Tampa, Fl.

Implemented the company's strategic plan, which included directing and evaluating all aspects of the facility's operation, I established and directed the implementation of all policies and procedures, as well as an accounting system that managed the operating costs, resulting in a 10% overall cost reduction. Constant and continued focus on maintaining current census levels. Worked closely with marketing department on developing programs to increase census. Large focus on new admissions. Co-ordinated all move-ins. Negotiated and developed strong working relationships with outside agencies; including government agencies and third-party payers, medical professionals and other health related facilities and organizations to ensure the best care for the residents. Worked closely with hospice when necessary. Created and implemented company quality improvement programs which led to successful inspections and licensure.

Program Director-Consultant

10/2011 to 04/2015

Artesian Wellness & Recovery Center-Stuart, Fl

As a consultant, I was retained to facilitate the startup of a new SUD treatment center. I utilized my skills as SME to assist in the development and growth of this new company, Implemented the infrastructure for their operating policies, DCF licensure and Joint Commission Accreditation. I developed KPI internal controls to ensure compliance across their RCM and clinical spectrums of care. This included updating and implementing their staff training programs ad HR policies, reducing staff turnover through ongoing training and education.

Admissions Counselor/Assistant Admissions Director

2/2008 to 10/2009

Port Saint Lucie Hospital

Provided emergency stabilization services for patients in acute crisis, requiring immediate assistance. Conducted Biopsychosocial assessments for both voluntary and involuntary admissions. Assisted with oversight of daily operations, census management as well as on-going review of the admissions department documentation to ensure compliance with licensing and accreditation standards. Responsible for networking and developing marketing relationships with hospitals, law enforcement agencies and insurance companies resulting in client referrals/emergency placements. Provided leadership, training, mentoring and general supervision of admissions counselor and clerks.

Residential Program Director

5/1995 to 10/2007

Bancroft Neurohealth- Haddonfield, NJ

Bancroft is a leading regional non-profit provider of programs and services for individuals with autism, intellectual and developmental disabilities and those in need of neurological rehabilitation. Throughout my employment at Bancroft, I held various positions with increasing responsibility and for the last 3 years of my tenure, I served as Campus Program Director which served hundreds of clients.

EDUCATION AND TRAINING

MASTER OF ARTS: NON-PROFIT ADMINISTRATION-2006

Fairleigh Dickinson University- Teaneck, NJ

BACHELOR OF ARTS: SOCIOLOGY-1995

Rowan University- Glassboro, NJ

LICENCES AND CERTIFICATES/ COMMUNITY

Administrative Certificate in Public Administration- Fairleigh Dickinson University-2006

Assisted Living Facility Core training and competency - Florida Department of Elder Affairs 2013- re-certified in 2018

Martin County Drug & Alcohol Advisory Board Member - Secretary 2018 -2019

CPR certified