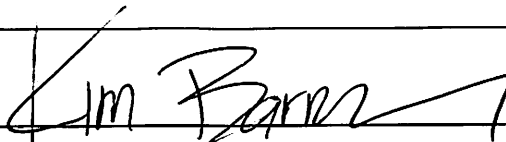


Mayor's Office: Council Agenda Item Request Form
*This form and supporting documents (if applicable) are due the Wednesday
before the COW meeting by noon.*

Date Received (office use)	
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Date of Request	4/25/2018
Requesting Staff Member	Anna Vukin-Chow
Requested Council Date	5/1/2018
Topic/Discussion Title	Reappointment to the Behavioral Health Services Advisory Council
Description	Reappoint Ms. Kele Griffone as a member of the Behavioral Health Services Advisory Council. This would be her first 3-year term, which would last from 4/1/2018 – 3/31/2021.
Requested Action¹	Council Approval
Presenter(s)	
Time Needed²	
Time Sensitive³	
Specific Time(s)⁴	
Contact Name & Phone	Anna Vukin-Chow (8-7031)
Please attach the supporting documentation you plan to provide for the packets to this form. While not ideal, if supporting documents are not yet ready, you can still submit them by 10 am the Friday morning prior to the COW agenda. Items without documentation may be taken off for consideration at that COW meeting.	

Mayor or Designee approval:



¹ What you will ask the Council to do (e.g., discussion only, appropriate money, adopt policy/ordinance) – in specific terms.

² Assumed to be 10 minutes unless otherwise specified.

³ Urgency that the topic to scheduled on the requested date.

⁴ If important to schedule at a specific time, list a few preferred times.



Board Appointment Approval

Ben McAdams
Salt Lake County Mayor

Erin Litvack
Deputy Mayor, County Services

Rick Graham
Deputy Mayor, Operations

Karen Hale
Deputy Mayor, Community
& External Affairs

Darrin Casper
Deputy Mayor, Finance
& Administration

On the 1st day of May 2018 the Salt Lake County Council consents to the reappointment of Ms. Kele Griffone as a member of the *Behavioral Health Services Advisory Council*.

Her first, 3-year term will begin April 1, 2018 and end March 31, 2021.

Salt Lake County Council

Aimee Winder Newton
Chair, Salt Lake County Council

Attest:

Sherrie Swensen, County Clerk

Please instruct the Council Clerk to return this form to Anna Vukin-Chow in the Mayor's Office, N2- 100 to process this appointment.

SALT LAKE COUNTY

Board Member Nomination/Application

Board: BEHAVIORAL HEALTH SERVICES ADVISORY COUNCIL Date: 4/16/18

Nominated By (if applicable): _____

Nominee's Name KELE GRIFFONE

Home Address: _____ City, State, Zip _____

Work Address: _____

Home Phone: _____ Work Phone: _____ E-Mail: _____

Would applicant prefer work or home phone/address used as mailing address? WORK

Salt Lake County Council District #: 3

(To find the district you live in go to <http://vote.utah.gov/elected-officials/>, enter your address and zip code, then click on **Find**. The results will produce a map with a **red diamond** at your home location. Click on the diamond and wait for a text box to appear containing your elected officials. Scroll down until you see the **fourth** County Council representative (not "At-Large") and list that name above.)

I prefer that my personal contact information remain private and protected YES

Unique qualifications and/or perspectives you would bring to a Board or Commission:

Staff Section

Salt Lake County does not discriminate on the basis of race, color, national origin, sex, sexual orientation, age, religion, marital status, or disability.

Is this a (check one): ☒ reappointment ☐ fill vacant seat ☐ new seat added to board

If filling a vacant seat, why?

☐ Term expired (expiration date: _____) ☐ Member Resigned

☐ Other _____

Name of board member being replaced: _____

This is a 2 year term. Term ~~will~~ ^{BEGAN} begin 4/1/16 of _____ and end MAR 31 of 2018

Comments: SERVED FIRST 2 YEARS, NOW IS 1ST OF 2 3-YEAR TERMS TOTALING 8 YEARS

KELE GRIFFONE

WORK EXPERIENCE

1/2015- Present

Division Director, Salt Lake County Criminal Justice Services

Provides leadership and direction to all employees of the Division in fulfilling the mission of Criminal Justice Services. Manages administration of Division functions, operations and support activities. Responsible for the development of effective strategic plans. Manages fiscal resources, developments the annual budget, and establishes and maintains appropriate financial policies and procedures. Ensures that all funds, physical assets, and other property of the Division are appropriately safeguarded and administered. Manages growth while maintaining the integrity and quality of programming. Executes all decisions and contractual agreements, grants and commitments of the Division. Manages the Division's human resources needs. Plans, directs, and evaluates all the operations of the Division to ensure compliance with applicable laws, rules, and policies. Develops specific policies, procedures, and programs to implement the general policies of the County and funding partners. Establishes and maintains effective working relationships with officials of federal, state, regional and local agencies, community leaders, and the general public. Plans, coordinates and conducts public relations to enhance public awareness of services offered.

5/2014- 1/2015

Associate Division Director, Salt Lake County Aging & Adult Services

Represented the Division Director in their absence with the authority to make decisions and commit resources on behalf of the agency. Participated in planning, development, and implementation of division goals, budgets, policies and procedures. Provided guidance on matters of program, budget, personnel, and legal responsibility and made recommendations to the Director for implementation. Effectively lead and administered assigned programs. Ensured assigned programs complied with division, county, state, and federal policies, regulations, and grant requirements. Established and monitored performance outcome measures for programs. Supervised staff, which includes hiring, promoting, orienting, training, assigning and reviewing work performance, annual work performance appraisal, and discipline.

6/2011- Present

Planner & MIS Manager, Salt Lake County Aging Services

Prepare, implement, and monitor short and long range strategic plans and performance outcomes. Extensive analysis of agency goals and identify factors that will contribute to the ability to obtain those goals. This includes identifying strengths and weaknesses, finding areas for improvement, and forecasting future trends. Identify, analyze, and monitor issues that affect profitability, growth, and productivity. Management of federal, state, and local reporting requirements. Conduct evaluations of new and existing programs making recommendations on financial and non-financial strategic alternatives to meet operational plans. Analyze and evaluate data and deliver it in a useful decision-making form to managers to enable data driven business decisions. Develop recommendations on new service needs based on research and evaluation of programs and changes in customer demographics.

6/2010- 6/2011

Contract Coordinator, Valley Mental Health

Confirmed contracts, government regulations, federal, state, and county requirements were followed and up to date. Responsible for the preparation, analysis, negotiation, review, and execution of contracts. Maintained agency contract database and guaranteed the accuracy and consistency of contract information. Served on various committees and the point of contact for annual State Audit and provided the required reports and files for compliance review. Assisted Human Resource Manager with data compilation, analysis and preparing reports regarding compensation to ensure fair and equitable pay rates along with compliance in changing laws and regulations.

8/2007 – 5/2014

Owner, Legacy Plus, L.L.C

Assist with services such as business strategy, marketing, financial and management controls, human resources, information technology, and e-business and operations. Offer specialist expertise, skills and industry knowledge on matters of Criminal Justice Services. Carry out research and data collection, conduct analysis, interview client's employees, management team and stakeholders, to prepare business proposals/presentations. Formulate and implement recommendations/solutions, ensure the client receives the assistance needed to implement the recommendations/solutions, manage projects and programs. Offer active leadership role in the management of client relationships. Provide organizational change management assistance, development of coaching skills, technology implementation, project management, strategy development or operational improvement services. Identify and propose recommendations for more effective or efficient ways of performing business tasks. Provide objective advice, expertise and specialist skills with the aim to create value, maximize growth or improve the business performance of clients. Schedule and attend business development meetings.

3/2005 – 2/2008

Court Administrator, Boulder City Municipal Court

Manage, analyze, and prepare data to effectively and efficiently provide quality services to the citizens served. Collaborate with the Municipal Judge and City administration regarding the Court's input to the City's strategic planning process. Establish department goals and objectives consistent with City policies and procedures. Prepare and administers the Court budget. Monitor activities to guarantee expenditures are within State regulatory guidelines and approved budgetary limits. Increased collected revenue each year by \$100,000. Lowered the courts Failure to Appear rate 54% by implementing and utilizing phone technology. Direct and coordinates the day to day activities of the Court. Confirms the accurate preparation and maintenance of Court fiscal records. Responsible selection, training, and evaluation of personnel assigned to the Court. Foster and maintains effective working relationships with City administration and operating departments. Evaluate and implement Legislative changes affecting the management and operation of the Court. Manage the Courts existing facility and oversees the planning and construction of additions to facility and new construction. Oversee the Court's management information systems and interfaces with other agencies to maximize the utility of the information provided.

3/1993 – 3/2005

Internal Services Manager, Salt Lake County Criminal Justice Services

Oversee department wide management information systems plan to include major hardware and software purchases. Manage and participate in the development of the Criminal Justice Services department budget, and assist in determining and forecasting division costs. Manage the development, implementation, and maintenance of data collection for reporting, monitoring, strategic planning, evaluation, and planning. Develop and monitor policy and procedure regarding internal administration, division-wide policy, and county policy. Develop and implement planning and quality assurance functions for Division and programs. Serve as the Terminal Agency Coordinator for Bureau of Criminal Identification. Compiled and prepared program statistical reports for County Administration and operating departments. Directed and coordinated computer management, in-house training, and managed quality assurance program.

EDUCATION AND TRAINING

2012 – 2014 Master of Business Administration - University of Phoenix
2006 – 2008 National Center for State Courts Court Management Program. Certified Court Manager
1999 – 2001 Salt Lake County Leadership Institute Program
1998 – 1999 Salt Lake County Supervisory Certificate Program
1988 – 1992 Bachelor of Science - Business Administration - Southern Utah University

SKILLS

Strong analytical thinking and problem analysis; planning, organizational and marketing skills; design and implementing management systems for quality assurance; ethical and responsible leadership; project management skills; ability to lead a diverse team; client & partner relationship management; strong verbal and personal communication skills; excellent time-management.