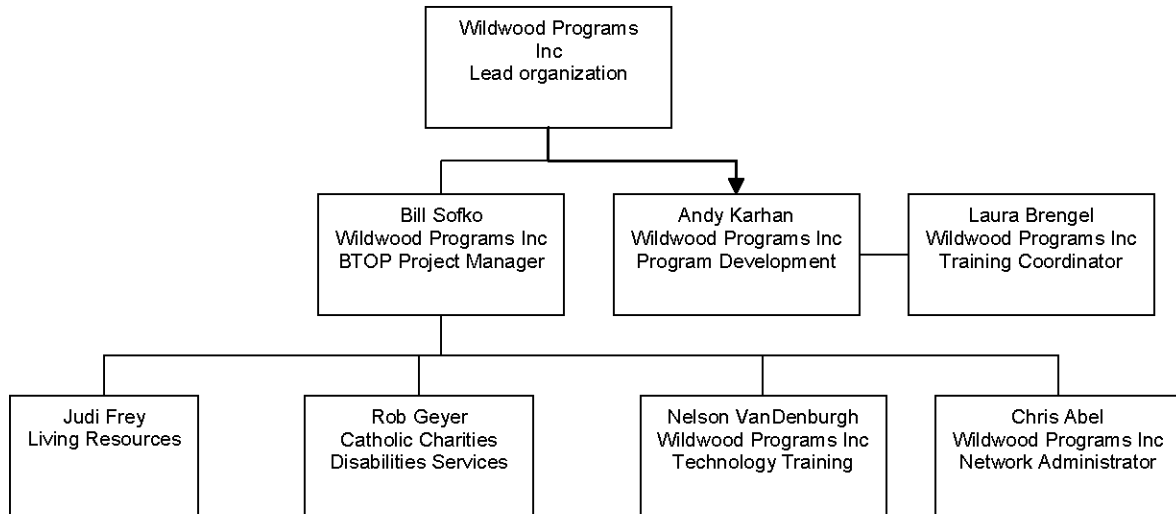


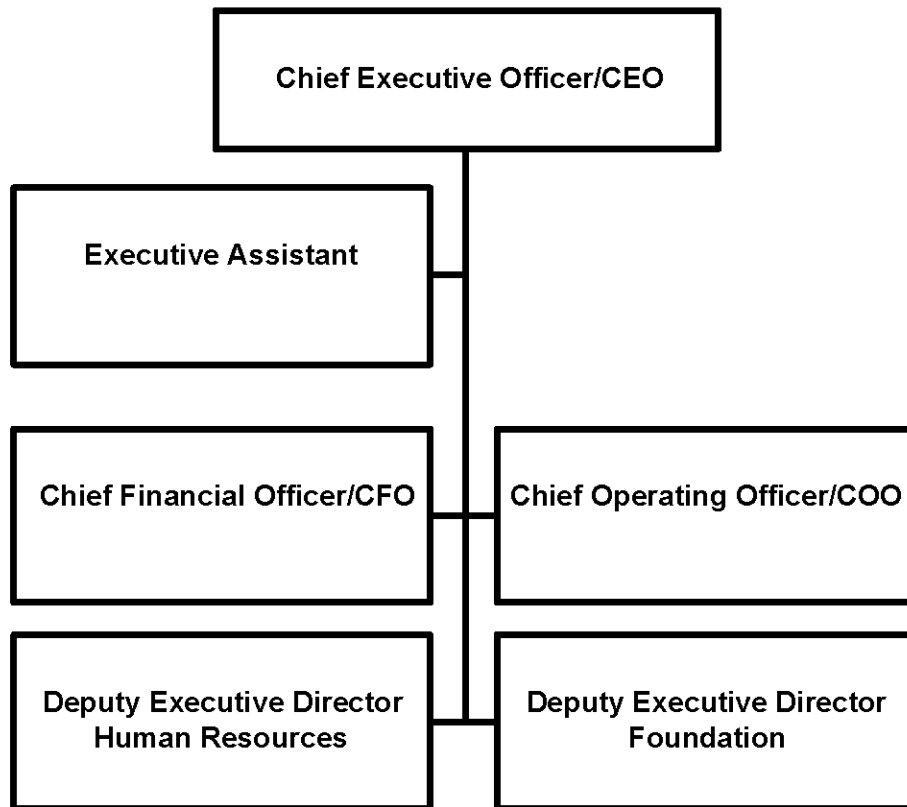
## PROGRAM OVERVIEW

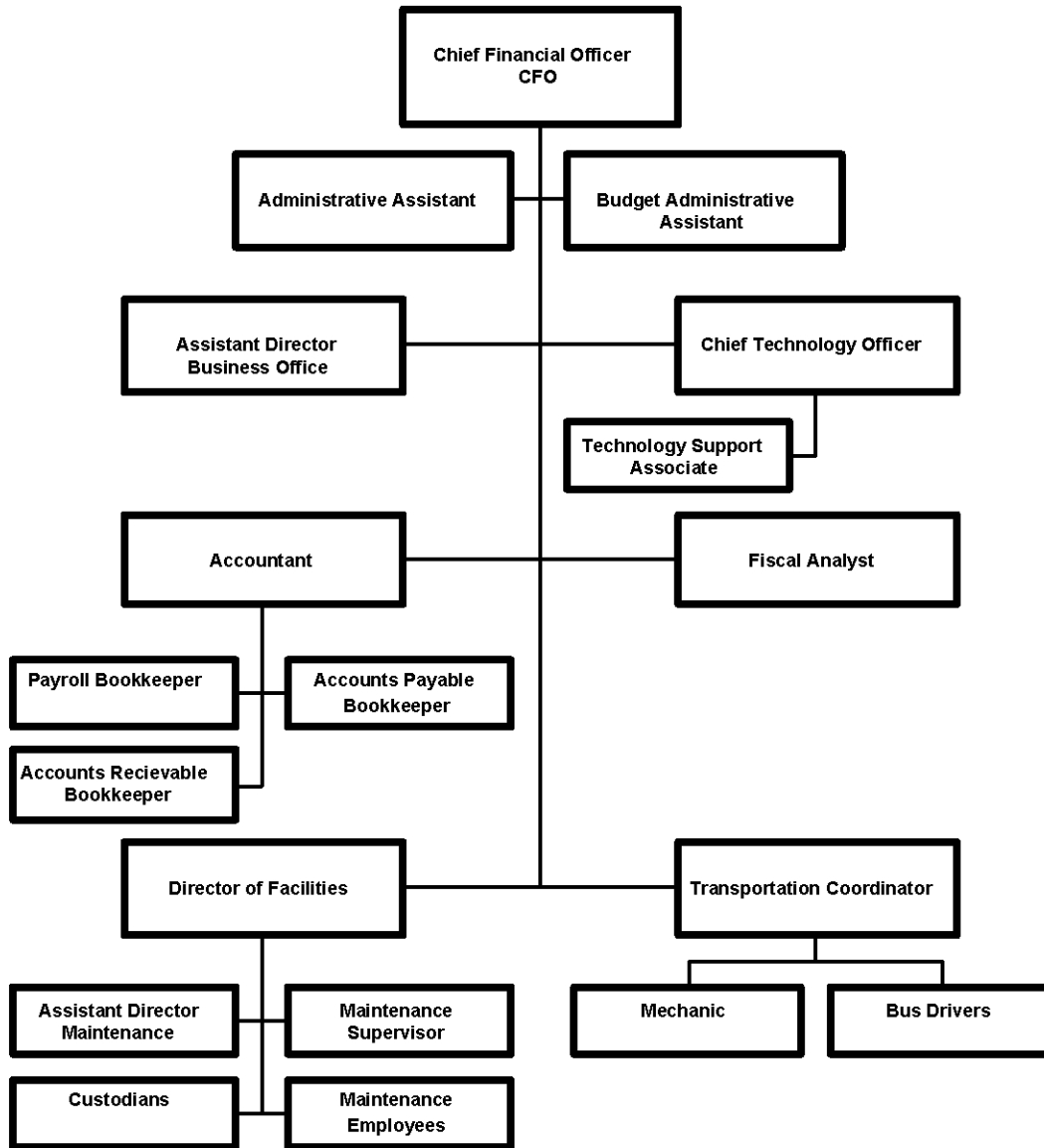
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## **EXECUTIVE MANAGEMENT TEAM**

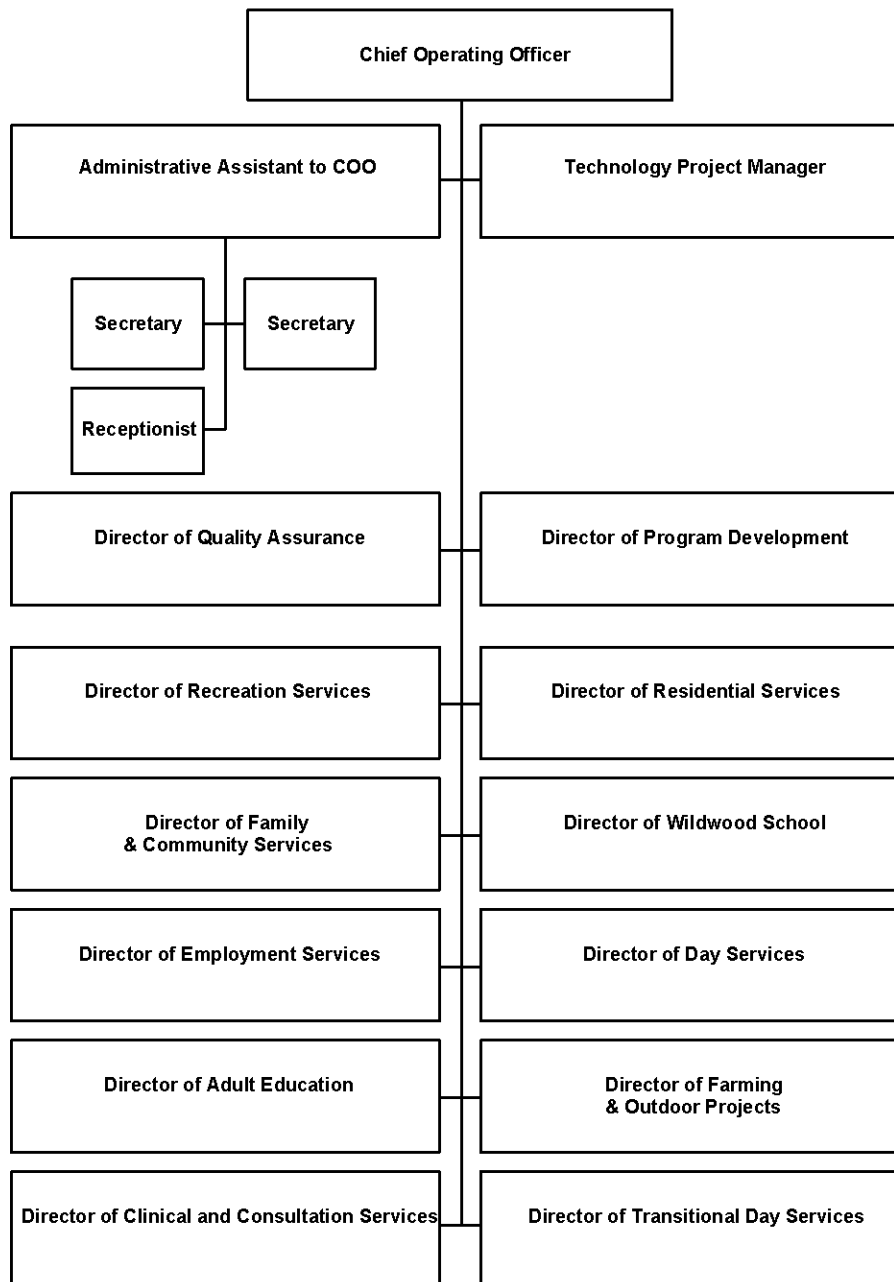
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## PROGRAM ADMINISTRATION FOR SERVICES

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### ***Education***

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Master of Business Administration, Finance  
University at Albany [REDACTED]

Bachelor of Arts, Economics  
University at Albany [REDACTED]

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### ***Employment***

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Chief Technology Officer [REDACTED]  
Managing Director, Wildwood Institute [REDACTED]  
Fiscal Analyst [REDACTED]

***Wildwood Programs***  
*Schenectady, New York*

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### ***Accomplishments***

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Recipient of a CIO Magazine *50/50 Web Business Award* in 2000 for the innovation demonstrated in the development of a Web-based system (known as IEPManager) for creating and managing Individualized Education Plans for students with disabilities.

Developer of mission-critical software systems using a variety of programming languages (Java, JavaScript, Python) running on top of a variety of application platforms (Apache httpd, Apache Tomcat, Apache Struts, iText). The systems created include: IEPManager, TSAR (Timesheets and Reimbursements), WFRS (Wildwood Fiscal Reporting System), WMBS (Wildwood Medicaid Billing System), WAMS (Wildwood Asset Management System), WRMS (Wildwood Retirement Management System), PREloader (Payables Recurring Entries Loader), and ReSolved (Related Services Tracking System). Many of these systems integrate with other Wildwood systems and outside entities using electronic data interchange (EDI) technology.

Principle architect of Wildwood's voice and data networks since their introduction into the agency in the early 1990s. The technologies utilized and managed have included: TCP/IP, AppleTalk, and IPX protocols; local area hubs, switches, routers, and wireless access points; wide area routing over leased T1 and Ethernet circuits; infrastructure services, including DNS and DHCP; traditional PBX-based voice switching; access control, including firewalls and filtering; and, voice over IP (VoIP) technology.

Founding Managing Director of the Wildwood Institute, the national consulting arm of the larger Wildwood Programs. Was responsible in this role for: the initial

organization of the business; managing the development of the Institute's intellectual capital; providing direct consultative services; presenting at national and international conferences; and, management of all aspects of the business activities of the Institute.

Principle author and "protocol" developer of the Wildwood Institute's *Framework for the Evaluation of Cost and Benefit in Special Education*. The *Framework* is a model whose creation was guided by a national panel of experts that correlates the investment (cost) of a special education program to long-term public savings (benefit) for the purpose of informed decision-making.

Sole developer of the Wildwood Institute's *Three C's of Special Education* model, which sought to ease decision-making for special education administrators by focusing attention on the required balance between curriculum, character, and coordination (management).

Mastered financial reimbursement mechanisms for services for people with disabilities and used that knowledge to greatly expand the resources available to the agency. Over a six year tenure in the position of Fiscal Analyst, was either directly or indirectly responsible for negotiating revenue increases that came to represent nearly 10% of Wildwood's operating income.

Represented Learning Disabilities Association of New York State as a liaison around the issues of the introduction of Medicaid into the OMRDD service system and various HIPAA-related initiatives.

Member of Wildwood's Finance Committee since 1989, Investment Committee since its inception in 1994, and Advocacy Committee since 2006.

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# ANDREW J. KARHAN

## PROFESSIONAL EXPERIENCE

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### Wildwood Programs Inc.

Latham, New York

#### ***Director of Program Development***

- Director of the program development efforts for an agency with an annual budget of \$30 Million. Responsible for working with and guiding department directors on the development and implementation of new programs, projects, and service initiatives.
- Serve as an extension of the C.O.O to ensure the implementation of the agency's strategic plan across all programs.
- Work as an internal consultant with program leadership on the fiscal development and enhancement of all agency programs to ensure continued positive growth.
- Responsible for identifying space and securing lease agreements in relation to all new program site development.
- Research funding possibilities and prepare all grant applications and proposals for the organization. Responsible for the maintenance of current programs and contracts while pioneering new initiatives through the strategic planning process, goal setting, and forecasting.
- Responsible for the coordination of the New York State certification process of all new facilities and programs.
- Advocate on behalf of program leadership, and most importantly the consumers we serve, through representation on statewide boards, in advocacy organizations, and other legislative action.

### Karhan Consulting

#### ***President***

- Serve as President of a small consulting firm aimed at assisting non-profit organizations in the areas of strategic planning, program development, and vocational rehabilitation services.
- Provide trainings on topics such as vocational rehabilitation, performance-based management, organizational culture, and personnel management.

### Wildwood Programs Inc.

Latham, New York

#### ***Director of Employment Services.***

- Director of operations of the agency's vocational rehabilitation program. Responsible for overseeing all personnel, fiscal, contract management, and community business development.
- Coordinated operations with a team of 30 staff providing services such as eligibility, counseling, vocational evaluation, job coaching, job analysis, job development, placement, recruitment, staff training, and follow-up support to individuals with disabilities.
- Represented Wildwood with funding, regulatory, and service seeking agencies such as OMRDD, VESID, OCFS, DOL, school districts, and others entities as needed.
- Prepared and monitored an annual budget totaling \$1.8 Million.
- Designed and published new promotional materials concerning the program services utilizing Adobe Software.
- Advocated to community organizations, the business community, and state agencies to maximize awareness of people with disabilities, and the need for statewide reform.

### AHEDD

Camp Hill, Pennsylvania

#### ***Area Manager/Program Specialist/Consultant***

- Director of operations within an organization that provides employment services to persons with disabilities. Responsible for all personnel, fiscal, contract management and community relations' management within a four county region.
- Responsible for the maintenance of current programs and contracts while pioneering new initiatives

through the strategic planning process, goal setting, and forecasting.

- Developed and maintained essential relationships with funding sources and businesses to facilitate program growth. Responsible for marketing program to targeted groups and for the development of fund raising opportunities.
- Involved in the writing, submission, and subsequent management of contracts and grants from various local, state, and federal government entities, foundations, school districts, and businesses.
- Advocated and lobbied to targeted community groups, consumers, and families to maximize interest in the agency's mission and services by leading and participating in steering committees and teams.
- Supervised a staff responsible for providing services to over 150 consumers each year.
- Provided direct employment services to individuals with disabilities including pre-employment services, job placement assistance, on-site and of-site supports, benefits counseling, and follow up.
- Director of Incident Management\OMR Transformation for agency covering over 30 counties statewide.
- Served as a management consultant to a network of offices throughout Pennsylvania and Delaware as well as to other community non-profit agencies.

## EDUCATION

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Pennsylvania State University

Harrisburg, Pennsylvania

*M.P.A (Public Administration)*

*Human Resource Management -- Graduate Certificate 2002.*



Messiah College

Grantham, Pennsylvania

*B.A. Psychology*

## Gary R. Milford

### EDUCATION:

#### **BA Social Studies Education**

State University of New York at Albany, Albany NY

#### **MS Speech Pathology & Audiology**

State University of New York at Albany, Albany NY

#### **30 Graduate Credits Educational Administration**

State University of New York at Albany, Albany NY

### EXPERIENCE:

#### **Deputy Executive Director for Finance, Chief Financial Officer, Wildwood Programs, Inc.**

Responsibilities included: supervision of accounting systems, fiscal reporting, preparation of annual budget, fiscal monitoring of agency income and expenses, supervision of general business operations including purchases and contracts for facilities, vehicles, equipment, insurance, mortgages, lines of credit, etc., supervise maintenance of agency buildings and grounds, supervise the investment of the agency resources including endowment and reserve funds, serves as member of agency executive management team.

#### **Adjunct Professor, State University of New York at Albany, Rockefeller School of Public Affairs.**

Responsibilities include teaching Financial Management in Non Profit Organizations (PAD 640).

#### **Director, Wildwood Summer Extension Program.**

Responsibilities included planning, implementing, supervising and evaluating the summer school program. It also included the preparation and monitoring of the budget. The Director is also responsible for the hiring, training, and supervision of Staff. The Director was also responsible for communication with parents, school districts, the State Education Department, County Health Department and other related agencies.

#### **Assistant Director, Wildwood Summer Extension Program**

Responsibilities included assisting in the planning, implementing, supervising, and evaluating of the summer school program. The Assistant Director also assisted in the hiring, training, and supervision of staff. The Assistant Director also assisted in communicating with parents and school districts. The



Assistant Director assumed primary responsibility for the adolescent aged classrooms.

**Department Chairperson, Speech and Language , Wildwood School.**

Assignment included two days a week of administrative and supervisory duties in addition to three days of week of a direct case load. Responsibilities included assisting in the hiring of professional staff and the ongoing clinical supervision of Speech and Language Therapists. The Chairperson was also a member of the school Program Recommendation Committee with other Department Chairpersons.

**Speech and Language Therapist, Wildwood School.**

Responsibilities included evaluation of speech and language difficulties of multiply handicapped, learning disabled, emotionally disturbed, and autistic children. Planning and implementing therapeutic programs to meet these student needs including writing IEP goals and objectives. The Speech and Language Therapist was also a member of the multi-disciplinary team working with these youngsters.

**Speech and Language Therapist, Rensselaer Columbia County BOCES.**

Responsibilities included evaluation of speech and language handicaps of students enrolled in Skills Development and Educable Mentally Handicapped classes, development of therapy programs to be implemented in the classrooms and therapy rooms, and writing IEP goals and objectives.

**Medic, Operating Room Technician, U.S. Army**

**CERTIFICATIONS:**

Permanent New York State Certification Social Studies Grades 7-12

Permanent New York State Certification of Speech and Hearing Handicapped

American Speech, Language & Hearing Association Certification of Clinical Competence (CCC - Sp)

**PROFESSIONAL AFFILIATIONS:**

Learning Disabilities Association (LDA) of New York , past Treasurer and Member of Board of Trustees

Financial Management Association (FMA) of Rehabilitation Facilities Eastern New York State.

Phi Delta Kappa International, SUNY Albany Chapter

**PERSONAL AFFILIATIONS**

Officer, Southern Saratoga Y Indian Princesses and Guides, including Nation Chief, Assistant Chief, Secretary, and Treasurer.

Treasurer, Pack 62 Cub Scouts of America, Clifton Park, NY

Member of Okte Elementary School Technology Team, Clifton Park, NY

Assistant Scoutmaster & Treasurer, Troop 45 Boy Scouts of America, Clifton Park, NY

Assistant Coach, Shenendehowa Junior Plainsman Football League.

## EDUCATION

SUNY College of Old Westbury  
*Bachelor of Science in Special Education*

## EMPLOYMENT

Wildwood Programs  
Staff Development Coordinator  
At Home Residential Habilitation Counselor

Saratoga Bridges  
Staff Development Coordinator

Self-Advocacy Association of NYS  
MSC Statewide Coordinator

Camary Statewide Services  
Staff Development Coordinator

Family Residences & Essential Enterprises  
QA/Staff Training Coordinator  
Day Treatment Program Coordinator  
Habilitation Specialist

Nassau AHRC  
Residence Manager

Developmental Disabilities Institute  
Live-In Residential Manager  
Direct Support Professional

## Summary of Work Experience

- Working knowledge of OMRDD regulations in various settings
- Assess training needs, develop curricula, schedule training and maintain records for 550 employees
- Develop curricula and conduct ongoing management training
- Conducted Quality Assurance evaluations at various certified settings
- Developed and administered evaluation tools that assessed program adherence to state and federal regulations along with agency standards
- Provided technical assistance to Directors and Management teams to meet quality service standards
- Assisted in the development of the CORE curricula for Medicaid Service Coordinators
- Responsible for oversight of OMRDD grant and quarterly progress reporting for AmeriCorps grant
- Oversaw and coordinated statewide training on MSC to self-advocates

**NELSON G. VANDENBURGH JR.**

**[nvandenburgh@wildwood.edu](mailto:nvandenburgh@wildwood.edu)**

**EDUCATION:** M.S. Curriculum Development and Instructional Technology  
**SUNY Albany,**

B.S. Technology Management  
**SUNY Empire State College,** Forum Management Program,

AAS Electrical Engineering Technology/Laser Electro-optics  
**Hudson Valley Community College,**

**ACADEMIC**

**ACHIEVEMENTS:** Nominated for best paper in a Technology Management Field  
Tau Alpha Pi National Engineering Technology Honor Society  
National Dean's List - President's List

**TECHNOLOGY  
EXPERIENCE**

**Wildwood School, Latham NY- Technology Project Manager**

- Design, implement and manage various types of technology
- Support over 350 computers and more than 600 staff/students in **all aspects** of technology
- Excellent skills in explaining and demonstrating complex concepts and processes in a manner that is easy for people without a technical background to understand
- Exceptional abilities to understand user needs, issues and requirements in a way that can be translated into technology based solutions
- Designed, implemented and manage an agency computer training program
- Develop, maintain, support, and train others in the use of complex medium-scale business database applications
- Acquired skills in numerous computer application support, Web development, and voice and data network support
- Attend ongoing agency sponsored leadership and diversity classes
- Responsible for local and wide area network operations
- Model best practice in the use of technology, including the performance of regular backups, the adherence to software licensing policies, and of behavior that maximizes physical health and safety

## EDUCATIONAL EXPERIENCE

### ***Bryant and Stratton College, Albany New York Campus***

- Teaching technology related 3 credit courses to students with a wide range of learning styles.
- Teaching Topics: Basic computer technologies; Intro to Microsoft Office Suite; Advanced Microsoft Office Suite; Word Processing, Spreadsheets, Databases, Presentation Software and Microsoft and Apple Operating Systems.

### ***SUNY Empire State College, Forum Management Program***

- Evaluated student's knowledge for college credit in the following areas:
  - Project Management
  - Electrical
  - Electronics
  - Computer/Technology related topics
  - Safety Awareness and Management
  - Training and Development
  - Telecommunications topics

## COMPUTER EXPERIENCE

### ***Castle Computers, Latham NY - Apple Technical Support Technician***

- Conduct hardware and software support training for multiple sized groups
- Developed Internet seminars for both introductory and advanced users
- Ability to efficiently troubleshoot and solve software and hardware repairs
- Ability to perform complete network installations, troubleshoot and repair existing networks
- Developed support relationships with several Internet access providers
- Trained and certified by Apple Computer in diagnostic test and technical repairs of portable, desktop computers and Peripherals
- Have utilized excellent communication skills to interact with a wide diversity of people to accomplish corporate objectives

## GENERAL EXPERIENCE

### ***North Colonie Central School District, Latham, NY***

- Worked without supervision in the maintenance department
- Highly commended for speed and efficiency

## ELECTRICAL EXPERIENCE

### ***Rossetti Electric, Albany, NY***

- Responsibilities included electrical, cable, and phone wiring of new and renovated construction (private and commercial)
- Design of electrical layouts and blue prints
- Good working knowledge of NEC (National Electric Code)
- Team leader of several coworkers

Catholic Charities Disabilities Services  
Project Manager Resume:

Rob H. Geyer, Director of Business Administration

As Director of Business Administration my duties include oversight of Technology, Finance and Facilities. I directly supervise our on-site contracted technical support staff (one individual) and oversee all strategic planning, budgeting and administration for our technical services including; server complex operations, purchasing, licensing, infrastructure, communication, storage and data retention, applications and enhancements to our systems. In my capacity as oversight for Finance, I supervise nine staff charged with completing all agency financial tasks including; financial reporting, budgeting, payroll, billing, purchasing and accounts payable. As oversight for our Facilities operations I supervise a staff of five who perform the following functions; maintenance of all residences and facilities (providing for the safety, health and welfare of those we serve), maintenance and purchasing of our fleet of agency vehicles (40-50) and maintenance of all building related issues (for example; HVAC, plowing, lawn care, fire alarm systems).

# Daniel Owens, CNE, CCNA


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## Approach

Creative problem solving and commitment to team success. Comfortable leading a team or providing support. Desire to exceed expectations. Excellent verbal and written communication skills and high quality standards.

## Employment History

-Present Living Resources Corporation

### **Current Title: Director of Information Services**

- Manage the computer infrastructure for the Corporation.
- Plan, purchase, deploy and maintain technology products.
- Supervise technology staff
- Daily duties and skills include: Ensuring data backups at three locations, managing Firewalls, VPNs, internal and external DNS management, voice over IP network management-troubleshooting, network switches, wireless network, email system installation, management and troubleshooting, data access issues, maintaining core corporation software applications and hardware, network security, web site design, database integration with web pages. I have installed and continue to maintain most of the MS desktop and server systems, including Server 2000, 2003, 2008, IIS, Terminal Services and SQL server, XP, Vista and Win7. I have installed and continue to use Linux OS flavors in desktop and server roles.

 Word IS Albany, NY

### **System Engineer, CNE, CCNA**

#### **Job Duties**

- Novell CNE 3,4,5
- Cisco CCNA
- Setup Cisco routers for Internet access
- Implement Network Address Translation (NAT) on Cisco routers and on NetWare servers
- Apply IP and IPX access lists to Cisco routers
- Configure routing on Cisco routers
- Install, configure, upgrade and troubleshoot Cisco switches
- Work with Frame relay, DSL, ISDN, and Cable modem connections
- Manage partition design and replica placement for Novell servers
- Manage time synchronization
- Maintain servers and apply NetWare OS Service Packs as needed
- Install and maintain GroupWise mail systems
- Implement GroupWise Internet mail
- Install and configure GroupWise WebAccess product
- Install ArcserveIT for NetWare
- Setup Netscape Web server on NetWare servers
- Upgrade and migrate NetWare servers
- Implement DHCP on NetWare servers
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#### **Microsoft NT Server**

- Install MS NT Server 4.0
- Apply Support Packs
- Setup Users/Printers/Shares
- Install Exchange Server and create mail accounts

# Daniel Owens, CNE, CCNA



Preston Computer Services Glens Falls, NY

## Senior Networking Technician

- Novell CNE for 3.1x and 4.1x



Preston Computer Services Glens Falls, NY

**Office Manager** for Saratoga Springs office. **Service Manager** for Glens Falls office.

- Sell clients a variety of technology products including advanced server and storage options.
- I provide supervision for the full and part-time service technicians.
- Extensive end-user contact.
- Provide network support for over 200 client locations.
- Help support our ISP. Troubleshoot and provide customer support for connectivity issues, mail, news, etc. using LINUX, NT and NOVELL.



Hadley Hardware, Lawn & Garden, Inc.

Hadley, NY

## Managing Partner

Managed every detail of this retail operation.

- Handled accounting, payroll, inventory control, purchasing, advertising, sales and personnel.



Unlimited Potential

Saratoga Springs, NY

## Production Coordinator

- Supervised 70 employees engaged in manufacturing and sub-contract assembly operations.
- Performed a variety of management functions including hiring, performance reviews, corporate planning, and reporting.

## Education



Skidmore College

Saratoga Springs, NY

### BA Psychology

- Received Highest Honors and Honors recognition. Graduated with 3.24 average

**Interests** Family, reading, running, big game hunting.