

City of Memphis



TENNESSEE

A C WHARTON, JR.
MAYOR

May 26, 2011

The Honorable Harold Collins, Chairman
Personnel, Intergovernmental & Annexation Committee
City Hall - Room 514
Memphis, TN 38103

Dear Chairman Collins:

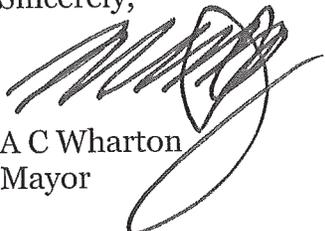
Subject to Council approval, it is my recommendation that:

Erma T. Hayslett

be appointed to the Alcohol Commission with a term expiring December 31, 2013.

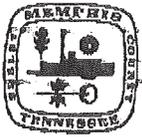
I have attached biographical information.

Sincerely,


A C Wharton
Mayor

ACW/lar

c: Council Members



City of Memphis

BIOGRAPHICAL INFORMATION APPOINTMENT TO BOARD/COMMISSION

Alcohol

BOARD/COMMISSION

Name: Erma T. Hayslett Race AA M F

E-Mail Address: ermahayslett@yahoo.com Fax 901 271-5361

Profession/Employer: Case Management Inc.

Business Address: 28 North Claybrook St. Zip 38104 Phone: 901 261-0910

Education: Masters Degree, University of Tennessee, Memphis, School of Social Work

Name of Spouse: Clyde Hayslett Number of Children: 3

Home Address: 1055 Bourbon Place Phone: 901 251-1884

City: Memphis State: TN Zip: 38106

I certify that I am a resident of the City of Memphis (Unincorporated areas and surrounding counties are not considered). Yes or No If yes, how long? _____

Professional Organization/Associations:

National Association of Health Services Executives
National Association of Realtors

Other Organizations/Association:

Memphis and Shelby County Alcohol and Drug Consortium
Memphis Area Association of Realtors

Other Interests:

Volunteer at World Overcomers Outreach Ministries Counseling Center

Signature Erma T. Hayslett Date 5/12/11

ERMA J. HAYSLETT

9075 Fletcher Park Circle N.
Cordova, TN 38016
HM: (901) 921-9765
WK: (901) 821-5600
ermahayslett@yahoo.com

CAREER OBJECTIVE

To seek a social services administration position that will enable me to leverage extensive advocacy efforts through acts as a change agent.

SUMMARY OF QUALIFICATIONS

- More than 9 years experience in managing social services programs within non-profit organizations.
- Ability to implement large projects while maintaining budget and grant assistance.
- Extensive advocacy efforts through community collaborations.
- Exceptional ability to handle crisis situations with minimum to no supervision.
- Ability to educate on how to set and observe appropriate personal limits and boundaries, especially with respect to clients seeking treatment.
- In-depth knowledge of management processes leading to efficient and effective outcomes.
- Superior ability to assess client's situation and development a plan of action in a timely manner.

PROFESSIONAL EXPERIENCE

05/2009-Present Case Management Inc., Memphis, TN- Program Director of Alcohol and Drug Services

- Oversee and manage the day to day operations of five alcohol and drug programs that consist of approximately 25 employees. The programs are two residential programs for pregnant and post partum women with children. One of the residential programs specializes in Co-Occurring Disorders. There is an Intensive Outpatient treatment component for the pregnant/post partum women. Prevention services to children 6-17 in the local school system, community centers, after school programs and summer camps. Also, a Level I Outpatient for Co-Occurring clients that receive services at the mental health center and indigent clients. Full-time

09/2008-05/2009 Case Management Inc., Memphis, TN – Interim Executive Director

- Manage the transition of services, contracts and some vendors from one mental health center to another while assuring the day to day operation continues on a business as usual basis and as seamless as possible. Full-time

07/2002 – 09/2008 Midtown Mental Health Center, Memphis, TN – Director, Special Services

- Manage the day to day operations of the Health Information Management, Crisis Respite Services and Alcohol and Drug Services which includes Prevention Services to children ages 6 to 17, Outpatient Services for co-occurring clients and uninsured clients, Pregnant Intensive Outpatient Services, and a residential rehabilitation treatment program for pregnant women and their children. Full-time
- Manage and renew annual budgets and grants for all Alcohol and Drug Services.
- Manage the operations of 24-hour Crisis Respite Services
- Assist supervisors, lead staff and employees with daily operations of their respective departments.
- Coordinate and collaborate with other departments and outside agencies for continuity of care.
- Coordinate health fairs and other outside community outreach services for the entire center.

Accomplishments

Recently obtained a three year grant with SAMHSA/CSAT for a Residential Pregnant and Post Partum program for African American Women with Co-Occurring Disorders

Maintain an 80% and above utilization rate on all alcohol and drug contracts

Able to negotiate the transfer of funds from one program to another in the amount of \$25,000

Consistently manage at least \$875,000 in funds annually

04/00-07/02 Midtown Mental Health Center, Memphis, TN - Coordinator of Health Information Management

- Manage, research, analyze, and resolve day to day issues related to medical records.
- Manage of the release of information, chart management for six psychiatrists, and chart tracking for over 25 case managers.

- Developed project plans, updated workflows as needed, maintained team metrics, and identify barriers or constraints in managing the department.
- Provided support to new team members by overseeing on-the-job training and coaching by lead personnel.
- Assist in the hiring process through interviewing and recommendations to hire. **Full-time**

Accomplishments

Changed the medical records department to Health Information Management

Increased revenue from Release of Information to over \$15,000 annually

09/98 – 04/02 **Methodist Outreach, Memphis, TN - Intensive Outpatient Counselor F/T**

- Assessed and planned for the treatment needs of individuals, families, and groups.
- Used social case work, therapy techniques, administration, community organization, consultation, teaching, research, planning, and coordinated alcohol and drug education, and welfare services to assist eligible patients.
- Completed new client assessments for the purpose of developing a plan moving toward self-sufficiency, including assessment of clients' need for community based support.
- Provided crisis intervention as needed.
- Maintained case load as agreed to by case management team, to include documentation of all services provided and accurate, up-to date case notes in the appropriate format.

01/87-12/10 **First National Realty, Memphis, TN – Affiliate Broker**

EDUCATION

1998 – 2000 University of Tennessee, College of Social Work- Master of Science in Social Work (Management Track)

1993 – 1994 University of Tennessee, Health Information Management – Bachelor of Science, Credentialed as RHIA

COMMUNITY SERVICES/PROFESSIONAL MEMBERSHIPS

Volunteer at World Overcomers Outreach Ministries Counseling Center
 Member of National Association of Health Services Executives (NAHSE)
 Member of Memphis and Shelby County Alcohol and Drug Consortium
 Memphis Area Association of Realtors
 National Association of Realtors

REFERENCES AVAILABLE UPON REQUEST

**ALCOHOL COMMISSION
9 Member Board
Oath of Office Required
3 Year Term**

Bryan, Eugene S.	M/W	08-31-12	3yr Term
Cox, William	M/B	08-31-09	3yr Term
Greer, Sherman	M/B	12-31-13	3 yr Term
Jenkins, Marsha	F/B	12-31-10	3yr. Term
Jones, Martavius	M/B	12-31-10	3yr. Term
Kelly, Jimmie D.	M/W	01-02-10	3yr. Term
Middlebrook, Ricky	M/B	08-31-12	3yr. Term
Monzon, Ivette	F/O	12-31-10	3yr. Term
West, Robert	M/W	12-31-10	3yr. Term