

**WORK****EXPERIENCE**

July 2018                      **Lanakila Pacific**                      Honolulu, HI

***President and CEO***

Responsible for all operations of Lanakila Pacific and of Lanakila Pacific Foundation. Provide leadership for a 180 person workforce of which seventy five percent of the direct service workforce is comprised of individuals with significant disabilities.

October 2017

***Vice President of Programs and Mission Advancement***

Responsible for the overall administration and development of Lanakila Pacific's human service programs including: Meals on Wheels, Training and Advocacy, and Teaching and Learning Centers. Provides leadership in developing and allocating resources, collaborative ventures, and ensuring the highest standards of performance. Duties include:

- Ensure compliance with laws, regulations, standards and the policies of the organization and its governing bodies; including compliance with professional performance standards that lead to CARF accreditation.
- Research, analyze and monitor financial, performance, demographic and other data to develop and align program goals to community needs.
- Work with program directors to establish goals, ensure contract compliance, outcome measurements, client satisfaction and quality assurance.
- Establish a positive working relationship with other related community programs and business organizations, as well as federal, State, City & County of Honolulu agencies and foundations.

2015 – 2017                      **Catholic Charities Hawai'i**                      Honolulu, HI

***Division Administrator for Housing Assistance and Referral Programs***

Identical duties as Director of IIR with an increase in the number of programs within the division and expansion to the counties of Hawai'i, Kauai, and Maui.

2004 – 2015

***Director of Intake, Information and Referral (IIR)***

Served as a member of the Senior Management Team (SMT) in addition to providing direct supervision of the Intake Unit, housing placement, homelessness prevention, shelter, and veteran housing services. As a member of the SMT, the Director of IIR participates in agency wide policy planning and implementation, budget development, quality assurance, and continuous quality improvement. SMT members are expected to engage with Catholic Charities Hawaii Corporate Board and Board Committees at regularly scheduled meetings to address the areas of program delivery, advocacy, and risk management. Duties include:

- Provide supervision of both paid and volunteer staff, through case review, planning, and data management.
- Develop policies, procedures and protocols, as needed, to carry out the

activities of the agency and unit and meet contract obligations, including defined service activities.

- Secure grants and funds to support the agency and unit's work in being able to provide services and assistance to people-in-need, primarily for housing related services.
- Prepare statistical and narrative reports and unit evaluations as well as conduct quality assurance reviews of program files. Serve on the Quality Assurance committee.

1995 - 2004                      **Winners at Work**                      Honolulu, HI  
*Vice President and Director of Employment & Community Programs – February 2003 to February 2004*

Responsible for upholding the mission of Winners at Work to provide community-based employment opportunities for persons with disabilities. Provided program oversight, grant writing, quality assurance, and staff supervision. The position provided staff support for the Program Committee, which reported to the Board of Trustees.

**Other positions held at Winners at Work:**

*Acting Director of Program Services – October 2001 to February 2003*

*Assistant Director of Program Services – July 2001 to September 2001*

*Program Coordinator – January 1999 to July 2001*

*Employment Specialist/Consultant – September 1995 to January 1999*

**EDUCATION**

University of Hawai'i at Manoa                      Honolulu, HI  
**Master of Public Administration**  
**Bachelor of Arts – English**

**Pacific Century Fellows, Class of 2010**

**VOLUNTEER WORK**

2014-2021                      Hawaii Housing Finance and Development Corp.  
*Director*

- Serve as a director on a nine-member board charged with overseeing affordable housing finance and development in Hawaii.

2012-Present                      Catholic Charities Housing Development Corp.  
*Board Member*

2015-Present                      Access to Justice Commission  
*Commissioner*

- Serve as a Commissioner acting under Rule 21 of the Rules of the Supreme Court of the State of Hawaii, to increase access to justice in civil legal matters for low-and moderate-income residents of Hawaii.