

March 25, 2011

PS

Mr. Robert Graber, Clerk
Erie County Legislature
92 Franklin Street
Buffalo, New York 14202

Dear Sir:

I am interested in serving as a member of the Erie County Corrections Advisory Committee. I have attached my resume for your review and consideration.

Thank you in advance for your prompt attention to this matter.

Sincerely,



Lavonne E Ansari, Ph.D.

8M-1

LAVONNE E. ANSARI, Ph.D.

815 Auburn Avenue
Buffalo, New York 14222
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vonnesari@hotmail.com

OVERVIEW

Experienced administrator, clinician, community advocate, and instructor with more than 20 years of combined knowledge in workforce development, senior administration, health care, higher education and EEO/affirmative action compliance.

EDUCATION

Ph.D. **State University of New York at Buffalo**
Department of Educational Leadership & Policy
Major: Sociology of Education
Minor: Social Work - May 2003

M.S. **Buffalo State College**
Multidisciplinary Studies
Major: Management in Human Services
May 1991

B.P.S. **Brockport State College**
Professional Studies in Recreation Therapy
Major: Therapeutic Recreation – May 1982

PROFESSIONAL POSITIONS

Chief Executive Officer/Executive Director
Community Health Center of Buffalo, Inc. Buffalo, NY
4/2006 – Present

Responsibilities

Works in conjunction with the Board of Directors (BOD) to develop policies needed to provide primary care services to our community; and determine support for personnel and facilities. Develop and maintain relationships with community leaders, Dept. of Family Medicine, Erie County Medical Center, etc. Provide recommendations to the BOD on administrative, clinical, governmental and public policies. Collaborate with BOD, management and the community to determine strategic needs and objectives. Responsible for developing annual operating and capital budgets with CFO and management staff, monitoring and revising, as needed. Review and monitor CHCB meeting minutes and reports. Prepare progress reports for HRSA renewal and any other regulatory required reports. Schedules and coordinates management and in-service meetings for Center. Attend annual HRSA/CHCANYS meetings required for Center business or continuing education, and designated the HIPAA Security Officer.

Vice President of Operations

Inclusion Development Associates, Inc. Buffalo, NY

2002 – Present

Responsibilities

Oversee written documentation as required and maintains, distributes, analyzes project information for required records, reports, and statistics as needed. Coordinates and oversees the implementation of educational programs or initiatives and monitors program compliance in accordance with regulatory requirements. Maintains established company policies and procedures, objectives, programs and compliance standards. Participate in the development of strategic short and long-term plans. Coordinate employee activities and implement performance evaluation program. Research of personnel management related policies and procedures.

Vice President of Operations

Niagara County Community College, Sanborn, NY

2002-2006

Responsibilities

Led, developed and implemented the policies, strategic plans, and effective management of the College's operations relating to Corporate Training and Small Business Development. Human Resources, Facilities, Safety and Security, Grants and Resource Development, Community Education, and the outreach programs at the Niagara Falls Extension Center. Developed goals, policies, strategies, and advises the President to ensure optimum accomplishment of the College's mission. Formulated objectives, planned budgets, provided overall development, administration and evaluation. Supervises and evaluated the professional and support staff of the departments under Operations. Developed, evaluated and improved community education, employee training, business development programs and courses. Promoted alliances between the College, local business and industry including cooperative education, equipment usage and faculty exchange program.

Special Assistant to the President for Equity & Diversity

Niagara County Community College, Sanborn, NY

1996-2006

Responsibilities

Planned, coordinated and implemented awareness programs regarding equity and diversity. Sought to obtain funding to enhance and promote the understanding of issues related to equity and diversity within the College. Formulated and proposed policies that enhanced equity and diversity among all constituents of the college. Reviewed the Affirmative Action Plan proposed changes to the Plan. Prepared and maintained Workplace Analysis data to identify areas in need of increased representation by protected classes. Developed recruitment strategies to attract qualified members of protected classes for positions at the College and actively participated in the recruitment process. Monitored the hiring practices in accordance with the College's Affirmative Action Plan. Ensured compliance with federal, state, and SUNY regulations dealing with affirmative action, discrimination, and harassment. Investigate complaints of discrimination in accordance with the affirmative action plan. Established contacts with and promote a positive relationship with local minority organizations and groups.

Adjunct Instructor

Niagara County Community College, Sanborn, NY
Business Education Division
1998-2006

Responsibilities

Instructed business courses in Human Resource Management.

Project Staff Associate, BRIDGE Program

State University of New York at Buffalo, Buffalo, NY
Educational Opportunity Center
1993-1996

Responsibilities

Provided supervisory support to the Human Services, Workforce Development component of the BRIDGE initiative. Coordinated and implemented recruitment, interviewing and hiring of staff in accordance with affirmative action standards. Provided direct supervision for employment specialist personnel, case management, clinical and other related activities. Coordinated and monitored all of the intake, referral, job placement, tracking activities of students, generated and coordinated data for computerized reporting purposes. Provided direction for curriculum development including evaluating, scheduling and consulting program planning. Coordinated affiliation agreements with the BRIDGE initiative area colleges, businesses, hospitals and vocational outreach plan. Supervised all assessment activities. Created support programs for participants. Provided administrative oversight to satellite operations.

Adjunct Instructor

Erie Community College, City Campus, Buffalo, NY
Humanities and Recreation Leadership Departments
1992-1996

Responsibilities

Developed and instructed various clinical courses in therapeutic recreation which included: program planning, developing goals and objectives for the disabled. Created program evaluation and budgeting in hospital settings and other facilities. Educated, created and expressed the art of traditional African Dance. Taught dance movement, steps and patterns choreographed to original African rhythms. Courses taught included: Orientation to Disability, Therapeutic Recreation Services, Introduction to Recreation and Afro-American Dance I & II.

Coordinator of Rehabilitation Therapy

Buffalo General Hospital, Buffalo, NY
Community Mental Health Center
1983-1993

Responsibilities

Planned, implemented and conducted educational programs including affiliation agreements and curriculum. Established and developed program policies, protocols and operational procedures. Managed the yearly budget and coordinated monthly data. Achieved outstanding results in maintaining JCAH, OMH and the NYS Health Department guidelines. Supervised full-time staff, volunteers, college and university interns. Developed and implemented Quality Assurance program which implemented methods to monitor and evaluate activities. Developed computerized treatment care plan. Administered various functions and activities with interdisciplinary team of nurses, physicians, pharmacists, social workers, administrators and other support staff. Provided consultation and training for patient and student program planning.