



JEB BUSH  
GOVERNOR

TERRY F. WHITE  
SECRETARY

# MEMORANDUM

**To:** AAA Directors **Policy#:**102802-1-T-VCS

**From:** Secretary Terry White

**Date:** October 24, 2002

**Subject:** Notice of Transmittal – Staffing & Organizational Changes in Division of Volunteer & Community Services

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The purpose of this memorandum is to advise you of recent changes in the Division of Volunteer & Community Services.

1. **Lou Comer** has been named Project Director for Consumer-Directed Care (CDC). In this capacity, he will oversee the final stages of the Robert Wood Johnson Foundation Demonstration Project and implement the new statewide Consumer-Directed Care Program created under Senate Bill 1276. Lou has provided dedicated service to CDC since 1999, and we are pleased he is taking this leadership role as we work to create more options and choices for Florida's Medicaid Waiver clients. Lou can be reached at 414-2094.
2. **Ed Bergman** has been named Team Leader for the division's caregiver initiatives (Senior Companion Program, AmeriCorps, RELIEF, Telehealth, and support for regional caregiver forums). Ed is a former AmeriCorps Brevard team member who joined the DOEA staff in 2000. Though he will continue to serve as Project Director for the Senior Companion Program, Ed will now be available to answer questions and provide technical assistance about all of our caregiver programs. He can be reached at 414-2312.
3. **Ken McLeod** is the new Coordinator of Wellness, Advocacy and Caregiver Support for the division (the position previously occupied by Maureen Olson). Ken will continue to oversee Elder Abuse (Title VII) and Wellness Programs (OAA Title III-D, FLIPS, Osteoporosis), but he now has added oversight responsibility for the Caregiver Initiatives listed in # 2 above. Ken has seven years of experience at DOEA, and more than 30 years

with State Government. Before joining the division staff, he worked on the department's long-term care diversion projects. Please note that Ken's former position is not being filled at this time; these responsibilities will be carried out by existing division staff. Ken can be reached at 414-2307.

4. We want to be sure you are aware that oversight responsibility for Information & Referral has been transferred to **Eloise Williams**. This change occurred a few months ago, after Maureen Olson was promoted to Director of MIS. In addition to supervising division administrative functions and coordinating selected special projects for the agency, Eloise now supervises Gretta Jones, the department's senior I & R Program Specialist, and Melissa Jackson, who coordinates correspondence for the department. Eloise joined the DOEA staff in 2000. Previously, she worked with the Capital Collateral Counsel (Administrative Services Director) and the FSU College of Law. The position previously occupied by the department's I & R Coordinator is not being filled at this time. Eloise can be reached at 414-2080.
5. **Bill Aldinger** is the new Project Director for the Coming Home Grant, a Robert Wood Johnson project that promotes the development of affordable assisted living for elders. Until recently, Bill was the department's ALF Training Coordinator. Prior to joining the DOEA staff in 1999, he worked with an Area Agency on Aging and the State Unit on Aging in Pennsylvania. Bill replaces Margaret Stewart as Project Director for Coming Home. (Margaret has moved to south Florida, but she is continuing to support the grant on a part-time basis.) Bill can be reached at 414-2165.
6. **Michele Casabianca** has been named Program Coordinator for the RELIEF program. This is the position previously occupied by Penny Pierce. Michele has been with the department for two years. During this period, she provided support for the Alzheimer's Disease Advisory Council and assisted with a variety of critical administrative functions for the division. We are pleased that she is now part of our program management team. Michele can be reached at 414-2076.
7. **Lesley Shufflebotham** has joined the staff as Administrative Assistant II for the division. She has more than 19 years of responsible administrative and clerical experience, including seven years with State Government (with the Department of Juvenile Justice and the Department of Management Services). In addition to providing administrative support for Tom Reimers and other division staff, Lesley will handle logistical support for the Alzheimer's Disease Advisory Committee. We are very happy that she has joined the DOEA team. Lesley can be reached at 850-414-2339.
8. **Don Holmes** has been transferred back to the Division from the Division of Planning and Evaluation as a Government Analyst II. Don has over 23 years of private and public sector managerial and accounting experience. He will continue to implement fiscal and budgetary tracking systems to assist the program staff with budget development, expenditure tracking and generate monthly rolling forecasts reports to the program managers, Administrative Unit supervisor and the Division Director. In addition, he will provide fiscal and technical assistance in data collection and compilation for reports,

assist with training and development, special projects, as well as analyze legislative bills. More recently, Don was lead on producing the Consumer Resource Guide for the Department (to be released by end of the month). He can be reached at 850-414-2134.

9. **Tommie Wood** has joined the Elder Affairs team as an OPS Government Operations Consultant I in the Administrative Unit, bringing more than 20 years of accounting/auditing and customer service experience in state government to the Department. She also gained many years of other administrative and supervisory experience while employed at the Florida Lottery (14 years) and Florida State University (10 years). Tommie will be responsible for assisting the Division's program staff with SAMAS & P-Card reconciliations, travel, property, budgets and generating reports as requested, and will be under the direct supervision of Eloise Williams. She can be reached at extension 850-414-3140.

We hope you will join us in welcoming these individuals to their new positions. I know they are committed to working with you in partnership on behalf of Florida's elders.

If you have questions about these changes, please contact Tom Reimers at 850-414-2150.

TFW/ter/ls: