

APPENDIX B - Lewis Mason Thurston Area Agency on Aging Staffing Plan

Position Title	Name	Total Staff Full Time and Part Time	Position Description
Director	Dennis Mahar	1 FTE	Oversees administration of all agency functions, activities, and personnel. Supervises Program Managers. Provides personnel management and establishes agency policies and procedures. Provides advocacy and leads disaster planning activities.
Program Manager	Joy McBride	1 FTE	Supervises Projects Coordinators, Administrative staff, provides HR management functions, contract administration, and administrative hearing coordination. Development of agency policies and procedures, personnel management, and participates in disaster planning activities.
Program Manager	Marilyn Trent	1 FTE	Manages in-house I&A/Case Management/RN program and Home Care Referral Registry. Supervises Case Management Supervisors. Development of agency policies and procedures, personnel management, and participates in disaster planning activities.
Fiscal Manager	Vacant	1 FTE	Budgeting, financial management, supervision of Accounting Specialist. Development of agency policies and procedures, personnel management, and participates in disaster planning activities. Conducts Fiscal monitoring.
Projects Coordinator	Tracy Gunter Heather Ligtenberg (PT) Carrie Petit	2.65 FTE	Develops, monitors and coordinates contracts and provides technical assistance for programs provided outside of the agency. Coordinates with community providers.
Administrative Secretary	Julie Dasso-Moore	1 FTE	Provides general office support including staff support for Advisory Council & CoG.
Receptionist	Vicki Burt Mary Jo Whitted	2 FTE	Reception, file set up and transfers, general admin., clerical assistance and staff support.
Accounting Specialist	Barbara Sadlier	1 FTE	Payroll, accounts receivable, accounts payable.

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Computer System Specialist	Brent Person	1 FTE	Database, personal computer and local area network support and troubleshooting.
Program Assistant	Alice Otoupalik	1 FTE	Monitors Individual Provider training requirements and provides general office support.
Administrative Assistant	Kathy Abernathy-Robinson	1 FTE	Provides administrative assistance for I&A/Case Management staff and assistance to Home Care Referral Registry.
Registered Nurse	Merilee Hill Mary Gross (PT) Dorraine Turner(PT) Lynne Weinacht	3.2 FTE	Provides Nurse consulting services for Case Managers of Title XIX in- home & community residential programs.
I&A/Case Management Supervisor—Training & QA	Laura Holloway	1 FTE	Case consultation, supervision, training & QA for I&A Case Management staff.
I&A/Case Management Supervisor	Sheila Bower Bonnie Cook Jamie Tong	3 FTE	Case consultation and supervision of I&A/Case Management staff.
Assistance Specialist—Family Caregiver Support Program	John Rodgers Vacant	1.75 FTE	Information and assistance for Family Caregiver Support Program.
Assistance Specialist	Merridee Anderson Valerie Mason June Moore	3 FTE	Information and assistance.
Assistance Specialist/Case Aide	Margaret Sundstrom	1 FTE	Information and assistance, plan implementation and follow-up under the direction of a case manager.

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Position Title	Name	Total Staff Full Time and Part Time	Position Description
Case Manager	Dana Allard-Webb Lindy Carlson Manfay Chan Karen Cordero Alice Cunningham-Kane Karolyn Domingos Jennifer Fantz Catie Godfrey Heidi Hildebrandt Anne Jacobson April Michal Martina Munz Victoria Nuesca Sun Young Pak Maggie Sayer (PT) Kara Sells Rachelle Sundberg Jemma Williamson	17.8 FTE	Assessment, service plan development and implementation, reassessment and reauthorization, ongoing case management.
Case Aide	Kellie Gilbert Joan Hillier Laura Dreckman Liz Kowalski Jane Owens	5 FTE	Plan implementation and follow-up under the direction of a case manager.
Referral Registry Coordinator	Chelsea Carter	1 FTE	Coordinates the Home Care Referral Registry, recruits IPs and clients to take part in the Registry, provides trainings for IPs and clients.

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*Total Number of full time equivalents = 50.4

FTE = 40 hours/week

*Total number of staff = 52

Total number of minority staff = 4

Total number of staff over age 60 = 4

Total number of staff self-indicating a disability = 0

* When fully staffed.