

## REQUEST FOR BOARD ACTION

### HENDERSON COUNTY BOARD OF COMMISSIONERS

**MEETING DATE:** February 18, 2026

**SUBJECT:** Vendor Selection - Sobriety Treatment and Recovery Program

**PRESENTER:** Debbie Dunn, DSS Deputy Director

**ATTACHMENTS:**

- I. Legal Advertisement
- II. RFP Scoring Matrix
- III. SPARC Proposal

#### **SUMMARY OF REQUEST:**

The Board is requested to approve the selection and award in the amount of \$190,446 to the Sparc Foundation for the Sobriety Treatment and Recovery Team (START) program. On March 3, 2025, acceptance of the grant funding was approved by the Board of Commissioners. Proposals were then solicited from November 5, 2025 to December 5, 2025, and were evaluated based on experience, references, and cost. The sole proposal was received from the Sparc Foundation.

The START program is funded through NCDHHS. The funding received for this program in FY26 is \$420,000.

#### **BOARD ACTION REQUESTED:**

The Board is requested to approve the selection and award of the Sobriety Treatment and Recovery (START) team to the Sparc Foundation in the amount of 190,446 and authorize the Department of Social Services to proceed with the START program.

#### ***Suggested Motion:***

*I move the Henderson County Board of Commissioners approve the selection of the Sparc Foundation in the amount of \$190,446 and authorize the Department of Social Services to proceed with the START program.*



P.O. Box 1276  
Hendersonville, NC 28793  
Phone: (828) 698-0407  
E-mail: [legals@hendersonvillelightning.com](mailto:legals@hendersonvillelightning.com)  
Web: [hendersonvillelightning.com](http://hendersonvillelightning.com)

November 5, 2025

Doug Guffey  
Purchasing Agent  
Historic Courthouse Annex  
113 N. Main Street  
Hendersonville, NC 28792

**RFP: Sobriety Treatment and Recovery Team (START)**

I, Amy B. McCraw, affirming the following under the penalties of perjury state: I am associate editor of the *Hendersonville Lightning*, a newspaper published, issued and entered as periodical mail in the City of Hendersonville, County of Henderson and State of North Carolina. I hereby certify that the advertisement annexed hereto was published in the editions of the *Hendersonville Lightning* on the following date or dates:

11/05

And that the said newspaper in which such notice, paper, document or legal advertisement was published was, at the time of each and every such publication, a newspaper meeting all of the requirements and qualifications of Section 1-597 of the General Statutes of North Carolina and is a qualified newspaper within the meaning of Section 1-597 of the General Statutes of North Carolina.

This 5th day of November, 2025.

(Signed)

Sworn to and subscribed before me this 5th day of November, 2025.

  
Janet R. Chapin

Notary Public

My commission expires December 11, 2029.

**PUBLIC NOTICE  
ADVERTISEMENT FOR  
SEALED PROPOSALS**

**HENDERSON COUNTY**

Henderson County will accept sealed proposals for services to assist in expanding and facilitating the Sobriety Treatment and Recovery Team (START) Program until 3:00 PM, December 5, 2025, at the Henderson County Finance Department, 113 North Main Street, Hendersonville, NC 28792. Proposals must be sealed and visibly labeled as "RFP: Sobriety Treatment and Recovery Team (START) Program". The services must conform to the criteria provided and will be awarded based upon the most advantageous proposal as defined by Henderson County considering price, technical merit, past performance, and the ability of the vendor to perform the required services. This solicitation is funded with federal funds. A copy of the RFP may be obtained from the Henderson County Finance Department between the hours of 9:00 AM and 4:00 PM, Monday through Friday, excluding Holidays, or on Henderson County's website at <https://www.hendersoncountync.gov/rfps>. Respondents with questions regarding the RFP process or requirements should contact Doug Guffey at [hcpurchasing@hendersoncountync.gov](mailto:hcpurchasing@hendersoncountync.gov). Henderson County reserves the right to reject any or all proposals, waive technicalities and to be the sole judge of the suitability of the goods and/or services for its

## Henderson County Evaluation Matrix

### RFP: Sobriety Treatment and Recovery Team (START)

| <b>SPARC Foundation</b>           |                       |                            |                                     |
|-----------------------------------|-----------------------|----------------------------|-------------------------------------|
| <b>Criteria</b>                   | <b>(a)<br/>Weight</b> | <b>(b)<br/>Score (1-5)</b> | <b>(a) x (b)<br/>Weighted Score</b> |
| Vendor Information                | 10                    | 4                          | 40                                  |
| References                        | 25                    | 5                          | 125                                 |
| Experience                        | 25                    | 4                          | 100                                 |
| Project Approach & Implementation | 10                    | 5                          | 50                                  |
| Pricing                           | 30                    | 5                          | 150                                 |
| <b>Total Score:</b>               |                       |                            | <b>465</b>                          |

Proposals were evaluated using a standardized scoring system. Each criteria component was assigned points ranging from 1 - 5 according to the extent to which the proposed system meets the stated requirements. The points were assigned as follows:

- 5 points: Fully meets
- 4 points: Meets with minor gaps (no compromise required)
- 3 points: Meets with moderate gaps (some compromise required)
- 2 points: Partially meets with significant gaps (compromise required)
- 1 point: Does not meet

Cost were calculated with a formula using a ratio method, in which the lowest cost receives the maximum points allowed and other proposals receive a percentage of the points available based on their cost relationship to the lowest. This is determined by applying the following formula:

Lowest Cost \_\_\_\_\_ X Maximum Points Available = Score  
Cost being evaluated

The points for each criteria component will be multiplied by the percentage weight listed above and totaled.



**SPARC**  
FOUNDATION

225 East Chestnut Street  
Asheville, NC 28801  
828-552-3771  
[www.theSPARCfoundation.org](http://www.theSPARCfoundation.org)

December 5, 2025

Henderson County Government  
RFP: Sobriety Treatment and Recovery Team (START)  
Date of Issue: November 5, 2025  
Submission Deadline: December 5, 2025 by 3:00pm

Dear Review Committee:

On behalf of the SPARC Foundation, I am pleased to submit our proposal in response to RFP: Sobriety Treatment and Recovery Team.

The SPARC Foundation is well-positioned to deliver high-quality START services, building on our established expertise in recovery-oriented, family-centered programming. Our team has extensive experience supporting individuals and families through integrated, evidence-informed approaches that align directly with the goals of this RFP. SPARC also has a long-standing and trusted partnership with Henderson County, and we are deeply committed to serving its children and families with compassion, consistency, and culturally responsive care. This opportunity is a natural fit for our mission and our history of collaboration in the community.

Thank you for the opportunity to apply. We appreciate your commitment to supporting recovery-oriented, family-centered approaches.

Sincerely,

Jackie Latek  
Executive Director  
SPARC Foundation, Inc.  
[jlatek@thesparcfoundation.org](mailto:jlatek@thesparcfoundation.org)  
828-775-0540



## 7.1 Vendor Information

Rooted in the values of equity, connection, and resilience, SPARC Foundation is a 501(c)(3) nonprofit organization headquartered in Asheville, North Carolina, with a 10-year history of providing innovative, trauma-informed, and evidence-based behavioral health and family support services. SPARC staff believe in the power of connection to transform lives. Sparc's mission is to ignite connections to education, employment, and mentorship to strengthen the well-being and personal freedom of people and families in need. Sparc's vision is communities where healing replaces harm, opportunity overcomes injustice, and everyone can live free from violence.

SPARC operates multiple community programs addressing substance use recovery, workforce re-entry, violence prevention, and family preservation, serving more than 1,000 individuals annually across Western North Carolina. Its Community Health Workers in Violence Prevention program builds trusted relationships within neighborhoods affected by violence, fostering connection, reducing harm, and linking individuals to resources and opportunities. The Domestic Violence Intervention Program promotes accountability and behavioral change among participants, working to break cycles of harm and support safer families and communities. Family Centered Treatment (FCT) provides holistic, home-based interventions for families in crisis. FCT works to stabilize families by addressing underlying trauma, improving parenting skills, and fostering healthier family dynamics. The goal is to prevent out-of-home placements for children and to create a supportive environment where families can heal and thrive together.

For over a decade, SPARC has also contracted with Henderson and Buncombe Counties to provide skilled staff for a variety of public and human service initiatives, demonstrating reliability and adaptability in meeting local needs. SPARC has extensive experience implementing and managing state and federally funded projects that require data reporting, fidelity monitoring, and cross-agency collaboration. Through partnerships with the Family Centered Treatment Foundation (FCTF), the Duke Endowment, SAMHSA, and local Departments of Social Services, SPARC successfully co-designed and implemented Family Centered Treatment–Recovery<sup>SM</sup> (FCT-R) beginning in 2018. This model integrates substance use treatment and recovery coaching into the nationally recognized Family Centered Treatment framework, which is included in the California Evidence-Based Clearinghouse for Child Welfare (CEBC).



## 7.2 References

### ***Hannah Legerton, MSW, MPH***

Buncombe County Justice Services  
Youth Justice Manager

[hannah.legerton@buncombenc.gov](mailto:hannah.legerton@buncombenc.gov)  
(828) 250-4087 / cell (828) 378-4486

In 2021, Sparc was awarded the RFP: Buncombe County Safety & Justice Challenge addressing gun violence in Asheville through Community Health Workers and community engagement. Partnerships with other community-based organizations and a researcher supported in a comprehensive approach to addressing gun violence. This contract was extended until September 2025.

In 2023, Sparc was one member of a three-organization partnership to receive an award for expanded services addressing gun violence utilizing training and strategies of the Community-Based Public Health Response to Violence model. This contract is still active.

### ***Vanessa Hill***

Buncombe County HHS  
Social Work Supervisor III  
Foster Care/Adoptions

[Vanessa.Hill@buncombecounty.org](mailto:Vanessa.Hill@buncombecounty.org)  
(828) 250-5545

September 2021, Sparc began implementation of Family Centered Treatment Recovery in Buncombe County. As a result of this 5-year SAMHSA grant, Sparc continued to serve Henderson County and expanded to neighboring counties. While the SAMHSA grant will end September 2026, other funding opportunities exist to continue this work.

### ***Rebecca Smith, MSW***

Buncombe County HHS  
Health and Human Services Social Work Director

[Rebecca.Smith@buncombenc.gov](mailto:Rebecca.Smith@buncombenc.gov)  
(828) 250-5764 / cell (828) 575-8047

Over the past 10 years, Sparc has had an on-going relationship with Rebecca Smith during her time as Program Administrator. Multiple contracts over these 10 years included services such as Temporary Staffing, Neutral Facilitation, Home Assessors, and Visitation Services.



### 7.3 Experience

The SPARC Foundation has more than a decade of experience providing peer support, recovery, and case coordination services through trauma-informed and evidence-based practices. Since its founding, SPARC has focused on strengthening families, promoting recovery, and improving community well-being across Western North Carolina.

SPARC's expertise is exemplified through the implementation of Family Centered Treatment-Recovery<sup>SM</sup> (FCTR), a nationally recognized, evidence-based model that integrates substance use recovery coaching and peer support within a family systems framework. Beginning in 2018, SPARC launched FCTR in partnership with the Family Centered Treatment Foundation (FCTF), The Duke Endowment, and local Departments of Social Services (DSS). Importantly, Henderson County DSS served as an original partner in identifying the need for and helping design the pilot project, ensuring the model addressed local gaps in supporting families affected by substance use. Through that collaboration in serving families engaged with Social Services, these goals were developed:

- FCTR intends to support families in achieving permanency for their children or reunifying children with their families by improving Areas of Family Functioning through the Recovery Process.
- FCTR intends to leverage the healing power of family attachment bonds to fuel structural changes in the family system to overcome the effects of trauma and dysfunction and eliminating the function that substances play within the family system.
- FCTR activates the entire family system to play a role in the recovery process leading to rapid and sustained treatment outcomes.

To sustain and strengthen this collaboration while staying focused on program goals, SPARC and its partners convene monthly leadership meetings—now known as REACH (Reunification, Empowerment, Accountability, Collaboration, Hope)—which bring together agency and program leaders to identify trends and challenges, review case progress, and ensure continuous alignment between systems. This structured collaboration maintains clear communication and accountability among partners while supporting shared learning and data-driven improvement.

SPARC's approach is grounded in interdisciplinary teamwork, routinely engaging social workers, juvenile court counselors, peer support specialists, and behavioral health providers to coordinate care and align goals around the people and families served. This integrated model ensures that participants receive consistent, holistic support across service systems.

SPARC's outcomes reflect its effectiveness in coordinating recovery and family support services. With FCTR program completion rates exceeding 75% and significant reductions in crisis service utilization, SPARC has demonstrated its ability to deliver measurable, evidence-based outcomes consistent with DHHS standards. Findings from



Marino et al. (2025) highlight that FCT-R reduced out-of-home placements, shortened placement durations, lowered rates of repeat maltreatment, and improved child and family stability in Western North Carolina.

SPARC's clinical and leadership teams include licensed mental health and substance use professionals, certified peer support specialists, and trauma-informed supervisors trained in fidelity-based implementation. All FCT-R clinicians are certified in Family Centered Treatment through FCTF and participate in continuous fidelity reviews, peer consultation, and data reporting. The agency's program director oversees quality assurance and compliance, supported by an internal data analyst and external evaluator.

All members of SPARC's FCT-R team are dually credentialed as certified Family Centered Treatment (FCT) practitioners and Certified Alcohol and Drug Counselors (CADCs). In North Carolina, the CADC credential—issued by the North Carolina Addictions Specialist Professional Practice Board (NCSAPPB)—signifies professional expertise in substance use counseling. The certification process includes completion of required coursework in addiction studies, ethical and legal training, and a comprehensive background check. Candidates must register with the Board, complete at least 300 hours of supervised experience across 12 core counseling functions, and successfully pass a certification exam. This rigorous process ensures that SPARC's practitioners are fully equipped to provide trauma-informed, evidence-based care addressing both substance use and family dynamics. The dual credentialing of SPARC's FCT team reflects a high standard of professional competency and a deep commitment to quality and accountability in service delivery. The staff hired for the NC START project will be integrated into this collaborative team alongside FCT-R practitioners and SPARC's mental health and substance use experts, ensuring coordinated, interdisciplinary support for participants and alignment of care across services.

The Service Coordinator to be hired for this project will be a Master's-level practitioner with a current CADC credential or actively pursuing certification. This individual will bring extensive experience in conducting comprehensive clinical assessments, including the application of ASAM criteria for substance use treatment planning. They will provide training and ongoing support in Motivational Interviewing (MI) techniques, ensuring that staff are skilled in evidence-based engagement strategies. The Service Coordinator will also be proficient in trauma screening tools and have a strong working knowledge of substance use disorder (SUD) treatment options, including Medication-Assisted Therapy (MAT). This combination of advanced clinical training, peer support expertise, and familiarity with recovery-focused interventions ensures that the Service Coordinator can effectively guide staff, coordinate care, and maintain high-quality, evidence-informed services for participants. 85% of the Service Coordinator's time will be dedicated to NC Start. The other 15% will be reserved for assessments to other Sparc programs and/or partners, thereby reducing total program costs for NC Start.



The project will include two full time Family Mentor positions, each filled by a Certified Peer Support Specialist or individuals actively working toward certification. Family Mentors will have lived experience as a client of the Child Welfare system and a minimum of two years of documented sobriety, providing authentic insight and credibility in supporting families. They will bring prior experience in assisting individuals in substance use recovery and hold WRAP (Wellness Recovery Action Plan) certification, equipping them to guide participants in building recovery skills, resilience, and self-determination. In this role, Family Mentors will work directly with families to achieve recovery, stability, and independence, serving as both advocates and role models while reinforcing evidence-based recovery practices in coordination with clinical staff.

SPARC's work is grounded in the values of equity, connection, resilience, and integrity, which guide both organizational culture and service delivery. Staff are held accountable to these values through formal performance expectations, supervision, and ongoing professional development, ensuring that every team member demonstrates respect, cultural humility, ethical practice, and a commitment to participant-centered care. These values make SPARC staff especially well-suited for this project, which requires trauma-informed, recovery-focused, and collaborative approaches. By prioritizing equity and connection, staff foster trust with families and communities; by modeling resilience and accountability, they support participants in achieving sustainable recovery and independence. The organization's values ensure alignment not only with the project's goals but also with the broader mission of strengthening families and communities in Western North Carolina.

SPARC organizes its staff into small, collaborative teams to provide both direct support to participants and accountability among team members. This structure fosters peer learning, shared problem-solving, and mentorship, ensuring staff have guidance and resources as they navigate complex cases. Direct communication is a core organizational value, creating an environment where staff openly share challenges, successes, and insights, which strengthens teamwork and enhances the quality of services delivered to families and individuals.



## 7.4 Project Approach and Implementation

**Phase 1: Readiness and Staffing (Months 1–2)** will focus on building the project foundation. During this phase, SPARC will recruit and onboard the Service Coordinator and Family Mentors, finalize agreements with partner agencies, and begin training staff and leadership in the NC START timeline and curriculum to ensure all team members are fully prepared to deliver services.

**Phase 2: Service Implementation (Months 3–5)** will involve the enrollment of participants and initiation of direct services, guided by the Steering Committee to monitor progress and address emerging needs. Staff will work collaboratively with families and social workers, leveraging SPARC's interdisciplinary team of practitioners, mental health specialists, and substance use experts to provide coordinated, evidence-based support.

**Phase 3: Evaluation and Continuous Improvement (Months 6–12)** will focus on analyzing outcomes and fidelity data, making adjustments to service delivery as needed, and sharing findings with DSS and partner agencies. This phase ensures ongoing quality improvement, supports data-driven decision-making, and strengthens collaboration across systems to maximize participant outcomes.

### *Phased implementation approach*

| Phase  | Timeline    | Key Activities  |
|--|-------------|---|
| Phase 1: Readiness and Staffing                | Months 1–2  | Recruit and onboard Service Coordinator and peer specialists; finalize partner agreements; begin training of staff and leaders in NC Start timeline and curriculum. |
| Phase 2: Service Implementation                | Months 3–5  | Begin enrollment and service implementation including Steering Committee.   |
| Phase 3: Evaluation and Continuous Improvement | Months 6–12 | Analyze outcomes and fidelity data; adjust service delivery; share findings with DSS and partner agencies.  |



## 7.5 Pricing

Sparc will provide in-kind support in the form of clinical supervisor time to team members. Direct expenses for the program are associated with the three direct care staff members for the project and their expenses outlined below.

### Personnel

Wages for Two Full Time Certified Peer Support Specialists who are 100% dedicated to the project. Our proposal sets the salary for certified peer support specialists at \$40,000 annually, a rate that aligns with North Carolina's typical pay range for these roles (approximately \$31,800–\$47,257) and slightly exceeds the state average of ~\$37,281. This competitive wage helps attract and retain qualified peers with lived experience in substance use recovery and social services involvement, ensuring consistent, high-quality support for program participants.

Wages for One Full Time Service Coordinator dedicating 85% of time to the project. The proposed salary for a master's-level clinician aligns with North Carolina's typical range of \$50,000–\$76,000 and reflects the advanced training required to conduct assessments using ASAM criteria. By dedicating 85% of their time to this project, the clinician can effectively manage the anticipated volume while reducing overall costs to the county compared to funding a full-time practitioner.

### Fringe Benefits

Fringe benefits are 13% of each staff salary and covers Payroll taxes (7.6%), Workman's Compensation (3.4%), Wellness Stipend (2%).

### Travel

Mileage Reimbursement is earned at \$.42/mile and reimburses for client-related travel such as in-home visits and/or transportation support. Reimbursement is not provided for a drive into the office or the drive home at the end of the day.

### Supplies

A one-time expense of laptops and home printers for three staff.

### Other

Recruiting/Hiring ads to ensure comprehensive recruitment of high-quality candidates.

Continuing Education credits for one Master's level staff to maintain licensure.

CADC Certification costs for three staff which includes: Test=\$150, registration=\$225, background=\$53



Cell phones are required for communication of three mobile staff. Each line is \$40/month for 12 months.

### Indirect Cost Rate

Sparc will utilize the de minimis rate of 15%.

Total annual project cost is \$190,446. See budget below.

| PERSONNEL               |              |               |                   |                   |
|-------------------------|--------------|---------------|-------------------|-------------------|
| Y1                      |              |               |                   |                   |
| Title                   | Name         | Annual Salary | % FTE for project | Total Cost        |
| Project Director (LCAS) | B. Gillispie |               | 15%               | In Kind           |
| Service Coordinator     | TBD          | 60,000        | 85%               | \$ 51,000         |
| Family Mentor           | TBD          | 40,000        | 100%              | \$ 40,000         |
| Family Mentor           | TBD          | 40,000        | 100%              | \$ 40,000         |
| <b>TOTAL PERSONNEL</b>  |              |               |                   | <b>\$ 131,000</b> |

| FRINGE BENEFITS         |              |               |             |                  |
|-------------------------|--------------|---------------|-------------|------------------|
| Position/Title          | Name         | Annual Salary | Fringe Rate | Total Cost       |
| Project Director (LCAS) | B. Gillispie |               | In Kind     |                  |
| Service Coordinator     | TBD          | 51,000        | 13%         | \$ 6,630         |
| Family Mentor           | TBD          | 40,000        | 13%         | \$ 5,200         |
| Family Mentor           | TBD          | 40,000        | 13%         | \$ 5,200         |
| <b>TOTAL FRINGE</b>     |              |               |             | <b>\$ 17,030</b> |

| TRAVEL                |                           |          |      |                  |
|-----------------------|---------------------------|----------|------|------------------|
| Travel Costs          | Description               | Quantity | Cost | Total Cost       |
| Mileage Reimbursement | Travel to clients/provide | 3        | 3600 | \$ 10,800        |
| <b>TOTAL TRAVEL</b>   |                           |          |      | <b>\$ 10,800</b> |

| SUPPLIES              |                      |          |         |                 |
|-----------------------|----------------------|----------|---------|-----------------|
| Supplies              | Description          | Quantity | Cost    | Total Cost      |
| Computers             | Laptops              | 3        | \$1,000 | \$ 3,000        |
| Printer/scanner/fax   | Home Printer/scanner | 1        | \$400   | \$ 400          |
| <b>TOTAL SUPPLIES</b> |                      |          |         | <b>\$ 3,400</b> |

| OTHER                      |                                    |   |           |                   |
|----------------------------|------------------------------------|---|-----------|-------------------|
| OTHER ITEMS                | Description                        |   |           | Total Cost        |
| Recruitment/Hiring         | Job placement ads                  |   | \$ 500.00 | \$ 500            |
| Continuing Education Cr    | Required to mail                   | 1 | \$ 85.00  | \$ 85             |
| SA certification costs     | Test-\$150, regis                  | 3 | \$ 450.00 | \$ 1,350          |
| Cell phones                | Monthly charge                     | 3 | \$ 480.00 | \$ 1,440          |
| <b>TOTAL OTHER</b>         |                                    |   |           | <b>\$ 3,375</b>   |
| <b>TOTAL DIRECT COSTS</b>  |                                    |   |           | <b>\$ 165,605</b> |
| <b>Indirect Costs</b>      | Calculated at 15% de minimis rate. |   | \$ 24,841 |                   |
| <b>TOTAL PROJECT COSTS</b> |                                    |   |           | <b>\$ 190,446</b> |

# Brittany L. Gillispie, MS, LCASA

4012 Wild Nursery Ct., Charlotte, NC 28215

Phone: 704.806.7174 Email: brittany\_gillispie@yahoo.com

## Summary

My vision is to contribute to the continued success of The SPARC Foundation. I have a strong interest in obtaining the Clinical Coordinator role within leadership to ensure that everyone reaches their potential, but also that we are inclusive in how we do this, and build upon the diverse skills, knowledge and culture of our team. I see innovation as a key addition to being future focused, growing, and retaining a motivated and highly skilled team in FCT/R.

## Education

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### Capella University

Master of Science: Mental Health Counseling  
Graduation Date: August 2017      GPA: 3.9/ Chi Sigma Iota

Minnesota, MN

### South Carolina State University

Bachelor of Science: *Criminal Justice*  
Graduation Date: May 2010    GPA: 3.55/4.0 Magna cum Laude: 3.55

Orangeburg, SC

## Professional Experience

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January 2023-Present

### The SPARC Foundation

Asheville, NC

#### FCTR Clinical Coordinator

Provide clinical leadership and oversight for the implementation of Family Centered Treatment Recovery (FCTR), ensuring fidelity to the model and timely progression through the four phases of treatment. Support the ongoing development and integration of In-Home and Telehealth Substance Use services aligned with the FCT and Recovery model. Deliver direct clinical services to families referred by DSS, as needed, while also supervising and collaborating with Peer Support Specialists. Serve as a clinical resource and support to FCTR practitioners, offering guidance and consultation. Provide training and guidance on SAMHSA processes, regulations, and expectations to ensure compliance and promote program excellence. Collaborate with the Team Supervisor to support and enhance the performance of the FCT and FCT Recovery teams, fostering a high-functioning, collaborative team environment. Monitor and ensure timely and accurate submission of documentation, including but not limited to Qualo entries and FCT/Recovery fidelity documents. Oversee the quality and compliance of SAMHSA-related services, ensuring audit readiness; attend and actively participate in SAMHSA audits. Complete FCT/Recovery and SAMHSA assessments, as well as initial data collection tools, maintaining data integrity and consistency. Manage data entry and tracking for NOMS, SPARS, and Annual Goals reporting systems. Partner with the Staff Development Director to ensure that practitioners achieve FCT certification within the required one-year timeframe.

May 2020-December 2020

### North Carolina Department of Public Safety-Juvenile Justice

Charlotte, NC

#### Juvenile Court Counselor

Evaluated and processed complaints/allegations of delinquent and undisciplined behavior and help determine appropriate courses of action. Assessed the risks and needs of the juvenile in order to provide for the security and safety of the community and the juvenile's well-being. Developed diversion plans for those youth whose risk levels and needs can be met through alternative measures without formal court intervention. Made recommendations to court based on assessments, which can include secure detention, if warranted. Provide case management as part of supervision for youths on probation to assure the delivery of appropriate services while assuring compliance with court orders. Provided aftercare, case management and post-release supervision to juveniles returning to the community following a commitment to a youth development center.

September 2022-May 2023

### Procure Therapeutic Agency

Charlotte, NC

#### Multisystemic Therapeutic Supervisor

Lead, supervised and trained employees within the intake sector by providing guidance, mentorship and strategic feedback to ensure success and quality care of services. Worked as liaison between families, billing, funders, MCO and other agencies to ensure smooth onboarding process and communicate all necessary information as needed. Oversee and monitored all documentation. Established and maintained rapport with community members to foster client outreach. Provided & received regular clinical and managerial supervision in accordance with good practice guidelines and Family Action policy. Take responsibility for personal development of self and staff team and regularly review personal development plans and carry out appraisals in line with Family Action policy. Ensured all MST requirements, policies, guidelines and standards are met. Managed referrals to the MST service and the workload of the MST staff within the framework of the team's policies and procedures and in collaboration with the MST Program Lead. Maintained links with key local stakeholders across a range of agencies, including children's services, the youth offending service and attend meetings where appropriate. Assured MST staff are adherent to the MST treatment model, principles and guidelines.

May 2018- January 2023

### Pinnacle Family Services

Charlotte, NC

#### Family Centered Treatment Clinical Supervisor

Provided clinical supervision for assigned clinical personnel and other support staff. Supervision needs will be evaluated based on clinical experience and performance. Participated in leading clinical team meetings to ensure clinical service goals are met and program and

organizational developments are communicated, understood and implemented. Ensured weekly review and management of caseload and productivity. Ensured clinical services are scheduled by the providers in the electronic records system and are delivered to clients weekly. Monitored compliance with treatment services. Reviewed “no show” and “cancelation” concerns and how to mitigate barriers to successful treatment with each provider. Shared responsibility of closely monitoring the referral list, including scheduling and assigning new cases in a timely manner to clinical staff based on staff case load and productivity. Sets expectations for all providers in regard to meeting performance requirements and achieving goals. Ensures clients have timely access to care provided by our providers.

May 2017-May 2018

**Coastal Southeastern United Care**

Gastonia, NC

**Mental Health Vocational/Substance Use Specialist**

Responsible for the development, implementation, monitoring and revision to the Person Centered Plan in conjunction with the interdisciplinary healthcare team. Facilitating relationships and serving as a link between the company, parents, guardians, local agencies and the community. Minimizing the negative effects of psychiatric symptoms or substance dependence that interfere with the recipient's daily living and personal development, providing supportive counseling. Experience working with individuals who have a co-occurring diagnosis. Conduct vocational and substance abuse assessments, provide skill interventions (using the harm reduction and IPS “individual placement services-supported employment” model), utilization of the IDDT model to members in their homes. Supporting the client in the development of various skill building activities, including: daily and community living skills, socialization skills, adaptation skills, and behavior and anger management. Participating in a first responder on-call system available to consumers and/or his/her natural support network on a 24/7/365 basis; coordinates “first response” resources according to consumer need and the PCP; Performing Case Management functions of linking and arranging for services and referrals.

July 2015-April 2017

**Humana**

Charlotte, NC

**Personal Health Coach**

Lead facilitator of Well-Check IVR to assist members with becoming healthier. Specialize in Motivational Interviewing, asking open ended question and behavior segment engagement tips. Utilize best practices approach to contact members and to assist team members with exploring new methods. Specialize in Geriatric population living with severe and persistent mental illness with assisting members' journey toward a healthier lifestyle. Help members set goals and create a personalized action plan.

Provide Accountability on your progress, supporting members when he or she falters and cheering members on when he or she succeed. Connect member to a robust wellness portal with trackers, calendars, assessments, and a comprehensive health resources library. Communicate with member based on member preferences — Telephonically, E-mail, Instant message chat. Conduct assessments; congruent with members. Facilitated team meetings; engaged members, reflective listening, utilize motivational interviewing.

September 2012-October July 2015

**Alternative Living Solutions, Inc.**

Charlotte, NC

**Lead Medical Case Manager/Supervisor of Intensive Recovery Support Program**

Plan, organize, and coordinate prevention activities and presentations, including: trainings, workshops, conferences, luncheons, assemblies, fundraising events, and safe and drug-free activities with veterans, families and community. Provide direct prevention education, intervention services, or case management to veterans and their families. Provided therapeutic services, supportive counseling and case management services to diverse populations: severe and persistent mental illness, MH, SA, DD, HIV, Geriatric, Veterans. Assist veterans in accessing community services such as substance use counseling, tutoring, mentoring, vocational training, and other services that may be to their recovery/sobriety. Gather information and analyze data for the purpose of evaluating and adjusting programs when necessary in accordance with funding program requirements. Serve as a program liaison with funding agents. Participate in collaborative meetings and committees to benefit veterans and their overall well-being. Meeting with clients to evaluate their health and substance problem, Identifying issues and create goals and treatment plans. Provided updates and progress reports to courts, Referring clients to support groups, setting up aftercare plans, Meeting with family members and provide guidance and support. Provides crisis management, intensive case management, counseling, family therapy, and skills training.

**Skills & Abilities**

• Leadership Skills • Critical Thinking • Team Facilitation • Goal Implementation • Action Oriented • Hospitality • Supervisory Skills • Accredited Triple P Positive Parenting Practitioner • Collaboration with Stakeholders • Strong Verbal/Written Communication • Medical Case Management • Program Development Skills • Relationship Team Building • Liaison between MCO, DSS and families • Lead, Supervise & Train • Oversee & Monitor Documentation • Illicit & Provide Feedback • Time Management/ Multitasker

**Activities & Honors**

Athletic Scholarship (South Carolina State University) – *Captain/Player, Women's Basketball Player/Member* • Recipient of Outstanding Academics – *Magna cum Laude* • Guardian Ad Litem – *Court appointed advocate for abused & neglected children* • National of Blacks in Criminal Justice – *Member* • Criminal Justice Club – *Member* • Gang Prevention & Intervention Summit – *Member/Volunteer* • Concord High School Women's Basketball 13-14”- *Assistant Coach/Volunteer*

**References**

Available upon request

| Attachment III: Vendor Information Form   |     |  |   |
|---|-----|--|---|
| Company/Firm Name   |     |  |   |
| Sparc Foundation  |     |  |   |
| Mailing Address   |     |  |   |
| 225 E Chestnut St, Asheville, NC 28801  |     |  |   |
| Contact Name  |     | Contact Title  |   |
| Jackie Latek  |     | Executive Director                                       |   |
| Phone Number  | Fax | Email  | Website   |
| 828-775-0540  |     | jlatek@thesparcfoundation.org                            | www.thesparcfoundation.org                                |
| Federal Tax ID Number   |     | Unique Entity Identification Number (SAM.gov)            |   |
| 81-3036310  |     | YJCYQWVNJ6K1   |   |
| Required Documentation  |     | Internal Routing   |   |
| Completed IRS W-9 form dated within calendar year and signed by authorized personnel. |     | W9 Received  | <input type="checkbox"/> YES                              |
| Minority and Women Owned Business (MWBE) certification, if applicable.                |     | MWBE Certification Received                              | <input type="checkbox"/> YES <input type="checkbox"/> N/A |
|   |     | Unique Entity Identification Number confirmed in SAM.gov | <input type="checkbox"/> YES                              |