

Dr. Shawn Allen Fletcher CPM
2007 Cactus Road
Dodge City, Kansas 67801
(913) 215-3986 (Cell)
a.fletcha@yahoo.com

Greetings,

I am applying for the rewarding transformational leadership opportunity of Administrator. I am experienced in developing staff, mentoring staff, succession planning, staff recognition programs, building community trust, and stakeholder collaboration to perform at the highest level while meeting all the organizational goals and objectives including state and federal laws. I am currently an Asst. County Administrator in Kansas. I also am a chaplain for veterans in Kansas. I have years of experience within county government. I have worked in partnership with other organizational leaders, and business lines in strategic planning in directing organizational operations to include writing, training, reviewing, and implementing operating policy to meet mission standards and the organizational goals. I also have years of private sector strategic business management.

I have experience managing medical services (physical and behavioral) to meet National Commission Health Care Standards to maintain delivery of quality medical and mental health care residential programs. I have experience in 3rd party risk management which includes diligently utilizing various forms of technology to monitor and release contract management and vendor risk monitoring planning information, requirements information, and other related information to internal business partners (Legal, Audit, IT, Credit, & LOB's) to insure corporate requirements meet OCC and FFIEC guidelines. Utilize Microsoft Office Works, IBM Content Manager, PeopleSoft, D&B Supply Manager. Ensures the compliance with federal regulations and contract monitoring through guidance from OCC, FDIC, PACI, GLBA, HIPPA, etc. Auditing the contracts, negotiating contracts, reconciliation of deliverables, Grants, budgeting, and monitoring for improving the services delivered. I am also experienced in managing delivery of quality food service programs to meet federal and state laws, and improving the services and contingency plans. I have managed and audited grant programs and federal services.

I have comprehensively managed property, medical services, residential operating policies, security procedures, work programs, residential evidence based practices, facility inspections, emergency codes, emergency response, emergency evacuations, security training, fire safety inspections, compliance, contracts, capital projects, etc. I have years of experience managing county disciplinary boards, law enforcement, classifications, medical, janitorial, maintenance, etc. I have managed residential programs, volunteer services, visitation, emergency services, gangs, religious programs, PREA, transgender, special diets, religious, diets, GED programs, other educational programs, substance abuse, AA programs, comprehensive crisis intervention training (autism, schizophrenic, and dementia, blind, suicidal), re-entry services, law library, commissary, and various special projects.

I also have served in community programs like Trauma Informed Care through the US Department of Health and Human Services through Substance Abuse and Mental Health Services Administration to improve the quality of services provided as well as communications between county all partners. I have maintained good public relations with the community, media, and stakeholders to improve services. I am a certified public management grad through the KU public management training center which is a nationally recognized program for government leadership training.

I have advanced incident command training and advanced national incident management training. I have conducted hundreds of residential investigations of public complaints, client complaints, legal investigations of constitutional rights violations, use of force, theft, sexual harassment, etc. I have implemented and enforced staff disciplinary rights and procedures as well including; verbal counseling, written counseling, reprimands, performance improvement plans, termination, etc.

The Administrator opportunity is very challenging and requires the utmost attention to detail because of the multifaceted leadership role. I am a believer in transformational leadership in government management which requires a commitment to develop a strong training program for staff that includes succession planning and fosters creative thinking and new ideas to meet organizational goals and continued development. I am a proud husband and father, a decorated veteran, and I am currently an ordained minister. I have a Pastoral Theology Doctorate. I have a Master's Degree in Business Administration, Organizational Security Management, and another Master's Degree in Legal Analysis. I also am an Adjunct Professor at MidAmerica Nazarene University. I teach Ethical Leadership, and Applied Projects (Grant writing, Business Feasibility Studies, and Design Intervention). Please call me if you have any questions or would like to discuss my qualifications further. I am interested in this opportunity because I sincerely believe in the importance of Public Service, community service, and transformational leadership with a servant's heart. Please call me if you want to discuss further.

Thank you for your consideration,

Dr. Shawn Fletcher CPM

Shawn Fletcher

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PROFESSIONAL SUMMARY

I am an experienced Business Operations Administrator with years of successful leadership experience in Operations, Contract Administration, Procurement, Project Management, Education, and Training, and Supply. I worked in various administrative capacities in the US Navy and Johnson County Government. My skill set includes legal analysis, fiscal responsibility, budget administration, human resources, interviewing applicants, performance improvement plans, counseling, employee disciplinary actions, contract administration, contractual templates, RFX's, RFI's, RFP's, P&L's, SOW's, internal audits, staffing analysis, grant management, monitoring deliverables, and sourcing. I provided strong leadership in negotiating contracts, amendments, master agreements, and monitoring various types of contracts such as; telecommunications service, food service, healthcare service providers, etc. I am also experienced in detailed compliance analysis, organizational security management, personnel safety, Kansas Statutes, and NFPA codes. As a manager training and development is important as well as involvement in government and the community. Compliance and Safety Analyst with proven results in various areas; OSHA, USDA, personnel safety, emergency preparedness, contingency response, air operations, fire safety, inspections, NIMS, etc. I also teach business feasibility planning and grant management proposals as an adjunct instructor at Mid America Nazarene University in Olathe, Kansas.

CAREER HIGHLIGHTS AND ACCOMPLISHMENTS

Presently;

Assistant County Administrator – Ford County

As the Asst. County Administrator I serve as an executive level non-elected government official that supervises the day-to-day operations of Ford County Government. The basic duties of county administration is to oversee the departments that deliver services to the public. I help develop budgets, monitor expenditures, develop staff, attend government meetings and may even be on call in emergency situations. The many departments that require oversight include the following; County Administrative Services, 911/ Communications, Appraiser's Office, County Attorney's Office, Building and Grounds, County Clerk's Office, County Treasurer's Office, Election Office, Emergency Management, Ford County Fire and EMS, GIS / Survey Department, Household Hazardous Waste, Human Resources, Ford County Landfill, Noxious Weed Department, Planning, Zoning, Environmental Health, Register of Deeds, Road and Bridge Department, Santé Fe Trail Community Corrections, Sheriff's Office, Technology Group / IT, Western State Bank Expo Center.

UPS – Part Time Dispatch Supervisor / Operations Manager

The role of the part time dispatch supervisor is to assist the package dispatch supervisor (PDS). This assistance is comprised of dispatch analysis work and performing daily routine tasks that support the dispatch and preload team. The position reports directly to the package dispatch supervisor and is responsible for analysis of the dispatch plan and identifying areas of opportunities. Additional responsibilities include report publication and service audits.

Youth Pastor – First Christian Church, Cimarron, Kansas

- ✓ Lead and organize effective youth programs implementing fellowship, worship, biblical teaching, discipleship, and evangelism, as well as ministry and mission opportunities.
- ✓ Recruit, train and shepherd volunteer youth staff with diverse gifts and personalities.
- ✓ Provide counseling and spiritual direction to youth on an individual basis.
- ✓ Maintain contact with students and parents, keeping them informed of ongoing activities. Keep parents updated on ministry strategies and plans in a way that encourages partnership and involvement.
- ✓ Support parents in effectively fulfilling their Christian parenting roles, in concert with other pastoral staff.
- ✓ Assist in the development and oversight of the youth ministry budget; also manage student fees for events and trips in a timely fashion.
- ✓ Seek to integrate youth ministry into all phases of church life to create a culture that is intentionally intergenerational, striving to unite with and complement other church ministries.
- ✓ Participate as needed or requested in the evaluation and development of the overall church ministry.
- ✓ Other duties as required.

Pastor/Clinical Chaplain – Fort Dodge Chapel/Kansas Soldiers Home

- ✓ Provide vision, understanding, encouragement, and oversight for the church in the pursuit of its purpose.
- ✓ Preach God’s Word at worship services and special events of the church.
- ✓ Model and encourage prayer in the flock and conduct scheduled prayer meetings of the church and any called for special occasions, needs, and circumstances.
- ✓ Teach the Scriptures in large and small group settings as part of the church’s ministry of edification and evangelism.
- ✓ Administer the ceremonies and biblical ordinances of the church.
- ✓ Serve as moderator of session and board meetings.
- ✓ Provide personal, pre-marital, marital, crisis and conflict resolution counseling in a safe and non-intimate setting, being aware of his limitations and referring to professionals when necessary.
- ✓ Work with officers and congregants to identify, develop, and organize ministry opportunities for edification and outreach and to build community within the church.
- ✓ Identify, motivate, mentor, equip, train, and oversee officers, staff, and volunteers for ministry in the church.
- ✓ Provide, facilitate, and organize pastoral care for all within the church.
- ✓ Participate in on-going education and training opportunities that will enhance his ministerial understanding and ability.

June 2014 thru February 2017 – Non Credit Risk Management – Commerce Bank, KCMO

The Contract Office at Commerce Bank works diligently utilizing various forms of technology to monitor and release contract management and vendor risk monitoring planning information, requirements information, and other related information to internal business partners (Legal, Audit, IT, Credit, & LOB’s) to insure corporate requirements meet OCC and FFIEC guidelines. Utilize Microsoft Office Works, IBM Content Manager, PeopleSoft, D&B Supply Manager. Ensures the compliance with

federal regulations and contract monitoring through guidance from OCC, FDIC, PACI, GLBA, HIPPA, etc.

The Contract Office must safeguard the 3rd party risk and outsourced technology services by ensuring due diligence is achieved regarding vendor monitoring by the Vendor Relationship Manager whom assumes overall responsibility for understanding the risk and managing the relationship with the vendors they are assigned. The assignment is based on who is making decisions on a contracted business deal and the assignment comes from the business unit. The Contract Office has a list of assigned Vendor Managers and their assigned vendors for reconciliation.

Furthermore the analysis and monitoring provide guidance to Commerce Bank Business Units on the importance of assessing, identifying, and managing third-party contract vendor relationships. These relationships are specific to business arrangements between Commerce Bank and any other entity by contract.

MidAmerica Nazarene University

May 2013 – December 2016

I work in the adult professional studies department. I have taught courses in applied project management for working adults that are trying to complete their bachelor degree. I teach the capstone course which encompasses;

- Combining all elements learned during the courses in a cohort in order to maximize project thesis and research methods.
- I teach professional presentation skills
- I teach business feasibility studies
- I teach grant writing
- I teach design intervention for real job applications.
- I teach leadership.

December 1998 – March 2013; Contract Administrator / Captain - Johnson County SO Administrative Bureau

- Statement of Work Experience as a Contract Administrator for Johnson County Sheriff's Office. I reviewed regularly the SOW's to include; The scope of the projects being contracted, the contract deliverables, reviewed Johnson County Sheriff's Office responsibilities, reviewed the contracted service providers responsibilities, reviewed and submitted questions and assumptions being made by our organization, disclaimers, remuneration, signatures, etc. My detailed analysis of many contracts SOW's led to improvement in contract services, and recovered money.
- I provided for the achievement of the Administrative Bureau's mission and objectives through planning, coordinating, directing and evaluating contracts under the direction of the Chief Financial Officer. We helped save almost half a million dollars in contract deliverables.
- I worked with accountants, legal teams, and quality assurance departments to prepare and review contracts and grants for fairness, equity, and enforceability. This included researching the Consumer Price Index's during contract negotiations for cost saving measures for performance related contract deliverables and audits.

- Engaged critical thinking skills to create long and short-term goals in accordance with contractual and business commitments after conducting detailed financial analysis of contract deliverables, SOW's, and financial capital summary reports. I also reconciled the discrepancies to improve accountability and save money.
- Dedicated staffing analysis of contract staffing patterns of many companies like Correct Care Solutions, and ARAMARK.
- Reviewed the SOW's submitted by several telecommunication companies like; GTL, Paytel, and Securus. RFX's are easier to generate if the SOW is accurate, and precise regarding project deliverable's, remuneration, and responsibilities of all parties involved.
- Negotiate contracts and/or participate in contract negotiations, as assigned. This included RFX's, RFI's, and RFP's for better sourcing. The SOW's had to be clear and concise in order to spell out the expectations and requirements of the various parties participating in the projects.
- I reported to Chief Financial Officer, and the Sheriff on the status of contract vendor relationships and Agency contractual management issues. These included special projects to improve contract performance and validate contract deliverables were being achieved for multimillion dollar contracted services and projected sourcing.
- Initiated investigations, legal analysis, compliance analysis, performance reviews, etc. and reported and documented findings.
- Attended training and obtained professional credentials necessary for training, professional development, administration, safety, risk management, quality assurance, and compliance monitoring in accordance with industry standards.
- I completed Special Assignments additionally as directed by the Chief Financial Officer. This included gathering data for supporting contract negotiations, terminations, and extensions. I always utilized the SOW as the starting point in contractual administration. A detailed SOW provides details regarding the project history, scopes, responsibilities, equipment, etc. When I negotiated on new projects it was very important to have a detailed SOW that fit the project I was working on.
- Served on the Johnson County Trauma Informed Care Task Force for improving mental health and substance abuse services. This was a great opportunity to create an SOW for such a large number of stakeholders from many different disciplines. This was a project under the direction of SAMSHA.
- Member of the Kansas City Hate Crimes Task Force for improving community awareness and stopping violence. I worked with marginalized groups and underrepresented populations. Crisis Intervention trained through the State of Kansas.
- Responsible for emergency management, safety, maintenance, healthcare, and security. Attended advanced NIMS training. Certified Public Manager through KU Public Management Training Center located in Topeka, Kanas.

1992 – 1998; Assistant Fire Chief - Camp David, U.S. Navy

Managed and supervised a large Fire Department with over seventy plus firefighters. Responsible for developing and implementing fire service training programs to improve and develop the skills of

firefighters, and emergency responders. Coordinated with the local municipalities and conducted live structural and aircraft fire training evolutions. Maintained supply records and contracts to include; SOW's, RFX's, deliverable's, the department budget, and enforced compliance with NFPA, EPA, and OSHA regulations, as well as life safety codes. I Negotiated contracts with local municipalities for mutual aid in emergency services, and training. I was responsible for the safety of all personnel during flight operations on the base, and conducted numerous aircraft exercises for the US Navy as a nationally certified firefighter II, emergency rescue technician, instructor, etc.

EDUCATION AND TRAINING

- Annual Professional Development Courses
- Doctorate in Pastoral Theology,
Faith Bible College, December 2015.
- Master of Arts in Legal Analysis
Webster University, August 2009.
- Master of Arts in Business and Organizational Security Management
Webster University, December 2006.
- Bachelor of Arts in Management and HR
From Mid America Nazarene University, December 2003.
- Associate of Arts in General Studies,
Hagerstown College, July 1998
- Certification, Certified Public Manager Program
University of Kansas, Lawrence, Kansas 2011
- Certified State of Kansas Law Enforcement Officer

Awards

- The Presidential Service Badge, December 1997;
Honorable Service of President Clinton; White House Military Office
- Secretary of the Navy Commendation, 1998; Designed and implemented Camp David's First Aircraft Firefighting Course.
- Several Letters of Commendation, U.S.N.

References

- Sheriff Frank Denning – Retired Johnson County Kansas (Reference letter attached)
- Dr. Neil Friesland –MidAmerica Nazarene University, Olathe Kansas - 913 -710-9571
- Kathy Newman – Financial Analyst Commerce Bank – 816-359-8107
- Dr. Bob Humphrey - MidAmerica Nazarene University, Olathe Kansas - 913-971-3770