

Please utilize this identifying information on your cover letter for each service you are responding too: **RFQ # (001-015) 008 RFQ# Service/Project Description Consultants Leadership Training**

1. Executive Summary	1. Cover Page/Letter of Transmittal - Show the name of Individual/Agency, address, telephone number, name of contact person, date, and the proposal number and description. State if business is local, national, or international and indicate the business legal status (corporation, partnership, etc.). 2. Firm Overview - Define the overall structure of your firm, including: 1. A descriptive background of your company's history. 2. Principal business location and any other service locations; 3. Primary line of business. 4. Length of time you have been selling proposed product(s) and/or providing proposed service(s) described in this document; 5. Number of locations and where proposed product/services are in use.
2. Experience and Qualifications	Provide a brief description of your experience, degrees and certifications, your business processes, and any other information that you wish to be considered. Be sure to indicate which of the services that you are proposing.
3. Scope of Services	1. Include a detailed explanation of services offered and your billing procedure. 2. Describe your approach to providing the required services, your overall approach and plan for implementation. Also describe any additional services you wish to offer.
4. Price	Price Summary. Proposer must supply all estimated pricing in this proposal response.
5. Attachments	Submissions may include any descriptive literature or other supporting materials to enable an intelligent comparison of services.
6. References	Submissions shall include a list of at least three (3) references for which similar services or projects have been performed. Include name of firm, contact person, address, telephone number, description of service(s) provided, and when it was performed. Be sure to provide only the most current information.

RFQ # (001-015) 008 RFQ# Service/Project Description Consultants Leadership Training

Executive Summary: 1) RFQ Response Cover Letter Form

To: Collaborative Partnership

From: Vendia Currie

Company Name United Human Services

Address 6201 Bonhomme Rd Suite 434S

City/State/Zip Houston, Texas 77036

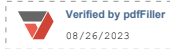
Area Code & Telephone Number 346-330-9853

Other Contact Information: 1-877-306-4600

I, or we the undersigned, have reviewed the information in this RFQ carefully and this response provides the requested information.

This proposal is made without any previous understanding or verbal or written agreement with any other firm or corporation proposal is in all respects fair and without collusion or fraud and that the contents of this proposal have not been communicated except through this submission.

Owner or Legally Authorized Representative Vendia Currie

Signature Vendia Currie 

Title CEO

Date August 22, 2023

Executive Summary: 2) Firm Overview

Proposer Name Proposer Address Vendia Currie 6201 Bonhomme Rd Suite 434S, Houston, Texas 77036

Website Address www.unitedhumanservices.com

Phone Fax: 1-866-390-3048

Contact for this response name: Vendia Currie

Address 6201 Bonhomme Rd. Suite 434 S

City/State/Zip Houston, Texas 77036

Phone Fax Email Phone: 346-330-9853, Fax: 1-866-399-3048, Email: vcurrie@unitedhumanservices.com

Number of years in business: 5

Proposer is a:

☐ sole proprietorship

☒ partnership

☐ corporation

☐ other

Proposer is:

☐ an agent

☐ a principal

Please utilize the space to provide a narrative answer to the questions/statements required in this section of your response. You may attach one to two additional pages if needed.

Firm Overview: Define the overall structure of your firm, including:

We understand that Mental/ Behavioral Health services play a crucial role in supporting individuals facing challenges with their mental well-being. In today's fast-paced and demanding world, the need for accessible and effective mental health support has never been more acute. Therefore, for the past 5 years United Human Services has been dedicated to providing quality Mental/Behavioral Health services to children, adolescents adults and families.

Our primary focus is to help individuals heal, energize, and become aware of their inner strength. We achieve this by providing a neutral and safe space, listening to their concerns, and customizing an individual treatment plan. We provide reliable and confidential services for our clients and their families. We also serve as a trusted adviser to individual health issues.

United Human Services currently has one office location, at 6201 Bonhomme Rd, Houston Texas. As part of our services, we travel to our patients' homes and within the community. In addition, we also provide services as per the requirements of the client including telehealth and face-to-face visits in the patients home and or out in the community.

Over the last 5 years, we have been offering Mental/Behavioral Health services including but not limited to Individual Therapy, Family Therapy, Targeted Case Management and Skills Training. Regarding our services, we know that from therapy sessions to medication management, mental health services encompass a variety of interventions aimed at promoting emotional well-being and improving overall quality of life. These services are provided by trained professionals such as psychologists, psychiatrists, counselors, and social workers who specialize in addressing different aspects of mental health.

Therefore, the importance of Mental/Behavioral Health services cannot be overstated. They provide essential support for individuals struggling with various mental health concerns and contribute to building healthier communities. By prioritizing our mental well-being and seeking professional help when needed, we can take proactive steps towards leading fulfilling lives.

#2. Experience and Qualifications: Provide a brief description of your experience, degrees and certifications, your business processes, and any other information that you wish to be considered. Be sure to indicate which of the services that you are proposing. *(You may add one to two additional pages if needed.)*

Patricia D'Meza, a dedicated professional with a Master's degree in Education: Curriculum and Instruction from Concordia University of Chicago and a Bachelor's degree in Psychology from Instituto Tecnológico de Santo Domingo (INTEC), brings a wealth of experience to the realm of education and leadership consultancy. As the CEO & Founder of TANTA TÚ, Patricia has excelled in teacher training, academic consultation, and the creation of customized educational resources, all while fostering collaboration and inclusivity. Her role as an Academic Coordinator at Centro ACAP further demonstrates her leadership prowess, offering individualized academic support, team supervision, and personalized learning plans. Patricia's commitment to continuous learning is evident through her certifications in neuropedagogy, inclusive education, and diversity and inclusion, all of which enrich her approach to training and development. Her published works underline her capacity to articulate complex concepts effectively, making her an asset in shaping educators and leaders for a more inclusive, empathetic, and educated society.

Yesenia Rios, holds a Bachelor of Interdisciplinary Studies from UTPA and a Master of Education in Counseling & Guidance from the same institution. She holds a Texas Educator Certificate and is certified to function as an educational aide, a bilingual and a self-contained educator. Currently, she is a Ph.D. candidate in Health Psychology at Northcentral University. Her credentials include being a Licensed Professional Counselor-Supervisor, a Nationally Certified Counselor, and a Clinical Professional Counselor in the states of Texas, Maine, and Washington, D.C. Additionally, she possesses several certifications, such as those in Critical Incident Stress Management (CISM), and she is proficient in various therapeutic modalities, including Cognitive Behavioral Therapy (CBT), Eye Movement Desensitization and Reprocessing (EMDR), and more.

She is an accomplished Licensed Professional Counselor-Supervisor and Nationally Certified Counselor with over 20 years of experience in behavioral health and clinical counseling. Throughout her career, she has demonstrated a strong commitment to leading and supporting a team of licensed clinicians while delivering evidence-based therapeutic services to individuals, couples, families, and groups. Her leadership includes various aspects such as:

- Utilization management: Ensuring appropriateness and medical need of healthcare services.
- Coordination of services: Including treatment planning, facilitation, and discharge planning.
- Professional staff development: Hiring, recruitment, onboarding, training, and performance management.
- Program effectiveness: Evaluating and monitoring program organizational procedures for efficiency.
- Collaboration: Working collaboratively with other professionals to develop action plans and initiatives.

In her community involvement and affiliations, Yesenia demonstrates a strong commitment to professional development and advocacy. Proficient in both English and Spanish and adaptable to new technologies, she excels in communication and engagement. Overall, Yesenia Rios is a dedicated leader with extensive educational, teaching, and leadership experience, making her a valuable asset in the field of behavioral health and counseling.

Tomeka B. Robinson is an accomplished professional with a strong educational background and extensive experience in education, teaching, and leadership roles. She holds an MS. Ed. in Education with a specialization in Training and Performance Improvement from Capella University and a BA in Political Science from The University of North Carolina at Greensboro. Tomeka is a Licensed English as a Second Language Teacher, licensed by the NC Department Of Public Instruction.

Tomeka's teaching and training experience is notable. Currently serving as a Talent and Development Manager, she oversees training functions for her organization, manages the learning management system, and leads continuous quality improvement efforts. She has developed distance education programs, designed language intervention courses, and delivered a variety of training programs. Her skills include proficiency in platforms like Moodle, Articulate, and online conference and training event management.

As a Bilingual Training Specialist/Instructional Designer with Murphy Family Ventures, Tomeka has designed and delivered training courses in areas such as technology, leadership, safety, and language. She's skilled in curriculum development and has experience in providing conflict resolution services and employee training and development.

Tomeka's prior experience includes being an English as a Second Language Teacher at Hobbs High School, where she led instruction for non-English-speaking students and built a strong network of support. She has also been an ESL Instructor at Sampson Community College, providing English language instruction to adults.

She has contributed professionally with a publication in The Communication Bulletin for Managers and Supervisors.

In addition to her teaching and training roles, Tomeka has a background in program management. She served as Program Director for a Parenting Program and as Program Director for the Black Child Development Institute, focusing on youth advocacy and coalition building.

Tomeka is actively involved in professional organizations and community engagement, reflecting her commitment to education and community development. She is bilingual in English and Spanish.

In summary, Tomeka B. Robinson is a highly qualified education and training professional with a wealth of experience in program development, curriculum design, and leadership roles. Her certifications, bilingual proficiency, and dedication to community involvement make her a well-rounded and impactful contributor to the field of education and training.

#3. Scope of Services: RFQ # (001-015) 008 RFQ# Service/Project Description
Consultants Leadership Training

1. Include a detailed explanation of services offered and your billing procedure.
2. Describe your approach to providing the required services, your overall approach and plan for implementation.

As a Leadership Training Consultant, my scope of work encompasses a broad range of responsibilities related to leadership development, team building, and organizational growth. My expertise as a Licensed Professional Counselor-Supervisor and Nationally Certified Counselor, combined with your experience leading teams and collaborating with various professionals, positions me to offer valuable insights and guidance to individuals and organizations seeking to enhance their leadership skills and team dynamics.

The project's billing procedure involves an initial consultation to understand the institution's needs, followed by a customized proposal outlining the scope of work, training modules, and fee structure. Payments are made based on agreed milestones, with an initial deposit before the project commences. Invoicing and receipt documentation are provided for transparency. My typical scope of work include:

- Leadership Development
- Team Building and Collaboration
- Emotional Intelligence and Wellness
- Change Management and Adaptability
- Professional Development and Training
- Collaboration and Networking
- Program Evaluation and Improvement
- Mentorship and Individual Growth

As it relates to basic education recovery process, my scope of work would include:

- Needs Assessment and Customized Training
 - Conduct thorough needs assessments in collaboration with educational institutions to identify specific challenges and recovery needs
 - Develop tailored training programs that address the unique requirements of each institution, taking into account disruptions, student well-being, and curriculum adjustments.
- Leadership Development Workshops
 - Design and deliver workshops that focus on enhancing leadership skills among educators and administrators
 - Provide strategies for leading recovery efforts, fostering resilience, and effectively managing teams during times of uncertainty
- Trauma-Informed Practices
 - Train educational leaders on trauma-informed approaches to support students and staff who may have experienced disruptions.
 - Offer guidance on creating trauma-sensitive environments, addressing emotional needs, and promoting well-being.
- Curriculum Adaptation and Learning Support
 - Provide expert advice on adapting curriculum and instructional methods to address learning gaps resulting from disruptions.
 - Offer practical strategies to provide targeted support for students who need to catch up academically.
- Effective Communication Strategies
 - Equip leaders with communication techniques to effectively convey recovery plans, changes, and progress to stakeholders.
 - Focus on transparent and empathetic communication to engage parents, students, educators, and community members.
- Emotional Well-being and Mental Health Support
 - Integrate counseling expertise to offer training on recognizing signs of emotional distress in students and staff.

- Provide practical tools for promoting emotional well-being, self-care, and stress management among educators and students.
- Collaborative Problem-Solving
 - Facilitate workshops that encourage collaborative problem-solving among educators, parents, and community members.
 - Guide leaders in fostering partnerships that result in comprehensive recovery strategies.
- Customized Curriculum Development
 - Develop a comprehensive curriculum that integrates a range of relevant topics, including communication, emotional intelligence, change management, and team dynamics.
 - Incorporate evidence-based leadership models, real-life case studies, and interactive exercises to foster practical learning.
- Engaging Training Delivery
 - Utilize a variety of training methodologies, such as workshops, seminars, group discussions, role-playing, and experiential learning, to keep participants engaged and facilitate active learning.
 - Create a safe and supportive environment that encourages open dialogue, idea sharing, and constructive feedback.
- Practical Application
 - Emphasize the application of learned skills to real-world scenarios.
 - Provide participants with opportunities to practice new techniques and strategies in simulated and actual workplace situations.
- Inclusivity and Diversity
 - Recognize the importance of diversity and inclusion in leadership development.
 - Address unconscious biases, cultural nuances, and intersectionality to foster inclusive leadership practices.
- Feedback and Reflection
 - Incorporate feedback loops throughout the training program, allowing participants to reflect on their learning journey and make continuous improvements.
- Individualized Coaching and Support
 - Offer one-on-one coaching sessions to participants, allowing them to delve deeper into their personal leadership challenges and receive tailored guidance.
- Monitoring and Evaluation
 - Regularly assess the effectiveness of the training program through evaluations, surveys, and performance metrics.
 - Use feedback to refine and adjust the training content and delivery methods as needed.

My role as a consultant in leadership training is pivotal in supporting educational institutions as they navigate the complex challenges of post-disruption recovery. My expertise is capable of empowering leaders to lead with empathy, resilience, and a clear vision for restoring quality education for all students. Overall, my approach is participant-centered, collaborative, and outcomes-driven. I am committed to empowering individuals to become effective and compassionate leaders who can drive positive change within their organizations and communities.

#4. Pricing: RFQ # (001-015) 008 RFQ# Service/Project Description Consultants Leadership Training

Price Summary. Proposer must supply all estimated pricing in this proposal response. Include hourly, daily, weekly, monthly quarterly, and annual rates if applicable. Include an estimated total as if you were providing services for a 12-month period disaggregated by month.

Several training sessions will be held, therefore the best billing method would be hourly.

Consultants	Hourly (\$)	Projected Number of Hours per year	Quarterly (\$)	Annually (\$)
Patricia D'Meza	375	320	30,000	120,000
Yesenia Rios	375	320	30,000	120,000
Tomeka B. Robinson	375	320	30,000	120,000
Total	1200	960	30,000	360,000

Other Expenses	Line Item	Cost	Narrative
Learning Management System Hosting	Hosting & Support	\$7,500	LMS Hosting, Support Fees
Initial Consultation	Initial Consultation Fee x 3	\$12,000	Initial Consultation Fee
Course Design	Content Creation	\$30,000	Creation of Course Presentations, Surveys, and Evaluation Material
Travel	Airfare Travel Costs 2 times per year	\$4,000	Airfare Travel Costs 2 times per year for Tomeka Robinson and Yesenia Rios
Maximum Per Diem Rate	Foreign Per Diem Rates in US Dollars	\$15,570	Maximum Per Diem Rates based on the U.S. Department of State - Bureau of Administration for Patricia D'Meza, Tomeka Robinson and Yesenia Rios for onsite Consultant Teacher Training – 2 times a year
Transportation	Transportation Rates 2 times a year	\$3,000	Transportation rates for Patricia D'Meza, Tomeka Robinson and Yesenia Rios for onsite Consultant Teacher Training – 2 times a year

TOTAL:		\$72,070	
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Budget Narrative

Consultants Services - \$409,000 Funds are requested for initial consultation, course design, and consultation fees to include training (consultant preparation and instructional time totaling 320 hours) on a quarterly basis to be performed virtually and onsite.

Supplies - \$7,500 Funds are requested for the Learning Management System Hosting and support fees.

Travel - \$22,570 Funds are requested for the three consultants to travel to Dominican Republic twice a year, which will cover the cost of airfare (two consultants), lodging (three consultants), ground transportation (three consultants), Maximum Per Diem (three consultants), and other travel related expenses.

Total Project Costs: \$439,070

#5. Attachments: RFQ # (001-015) 008 RFQ# Service/Project Description **Consultants Leadership Training**

Submissions may include any descriptive literature or other supporting materials to enable an intelligent comparison of services.

The project focuses on providing comprehensive leadership training to educational institutions that are navigating the challenges of post-disruption recovery in the realm of basic education. The goal is to equip educators, administrators, and stakeholders with the skills, strategies, and resilience needed to lead recovery efforts effectively, support students, and restore a conducive learning environment.

The project encompasses a series of customized leadership training sessions designed to address the unique recovery needs of each educational institution. These sessions cover a wide range of topics, including leadership development, trauma-informed practices, curriculum adaptation, effective communication, emotional well-being, collaborative problem-solving, and sustainable recovery planning.

Objectives of Project

1. **Leadership Enhancement:** Develop leadership skills and qualities among educators and administrators to lead recovery efforts with confidence and competence.
2. **Trauma-Informed Approach:** Train participants in trauma-informed practices to support students and staff who may have experienced disruptions, creating a safe and empathetic learning environment.
3. **Curriculum Adaptation:** Provide strategies for adapting curriculum and instructional methods to address learning gaps and ensure effective catch-up plans.
4. **Effective Communication:** Equip leaders with communication techniques to engage stakeholders transparently, fostering trust and community involvement.

5. Emotional Well-being and Resilience: Integrate counseling expertise to enhance emotional well-being among educators and students, building resilience to overcome challenges.
6. Collaborative Problem-Solving: Foster collaboration among educators, parents, and community members to develop comprehensive recovery strategies.
7. Monitoring and Sustainability: Train leaders in monitoring recovery progress and creating sustainable plans for long-term growth and success.

Approach

The project's approach is participant-centered, collaborative, and tailored to each institution's specific needs. The training sessions combine theoretical knowledge with practical application, interactive exercises, case studies, and role-playing. The training environment encourages open dialogue, idea exchange, and active learning.

Implementation

- Needs Assessment: Collaborate with institutions to understand their recovery challenges, goals, and desired outcomes.
- Customization: Tailor training modules based on assessment results and the institution's unique context.
- Training Delivery: Conduct interactive workshops, seminars, and coaching sessions aligned with the tailored curriculum.
- Feedback and Adaptation: Incorporate feedback loops to refine training content and ensure alignment with participants' needs.
- Sustainability Planning: Guide institutions in creating sustainable recovery plans and strategies for ongoing leadership development.

Deliverables

- ❖ Customized leadership training curriculum addressing recovery challenges.
- ❖ Interactive training sessions delivered through workshops and coaching.
- ❖ Comprehensive training materials, resources, and tools.
- ❖ Post-training support and follow-up to address questions and concerns.

The Leadership Training for Basic Education Recovery project aims to empower educational leaders with the knowledge and skills required to lead recovery efforts effectively, support student well-being, and ensure the restoration of quality education. Through a participant-centered and customized approach, the project aims to make a positive impact on educational institutions and their communities.

#6. References: Submissions shall include a list of at least three (3) references for which similar services or projects have been performed. Include name of firm, contact person, address, telephone number, description of service(s) provided, and when it was performed. Be sure to provide only the most current information.

REFERENCES #1:

Company Name: It's Your Move

Name of Contact Person: Deeneka Beach-Phelps

Phone Number of Contact Person: 252-217-0747

E-Mail Address of Contact Person: deenekabeachphelps@yahoo.com

Contract period? 3 years

REFERENCES #2:

Company Name: Missionary Village Apartments

Name of Contact Person: Teresa Perkins

Phone Number of Contact Person: 713-741-4075

E-Mail Address of Contact Person: _____

Contract period? 4 years

REFERENCES #3:

Company Name: Global Health Services

Name of Contact Person: Eric Wood

Phone Number of Contact Person: 469-504-8122

E-Mail Address of Contact Person: admin@globalhealthservices

Contract period? 3 years

Attachments

Foreign Per Diem Rates in U.S. Dollars for Dominican Republic

Curriculum Vitae for Consultants

Reference Letters

United Human Services Firm Overview



**Foreign Per Diem Rates In U.S. Dollars
DSSR 925**

**Country: DOMINICAN REPUBLIC
Publication Date: 08/01/2023**

Country Name	Post Name	Season Begin	Season End	Maximum Lodging Rate	M & IE Rate	Maximum Per Diem Rate	Footnote	Effective Date
DOMINICAN REPUBLIC	Other	01/01	12/31	192	98	290	N/A	07/01/2023
DOMINICAN REPUBLIC	Santo Domingo	01/01	12/31	221	125	346	N/A	05/01/2023
DOMINICAN REPUBLIC	Sosua	01/01	12/31	150	63	213	N/A	06/01/2016

PATRICIA D'MEZA

M.A. EDUCATION

Profile

I am a teacher and a psychologist. I enjoy new challenges and I long to learn, grow, and share my knowledge and experiences with others so they too can grow. I firmly believe in collaboration and the power it gives us to create a more empathic, inclusive, educated and just society.

ACTIVE EXPERIENCE

CEO & FOUNDER - TANTA TÚ

Independent

July 2022 - Present

- Teacher training
- Academic Consultations for schools
- Elaboration of Curricular adaptations
- Creation of personalized educational resources

UNIVERSITY TEACHER

Universidad Iberoamericana (UNIBE)- Graduate level | Instituto Tecnológico de Santo Domingo (INTEC) - Undergraduate level

September 2022- Present

- UNIBE ---> Courses related to: MSc. Applied Behavior Analysis
- INTEC ---> Courses related to: BA. Psychology

ACADEMIC COORDINATOR

Centro ACAP

December 2021 - Present

- Individualized academic support for students between 4 and 8 years
- Training and supervision of therapist team
- Creation of individualized learning plans (IEP)
- Academic Consultations

 1+ (809)-781-7002

 patricia.dmeza@gmail.com

 Dominican Republic

 @tanta.tu



EDUCATION

M.A. EDUCATION: CURRICULUM AND INSTRUCTION

Concordia University of Chicago
(CUC)

2018 - 2020 | GPA: 4.0

B.A. PSYCHOLOGY

Instituto Tecnológico de Santo
Domingo (INTEC)

2013 - 2017 | GPA: 3.8

CONTINUED EDUCATION

COURSE: SEARCH & FIND PROGRAM

NILD RD - 2023

COURSERA COURSE: DIVERSITY AND INCLUSION IN EDUCATION

University of Glasgow - 2023

COURSE: NEUROPEDAGOGY AND INCLUSIVE EDUCATION

Neuropsicología RD - 2017

PREVIOUS EXPERIENCE

TECHNICAL SPECIALIST- FRAMEWORK FOR THE PROJECT SUPPORTING EDUCATION IN HUMAN RIGHTS

Organización de Estados Iberoamericanos (OEI)

March-April 2021

- Collaboration in the data analysis and redaction of information related to the results obtained from preschools and elementary schools in the Dominican Republic.

BEHAVIOR THERAPIST

Centro ACAP

2019-2022

- Behavior intervention based on ABA
- Preparation of behavior programs under the supervision of a BCBA.

PRESCHOOL TEACHER

Kids Create School

2017-2019

- Junior teacher in nido I (1 year olds), nursery (3 year olds) and Kinder (5 year olds).
- Preparation of lesson plans, portfolios, evaluations and documentations.
- Reggio Emilia inspired instruction

VALUES AND SKILLS

- Responsibility
- Respect
- Teamwork
- Empathy
- Leadership
- Critical Thinking
- Creativity
- English - Advanced
- Microsoft office
- SPSS and Atlas ti. Statistical Software

PUBLICATIONS

ESSENTIALS FOR LIVING CURRICULUM (EFL) - PATRICK MACGREEVY & TROY FRY

Collaboration as part of
the latinamerican
translation team | Sept
2020 - Jun 2023

EL ARTE Y SU PODER TRANSFORMADOR...

Co-Author
Revista Ciencia y
Sociedad | Marzo 2020



MÍRAME A LOS OJOS: COMPRENDER EL AUTISMO DESDE QUIEN LO VIVE

Co-Author
Revista Ciencia y
Sociedad | Junio 2019



References

- PHD. Rocío Hernández Mella - Teacher and Research partner | +1 809-851-6100
- BCBA. Maricarmen Hazoury - Supervisor | +1 829-423-2441
- Amy Víctor - Academic Principal Kids Create School | +1 829-882-1000

Yesenia Y. Rios

13219 Fairfield Arbor Dr, Houston, TX 77059

yeseniayrioslpcs@protonmail.com • 956-457-9569

PROFESSIONAL SUMMARY

Licensed Professional Counselor-Supervisor with over two decades of expertise in behavioral health, in addition to 11 years of team-leading and training experience. Shown proficiency in fusing teaching and leadership to promote staff development and improve performance. Proficient in program administration, crisis intervention, and evidence-based counseling techniques. A strong supporter of mental health advocacy, participating in affiliations and grant applications. Adept at multidisciplinary collaboration and strategic planning, fostering holistic problem-solving. Dedicated educator and leader with a passion for improving behavioral health care, leadership, and education for the benefit of the community.

WORK EXPERIENCE

Clinical Supervisor, United Human Services

July 2019 - Present

- Provide clinical supervision with a robust focus on training and mentorship.
- Design and conduct group training sessions to reinforce protocol changes and skill advancement.
- Instrumental in onboarding training for new staff, cultivating a culture of lifelong learning.
- Provide direct clinical supervision of all QMHP activities.
- Review and sign off on clinical documentation as required by law and regulations, and protocol established by United Human Services.
- Monitor QMHP compliance with job duties and responsibilities.
- Provide biopsychosocial assessment and counseling intervention services, as well as continually monitoring and documenting clients' mental well-being.
- Development and implementation of individualized treatment plans to create measurable goals.
- Establish onboarding training for new QMHPs.
- Provide mandatory professional development training for new and existing QHMP staff and continue to develop training; while managing own caseload.
- Provide crisis intervention assistance to clinic providers who may need help with a client who is experiencing an emotional or psychological crisis.

Director of Behavioral Health Services, El Centro de Corazon

November 2018 - Present

- Provide regular training and briefings to the PCMH team regarding PCBH service offerings, policies, and workflows. Work with the team as needed to develop these products.

- Educate PCPs and the team on basic strategies for working with behavioral issues in patients.
- Oversee a team of clinicians placing focus on training, clinical supervision, and career advancement.
- Design and conduct training programs on research-based therapy techniques, contributing to staff development.
- Utilization of strategies to grow the breadth and productivity of the Primary Care Behavioral Health (PCBH) service.
- Assist in the development of clinical pathway programs, group medical appointments, classes, and behavior-focused practice protocols.
- Enhance client outcomes through cross-disciplinary collaboration and the development of innovative approaches.
- Advocate for mental health services in the community.
- Ensure clinical documentation and services are done in compliance with state and federal laws.
- Provide staff training in treatment regimens, diagnostic assessments, and case management.
- Work collaboratively with the organization's Development department and participate in meetings to seek acquisition of grant funding to enhance behavioral health services within the organization.
- Directly responsible for the overall productivity and outcomes of services.

Therapist, Counseling Concepts

July 2016 – December 2020

- Delivered evidence-based therapy modalities, including CBT, EMDR, and DBT.
- Contributed to case conceptualization, treatment planning, and outcomes assessment.
- Focused on individualized treatment plans with measurable outcomes.
- Maintained strong documentation practices to ensure program evaluation and fidelity tracking.

Clinical Services Director, Seeds of Hope Counseling Center

June 2009 – May 2016

- Demonstrated leadership in utilization management, services coordination, and program effectiveness.
- Managed program budgets, evaluated organizational procedures, and oversaw clinical programming.
- Provided counseling services, emphasizing crisis intervention and family sessions.
- Coordination of services, planning, facilitation, care coordination, evaluation, and advocacy of options and services to meet the individual's and family's comprehensive health needs, through communication and available resources, to promote quality, cost-effective outcomes.
- Responsible for hiring, staff development, and performance management of program staff.

- Evaluate and monitor all program organizational procedures for efficiency and effectiveness.
- Drive the execution of all program models to achieve high-performance results.
- Monitor the clinical programming to ensure clinical effectiveness.
- Discharge summary, planning, and coordination of treatment services with referral sources.

EDUCATION

Ph.D. Candidate in Health Psychology

Northcentral University

Master of Education Counseling & Guidance May 2003

The University of Texas - Pan American

Bachelor of Interdisciplinary Studies

May 1999

The University of Texas - Pan American

SKILLS

- | | |
|------------------------------------|--|
| ● Teaching Training and Leadership | ● Effective Communication |
| ● Behavioral Health Expertise | ● Crisis Intervention |
| ● Team Collaboration | ● Solution-Focused Techniques |
| ● Program Development | ● Public Speaking |
| ● Program Management | ● Project Development |
| ● Professional Advocacy | ● Curriculum Design |
| ● Training Design and Delivery | ● Strategic Planning and Resource Optimization |
| ● Evidence-based therapy Practices | ● Educational/ Clinical Integration |
| ● Clinical Supervision | |

CERTIFICATIONS AND LICENSES

- Certification in Critical Incident Stress Management (CISM)
- Certification in Crisis Intervention by the American Academy of Experts in Traumatic Stress
- Clinical Professional Counselor, Maine CC6678
- Licensed Professional Counselor, DC PRC200001493
- LPC Board Approved Supervisor, Texas #20313
- National Certified Counselor, #224472
- Texas ANSA 2.1
- Texas CANS 3-6
- Texas CANS 6-17
- Texas CANS Child Welfare 2.0
- Texas Educator Certificate Elementary Bilingual / ESL-Spanish – Lifetime
- Texas Educator Certificate Self-Contained – Lifetime

AFFILIATIONS

- CFHA Primary Care Behavioral Health Leadership Course - Certificate (2022)
- Project Echo – Consultant
- R3 Continuum – Consultant
- Center for School Behavioral Health Collaborative Meeting – Organization Lead
- Emergency Management Committee – Social & Support Services Lead
- Network Behavioral Health Providers – Organization Representative
- Lead East End Leadership Program – Participant in Inaugural Program (2019)
- Collaborative Family Healthcare Association – Member
- Present -Trauma Institute & Child Trauma Institute (2021) – IRB Team Member
- National Center for Crisis Management – Member
- American Psychology Association – Member
- The Walk Houston - World Mental Health Day – Steering Committee Member
- Integrated Health Care Initiative – Steering Committee Member
- Postpartum Support International – Member
- International Society for Traumatic Stress Studies – Member
- Honor Society Foundation – Member
- National Association of Community Health Center – Member
- Peer Reviewer- Mental Health Service Professional (MHSP) Demonstration Grant Program (2022)
- Texas Council of Developmental Disabilities (TCDD) Grant Review Panel Member (RPM)
- International Critical Incident Stress Foundation – Academy of Crisis Intervention Scholarship Recipient (2019)
- American Academy of Experts in Traumatic Stress – Member
- American Foundation for Suicide Prevention – Field Advocate
- Harry S. and Isabel C. Cameron Foundation - Grant Proposal Writer & Contributor
- Ruth Jones MacDonald Foundation - Grant Proposal Writer & Contributor

REFERENCES

Available on request.

TOMEKA B. Robinson

Clinton, North Carolina, 28328

(910) 289-5457

infoblueworldllc@gmail.com

POST-SECONDARY EDUCATION

MS. Ed. in Education, specialization in Training and Performance Improvement 2010
Capella University, Minneapolis, MN

BA in Political Science 1999 Minor in Spanish The University of North Carolina at
Greensboro, Greensboro, NC

Licensure

Licensed English as a Second Language Teacher 2004- Present NC Department Of
Public Instruction

TEACHING AND TRAINING EXPERIENCE

Talent and Development Manager 2021-Present Under broad supervision, plans, directs and manages the Training functions for the company, as well as managing the learning management system for training.

- Oversees employment development to ensure adequate programs are in place to meet the needs of the company.
- Manages the training function implementing training vision and structure, to support the efforts of the business
- Leads utilization of Continuous Quality Improvement tools and concepts, primarily through providing education internally or through use of external resources.
- Develops Distance Education Program-Including RFP, Budget, Software Procurement and Platform and Course Design. Proficiency in Moodle, Articulate, and Online Conference and Training Event Management.

- Develops and Designs Spanish as a Second Language and English as a Second Language intervention courses and sessions to help employees develop needed language skill sets for the workplace.
- Develops and sources training material to meet the need of leadership personnel in the organization
- Designs and Develops online training courses
- Delivers training programs such as Train the Trainer, Interpersonal Skills, Effective Manager, Leadership and various ad-hoc courses.

Bilingual Training Specialist/Instructional Designer 2006-Present Murphy Family Ventures, Wallace, North Carolina Provide training in the following areas by writing curriculum, designing courses and documents, and delivery of courses in English and Spanish for approximately 10-15 individuals per course:

- Technology (Keyboarding, Computer Basics 101, Intermediate Excel, Advanced Excel, Power Point, Lotus Notes, and Microsoft Office Suite, Video and Graphic Design, Adobe Creative Suite Proficient)
- Leadership (Effective Manager, Continuous Quality Improvement, Time Management, Developing Departmental Goals and Objectives, Performance Evaluations, Improving Performance, etc.)
- Safety Training /CPR-First Aid(General Safety, Supervisory Techniques in Accident Reduction, Safety Cost, etc.)
- Language: Develop and Design Spanish as a Second Language and English as a Second Language intervention courses and sessions to help employees develop needed language skill sets for the workplace.
- Developed Distance Education Program-Including RFP, Budget, Software Procurement and Platform and Course Design. Currently utilizing Articulate and PB works to design and deliver courses.
- Provides Conflict Resolution Services, Employee Training and Development (Management of Course Announcement, Calendars, and Sign up's, Translation and Interpretation services for three divisions representing approximately 90 departments)
- Training and Performance Improvement Strengths: Designed and created English for Specific Purposes Plan which includes Train the Trainer tools for Spanish Speaking Clubhouse, Golf Maintenance, and Horticulture employees. (31 individuals are involved in these courses.)
- Major Team Player- Collaborates with supervisor to seek input from all department heads on surveys, courses, programs, etc that will affect the company as a whole before implementation.

English as a Second Language Teacher 2001-2006 Hobbton High School, Newton Grove, NC Led day to day instruction of non-English speaking Individuals

- Prepared Individual Education Plans (IEP's) and coordinated services for over 32 High School ESL students • Each year 90% of all ESL students received recognition on the honor rolls and had successful End of Course scores.
- Prepared Lesson Plans
- Acted as a community Liaison for Spanish speaking individuals
- Built a Strong Network of Support
- Trained SIOP Instructor Fall 2004

English as a Second Language Instructor 2001-Present Sampson Community College, Clinton, NC,

- Provided basic Adult English Language Instruction (was asked to teach Citizenship courses)
- Provided Pre and Post CASAS Testing and Placement Advisement
- Built strong community alliances
- Provided job resource information for advanced adult English Language Learners

PROFESSIONAL PUBLICATIONS

Blue, T.
(2008)

Class on email got our message across. *The Communication Bulletin for Managers and Supervisors*, October 24, 2008, 3.

PROFESSIONAL EXPERIENCE

*****Program Director, Parenting Program** 2002-2005 First Baptist Church, Inc.

- Responsible for Program Design-to include weekly meetings, counseling sessions, and rope's course for team building
- Budget Administration
- Recruitment of Clients
 - Responsible for Developing Partnerships with the Sampson County Juvenile Court and Sampson County Department of Social Services-Child Protective Services

Division

*****Black Child Development Institute, Inc., Program Director** 1999- 2000 Greensboro, NC,

- Supervised 17 tutorial sites in Guilford County
- Focused on interest group organization and political advocacy of minority youth
- Promoted Coalition building among community organizations and Guilford County Schools
- Created, Designed, and Obtained Grant Funding for youth programs

INSTITUTIONAL SERVICES North Carolina Department of Public Instruction
Committee Member for English Language Development Standard Course of Study 2003 Edition

PRESENTATIONS

Presenter/Workshop Facilitator-Topic: Making English Language Comprehensible NC TESOL Conf. 2004 Presenter/Workshop Facilitator on Diversity-Connecting the Language Bridge- Hobbton High School 2002

CERTIFICATIONS AND SPECIALIZED TRAINING

Legal and Medical Translation and Interpretation Certificate 2006 Fayetteville Technical Community College, Fayetteville, NC

PROFESSIONAL ORGANIZATIONS

Carolina Teachers of Students of Other Languages 2002-Present National Teachers of Students of Other Languages Bi-Annual Member

COMMUNITY INVOLVEMENT

2015- The Friendly Trio Community Development Corporation, Board Secretary
2012-Present Sampson County Democratic Party, Chairwoman
Re-Elected 2011 7th Congressional Democratic Party North Carolina, 3rd Vice Chair
Volunteer Fundraiser for Disadvantaged Nonprofits
2009- Present Sampson County Democratic Party, 1st Vice Chair

- Study Abroad: Costa Rica 1997

- Bilingual English/Spanish (Read, Write, and Speak)

Missionary Village Apartments

4002 Corder St., Houston, Texas 77021
Phone: (713)741-4075 FAX: (713)-741-1811

April 17, 2023

To Whom It May Concern,

United Human Services has been a valuable asset to the residents living at Missionary Village Apartments. The case managers consistently provide assistance to students struggling with mental health issues, unresolved anger, and inappropriate behavior choices. United Human Services provides life skills training with the 13- to 18-year-olds along with providing family assistance with furniture, household items and seasonal goods. The organization also volunteers with senior adults by supporting fun and fellowship to promote socialization. United Human Services gives teen residents necessary skills to become productive citizens in society.

Sincerely,

Teresa Perkins

Teresa Perkins
MVA Property Manager

Owner does not discriminate on the basis of disability status in admission or access to, or treatment or employment in, its federally assisted programs and activities. The person named below has been designated to coordinate compliance with the nondiscrimination requirement contained in the Department of Housing and Urban Development regulations implementing Section 504(24 CFR Part 8 Dated June, 1998): Debbie Schaunaman, Radney Management & Investments, Inc., 7700 San Felipe suite 300, Houston, Texas 77063, (713) 978-7768 (TTY 800-735-2989)



Missionary Village Apartments

4002 Corder St., Houston, Texas 77021

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Debbie Schaunaman, Radney Management & Investments, Inc., 800 Bering Drive, Suite 410, Houston, Texas 77057, (713) 978-7768 (TTY 800-735-2989)



It's Your Move



9005 Two Notch Rd
Suite H1 Columbia, SC 29223
252-217-0747
Itsurmove.net

To Whom It May Concern:

Hope for Change has had the pleasure of working with United Human Services owners since 2012. They have been an example to other organizations when it comes to being well rounded and a asset to the community. They exude a Spirit of Excellence, Organization and Willingness to do what it takes to get the job done. I can be reached at 252-217-0747 for any additional questions.

Respectfully,

Deeneka Beach-Phelps

Deeneka Beach Phelps
CEO/Owner





Letter of Recommendation

To Whom It May Concern:

United Human Services has worked with our team here at Global Health Services, Inc. over the past four years. Our collaborations on establishing a self service Learning Management System curriculum for Qualified Mental Health Professionals to our exploration on establishing a Virtual Charter School for at-risk students has proven to be a win-win for our organizations. We have always enjoyed working with United Human Services. Additionally, they communicate and interact well with our staff, making our event and programming planning very successful.

United Human Services, is a great candidate for the contract that you have open. Their current setup makes UHS well position to provide the services the contract requires.

If you need any additional information, please contact me.

Best regards,

Dr. Eric Wood

☎ (240) 417-7523
✉ admin@globalhealthoftexas.co
📍 10440 N Central Expy Ste 800, Dallas
TX 75231-2264, US



Announcing United Human Services

We are happy to announce the opening of United Human Services! United Human Services is a private agency providing Mental Health Rehabilitation Services in Houston and surrounding areas. We have immediate availability with counselors ready to provide service to people in the community.

We at United Human Services would like to schedule a time to meet and present our services to your staff. We understand that you and your staff have very busy schedules and would like to set aside 15 minutes. We will be able to go over our services during this time and answer any questions that you and your staff may have. We have attached a brochure for your viewing.

Here are the types of services we offer:

- Psychosocial-Individual
- Psychosocial-Group
- Skills Training-Individual
- Skills Training
- Crisis Intervention
- Medication Training and Support Services
- Psychosocial Rehabilitative Services
- Skills Training and Development
- Day Program for Acute Needs
- Individual and Family Therapy
- Mental Health Targeted Case Management (MHTCM)

Accepted Insurance:

- Texas Children Health Plan
- Community Health Choice
- Superior Health Plan
- Blue Cross Blue Shield
- Molina
- Ambetter
- United Health Care

New clients can be referred by psychiatrist, discharge planners, inpatient care coordinators, therapists, social workers, case managers, and clients can also self-refer. If you have any questions about our services or would like to set an appointment, please do not hesitate to call us at (877)-306-4600. Enclosed are copies of our brochures. We hope that United Human Services will prove to be a useful Mental Health Rehabilitation resource for your community!

Sincerely,

Management Team



Values

United Human Services is a private, agency providing Mental Health Rehabilitation Services. Any individual in need is eligible to receive services without regard to race, religion, disability, national origin, or gender.

Our Services Will:

- ▶ Protect the dignity and privacy of the individuals served.
- ▶ Be empirically advised and clinically sound.
- ▶ Respond to community diversity through culturally sensitive consumer focused care.
- ▶ Target outcomes that satisfy the consumer and demonstrate program effectiveness.

Our Facility

Our service sites will:

- Be accessible to all individuals.
- Be safe, hospitable and well-organized.
- Be governed by business practices that are efficient, accountable and honest.

Our Services

ADULT AND CHILD MENTAL HEALTH REHABILITATION SERVICES

United Human Services shall provide mental health rehabilitation services in the state of TX. Mental Health Rehabilitation services are outpatient services that are medically necessary and can assist in the recovery and resiliency of the recipient. United Human Services shall provide these services as needed basis to assist recipients in coping with the symptoms of their illnesses, minimizing the disabling effects of mental illness on their capacity for independent living, and preventing or limiting periods of inpatient treatment.

- Psychosocial-Individual
- Psychosocial-Group
- Psychotherapy and Diagnostic Assessments
- Skills Training- Individual
- Skills Training-Group
- Crisis Intervention
- Medication Training and Support Services
- Medication Management
- Psychosocial Rehabilitative Services
- Skills Training and Development Services
- Day Programs for Acute Needs
- Case Management



Our Staff

United Human Services makes every effort to hire qualified people to do quality work. The fact that United Human Services, hired the employee means that someone has recognized the individual's skills and potential.

Our staff will:

- Be friendly, courteous, and efficient.
- Observe the highest ethical and practice standards.
- Respond with empathy and compassion to the needs of the individuals we serve.

Our Management Team

Our management practices will:

- Promote respect and dignity towards the staff.
- Encourage continuing professional development.
- Support staff participation in community activities important to the well-being of our service public.
- Promote a broad-based partnership of coordinated community care.

Insurance Accepted

- Medicaid
- Medicare
- Most Private Insurances

Mission Statement

To provide comprehensive Mental Health Rehabilitation Services that promote the health and quality of life of our community members.

VISION:

To inspire confidence and respect as a provider of comprehensive behavioral health care. To be a valued partner in alliances that promote the health and quality of life for our community and its members.

GOALS:

- To evaluate and plan for the behavioral health needs of our community.
- To provide accessible, effective, and efficient behavioral health services.
- To advocate for the rights and needs of individuals with behavioral health challenges.
- Reduce the impact of behavioral health disorders for the individuals and community we serve.
- To continually measure the outcome of the services provided to assure effectiveness, efficiency, and accountability.



GET IN TOUCH

P. 1.877.306.4600

F. 1.866-390-3048

admin@unitedhumanservices.com

www.unitedhumanservices.com

Serving Counties...

Fort Bend

Harris

Jefferson

Orange

Brazos.

“BELIEVING AND
INVESTING IN
THE LIVES OF
OTHERS”

www.unitedhumanservices.com

