

## **Motion M2019-96 to appoint eight members of the Workforce Housing Advisory Board.**

*The Workforce Housing Advisory Board was created implement City's Council's Workforce Housing Policy adopted as R2019-05 on January 22, 2019. As set forward the Board is to consist of 14 members, six of whom are set by the authoring resolution: The Planning Director (Kenneth May), the Executive Director of the Downtown Redevelopment Authority (Lauren Clever), the Neighborhood Services Director (Cookie Goings), the Housing Authority's appointment (Teresa Dean), Habitat for Humanity's appointment (Carla Schuessler), and New Directions' appointee (Kathy Jenkins).*

*In addition, eight seats are to be Council-appointed but are also occupation or organization restricted. Because of these restrictions, we have been unable to get enough applicants through the normal advertising process. As a result, we have recruited applicants from these categories. The positions to be designated by Council and the proposed appointments in each category are members from: the financial/banking industry (Tonya Slavin), the Homebuilders Association (Lawrence Langdale), a licensed realtor (NAME), the Hospitality Industry (Stephen Greene), City or School District employee (Amber Campbell), the Chamber of Commerce (Karen Riordan), the health care industry (Emily Lloyd), and the local clergy (NAME).*



March 7, 2019

Dear City Council Search Committee,

Upon reading the announcement for the new Workforce Housing Advisory Board, I eagerly decided to submit my resume and letter of interest. As an alumna of Winthrop University with a Bachelor and Master of Social Work degree and more than 15 years of experience working in the healthcare industry, I am very excited about this opportunity. I have worked in the human/socials services field and provided housing services for Persons Living with HIV/AIDS through HOPWA (Housing Opportunities for Persons with HIV/AIDS) funding from HUD for more than 15 years. I am very familiar with SC laws regarding tenant and landlords rights/responsibilities and I have completed training for SSI/SSDI Outreach, Access, and Recovery (SOAR) program. SOAR is designed to help individuals who are experiencing homelessness and/or at risk of homelessness and who may also have a mental illness, substance use/abuse dependency, and/or medical impairment.

With more than fifteen years of experience with Affinity Health Center and Careteam Plus Family Health and Specialty Care, I developed a vast understanding of the requirements needed to engage individuals and the community in order to create and sustain relationships. I pursue career and civic engagement activities that will continue to challenge me and allow me to continue networking and furthering my understanding in relationships and community development. My interest and experience in this position make me a viable candidate and my commitment to education, research, and community development make me a terrific fit.

During my years of employment with Affinity Health Center and Careteam Plus, I was made more aware of housing challenges and the needs of persons who struggled to find and/or secure safe, decent, and affordable housing. At the end of each grant funding year, I completed the Consolidated Annual Performance and Evaluation Report (HOPWA CAPER) and provided input regarding the housing services, including outputs outcomes, that we provided during the grant year.

I have met individuals from all different walks of life and those different encounters propelled me to explore, research, and seek understanding of their needs and interests, culturally and ethnically. I realized that with housing, I must consider the interconnection between the individuals knowledge, culture and learning abilities, and social matters. Since relocating to Myrtle Beach and working at Neighbor to Neighbor and as an Assistant Manager at Kedplasma, located on Mr. Joe White Avenue, I have seen similar situations. I have met individuals who have expressed that they only donate plasma to secure money to pay their household expenses. I have met individuals who are homeless and are wanting to donate to secure money to purchase food and/or drugs. I have met individuals who want to donate plasma because their housing situation is transitional and they are doubling up with friends/family and/or residing in hotel/motel. As Horry County's population continues to grow, so too will the number of people in crisis. Meeting this increasing demand is an overwhelming task for our community service agencies.

The time I have spent observing, communicating, interacting and learning has provided me with transferable skills needed to serve on this board. Throughout my career I have continued to nurture skills that include, but are not limited to, handling multiple tasks, meeting deadlines, adapting to change, thriving under pressure and achieving goals. I understand the importance of strong, positive leadership and communication skills along with strong, positive teamwork and interpersonal skills.

I believe that clear, open communication is a key element that will be needed on this board. As I reflect on my own experiences, I greatly value the supportive and caring work environments I have experienced. I also value the times when those environments and conversations challenged my thinking and broaden my perspective. I look forward to working in a collaborative learning environment with other members of the community. I am so excited that Myrtle Beach has decided to accept this challenge. Involving business, church, finance, and community leaders/members to identify and develop a model that may offer access to critical services related to housing, is a great way to get started. We have struggling adults and families in our city and I believe that we will be able to research and develop techniques, programs, standards and stabilization protocols that will be regarded as innovative, cutting edge and hoist Myrtle Beach to the next level of community collaboration and development.

Working at Kedplasma, Affinity Health Center and Careteam Plus Inc., has provided me with a platform of excellence and given me ample opportunity to grow, learn, and improve. I am a diverse individual who strives to provide services that reflect excellence, commitment, compassion, and integrity. Enclosed is my resume and letters of reference or any other supporting materials can be provided upon request. Thank you for your consideration and I look forward to hearing from you.

Sincerely,

A handwritten signature in blue ink that reads "Latisha Jackson". The signature is written in a cursive, flowing style.

Latisha Jackson, BSW, MSW

# **Latisha Jackson, MSW**

113 Olde Towne Way unit 2, Myrtle Beach, SC 29588

843-910-1318

[tjackson1@yahoo.com](mailto:tjackson1@yahoo.com)

## **Education**

*Master of Social Work*

May 2008, Winthrop University, Rock Hill SC

*Bachelor of Social Work*

August 2003, Winthrop University, Rock Hill, SC

## **Skills/Accomplishments**

SC Thrive Benefits Counselor, May 2017

Center for Disease Control (CDC) certified facilitator for Healthy Relationships February 2016

Health Insurance Marketplace certified Application Counselor October 2013-October 2016

South Carolina Department of Health Environmental Control (SC DHEC) certified HIV Prevention Testing and Counseling September 2015

SC DHEC Technical Assistance (TA) Provider statewide for SC HIV/AIDS Service Organizations 2006-2014, 2016

CDC certified trainer for Antiretroviral Treatment Access to Services (ARTAS), 2015

Non-profit Leadership Institute Francis Marion University graduate, May 2013

Leadership York County graduate, 2010

Proficient with SC DHEC Ryan White database, Provide Enterprise

Proficient with computer software Microsoft Word, Outlook, PowerPoint, Excel

## **Employment**

### ***Kedplasma***

*May 2018*

*Assistant Manager, Myrtle Beach SC*

- Assists the Center Director and assumes managerial responsibility of donor center operations in the director's absence
- Supervises staff (30 or more) in order to maintain quality assurance procedures
- Ensure the compliance of all center activities with the Kedplasma Donor Center Operating Procedures (DCOPs) and other protocols to meet regulatory requirements of the FDA, EMEA, Customer Specifications
- Oversee Operational Compliance within the donor center
- Manage daily center operations
- Assist with management and completion of fiscal/administrative duties
- Ensure compliance with Good Manufacturing Practices (GMP) and Quality Assurance Programs (QAP)
- Oversee reactive test units' results and completeness of paperwork disposition including NAT testing protocols and awareness of Viral Marker IQPP standards
- Maintain daily, weekly, monthly reporting documents including Donor Fee Records, Softgoods Inventory, Haemonetics Reports, PCS2 Logs and Event Tracking Logs, Payroll, Production Reports, Shipping Temperature Records, Quality Control Records, Tutela Thermometer monitoring, etc.)

### ***Careteam Plus Family and Specialty Care***

*December 2014-October 2017*

*Chief Programs Officer, Myrtle Beach SC (Jan.17-Oct. 17)*

*Prevention and Client Services Director, Myrtle Beach SC (July 15-Oct. 17)*

*Client Services Director, Myrtle Beach SC (Dec. 14-Oct. 17)*

- Responsible for delivering services that led to satisfactory health outcomes for Persons Living with HIV/AIDS (PLWHA)
- Ensure that services were delivered in accordance with Ryan White B (RW) Medical Case Management, Housing Opportunities for Persons with AIDS (HOPWA), and SC DHEC Prevention Services
- Responsible for policy development, review, and implementation
- Responsible for data entry integrity, quality assurance, and data accuracy for content entered into Provide Enterprise (PE) and NextGen Electronic Health Records
- Responsible for hiring, training, and supervising case management and prevention staff, or drivers

- Ensure Prevention and RW B program goals are monitored, updated, and reported on monthly, quarterly, or annually
- Responsible for budget development, forecasting, and monitoring
- Served as the agency representative for statewide and/or local community collaborative meetings
- Develop and maintain cross functional relationships internally and externally
- Research statistical trends and implement/evaluate new interventions to serve persons engaging in high risk behaviors

***Affinity Health Center***

*April 2004-October 2014*

*Director of Support Services, Rock Hill, SC, Sept. 08-Oct. 14*

*Case Manager, Rock Hill SC, April 04-Sept. 08*

- Responsible for delivering services that led to satisfactory health outcomes for Persons Living with HIV/AIDS (PLWHA)
- Ensure that services were delivered in accordance with Ryan White parts A, B, C, D standards, and Housing Opportunities for Persons with AIDS (HOPWA)
- Responsible for policy development, review, and implementation
- Responsible for data entry integrity, quality assurance, and data accuracy for content entered into Provide Enterprise (PE) and SuccessEHS Electronic Health Records
- Responsible for hiring, training, and supervising case management, volunteer coordinator, and interns within Social Work program
- Ensure RW program goals are monitored, updated, and reported on monthly, quarterly, or annually
- Responsible for budget development, forecasting, and monitoring
- Served as the agency representative for statewide and/or local community collaborative meetings
- Develop and maintain cross functional relationships internally and externally
- Research statistical trends and implement/evaluate new interventions to serve persons engaging in high risk behaviors
- SC DHEC TA provider (contractual via agency)
- Leader of agency internal morale committee, Ambassadors of Generosity
- Served as a member of agency leadership and quality management team

***York County Department of Social Services (YC DSS)***

*October 2003-April 2004*

*Human Services Specialist II, York SC*

Provide direct services to children, adults, families to include specialized casework (assessment caseworker)

**Internship/Volunteer**

***Catawba Community Mental Health Center***

*August 2007-May 2008*

*Multisystemic Therapy (MSW Internship), Rock Hill SC*

- SC Department of Mental Health regulatory agency
- Conducted assessments and provided families with intense, time-limited in-home services to improve family dynamics
- Assisted therapists work with families and children in the home and/or in school settings

***Affinity Health Center***

*January 2007-June 2007*

*Prevention Services (MSW internship), Rock Hill SC*

- Conducted community presentations regarding HIV/AIDS and/or STDs
- Conducted Individual Level Interventions with PLWHA
- Conducted door-to-door outreach initiatives
- Conducted Solution Focused Interventions regarding agency Interdisciplinary Team (facilitated treatment team meetings and proposed changes with the goal of improving meeting content, decreasing meeting length, and improving meeting outcomes and communication)

***Affinity Health Center***

*2002-2003, Volunteer*

- Provided transportation services to PLWHA in order to ensure they could attend medical and/or other social service appointments
- Coordinated agency distribution of food and household pantry items
- Provided other services as requested of staff

Dear Hiring Committee,



March 18, 2019

I am responding to the post on LinkedIn to serve on the advisory board for workforce housing. I am a resident of the City of Myrtle Beach. I work for the school system as a program director of after-school enrichment activities at Forestbrook Elementary School.

I have been working with children and families my entire professional career. I am a doctoral student and expect to be finished with my Ed.D. in approximately one year. I would love to be part of the effort to find solutions to the housing issues in our city.

If I can answer any questions or provide any documentation of my work history, education, or volunteer work please do not hesitate to contact me. It would be a privilege to serve on this board. I hope you consider my application for this position.

Sincerely,

A handwritten signature in cursive script that reads "Julia Robertson".

Julia Robertson  
501 44<sup>th</sup> Ave N. Unit A2  
Myrtle Beach SC, 29577  
(843)-685-6891  
Juliarobertson406@yahoo.com



# Julia Ann Robertson

501 44<sup>th</sup> Avenue N. #A2 Myrtle Beach, SC 29577  
843-685-6891 · Juliarobertson406@yahoo.com

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## EXECUTIVE SUMMARY

- Key Strengths: Strategic Planning, Leadership, and Program Development
- 15+ years of executive leadership experience in educational settings
- Highly experienced in financial documentation, creation, and interpretation
- Experience in student support and educational settings

## EXPERIENCE

### Program Director

#### Horry County Schools

Conway, SC  
10/2016-Present

- Evaluate and supervise an afterschool enrichment program within the school district
- Create and implement an organizational change effort to improve overall function of the program
- Provide supervision and guidance to program staff

### Substitute Teacher

#### Horry County Schools

Conway, SC  
12/2014-10/2016

- Maintain a classroom environment that is conducive to learning by implementing various instructional strategies and effective class control/management
- Implement existing lesson plans as outlined by classroom teacher
- Motivate students to learn and participate within classroom activities and discussions

### Assistant Director

#### Phoenix Children's Academy

Surfside, SC  
12/2013 - 1/2015

- Documented all financials
- Marketing Strategies to promote and increase business
- Maintained strong customer relations through effective communication
- Interviewed, hired, and trained all new employees
- Managed staff, prepared work schedules and assigned specific duties
- Provided supervision to employees in a private school setting
- Determined the scope of educational program offerings, and prepared drafts of program schedules and descriptions, to estimate staffing and facility requirements
- Reviewed and interpreted government codes, and developed procedures to meet codes and to ensure facility safety, security, and maintenance

### CEO

#### One Step Ahead Early Learning Center, Inc.

DeWitt, MI  
08/1996 - 4/2012

- Configured /designed five facilities from bidding and grant writing to being open for business
- Developed and created all marketing strategies to build the business
- Directed and coordinated organization's financial and budget activities to fund operations, maximize investments and increase efficiency
- Managed the overall functions of 4 different child development center facilities
- Managed staff, prepared work schedules and assigned specific duties
- Determined staffing requirements, and interview, hire and train new employees, or oversee those personnel processes
- Budgeting, purchasing and tracking inventory
- Established work schedules and assigned responsibilities to staff members
- Conferred with parents and staff to discuss educational activities and policies, and students' behavioral or learning problems
- Prepared and maintained attendance, activity, planning, accounting, or personnel reports and records for officials and agencies, or direct preparation and maintenance activities
- Set educational standards and goals, and help establish policies, procedures, and programs to carry them out
- Monitored students' progress, and provide students and teachers with assistance in resolving any problems

- Determined allocations of funds for staff, supplies, materials, and equipment, and authorize purchases
- Reviewed and interpreted government codes, and developed procedures to meet codes and to ensure facility safety, security, and maintenance
- Determined the scope of educational program offerings, and prepared drafts of program schedules and descriptions, to estimate staffing and facility requirements

**Program Manager  
Living Ways Inc.**

**Kalamazoo, MI  
09/1988 - 6/1994**

- Configured/developed three facilities from beginning to open for business
- Encouraged clients to express their feelings and discuss what is happening in their lives and help them to develop insight into themselves and their relationships
- Collected information about clients through interviews, observation and tests
- Guided clients in the development of skills and strategies for dealing with their problems
- Developed and implemented treatment plans based on clinical experience and knowledge
- Filled out and maintained client-related paperwork, including federal- and state-mandated forms, client diagnostic records and progress notes
- Interviewed, orientated and supervised the staff, prepared and maintained all required treatment records and reports
- Evaluated clients' physical or mental condition based on review of client information

## **COMMUNITY INVOLVEMENT**

**Event Chair Person  
The American Cancer Society**

**DeWitt, MI  
12/2003 - 6/2008**

- Developed community business partnerships, spoke to community groups and participated in appropriate coalitions.
- Secured multiple corporate sponsors, and recruited volunteers while setting records for this community event.
- Managed DeWitt event to maintain and grow income, working within established budgets, for four consecutive years

**CPR / First Aid Trainer  
The American Red Cross**

**Kalamazoo, MI  
9/1991 - 6/1994**

## **EDUCATION**

**Bachelor's in Industrial Psychology  
Western Michigan University**

**Kalamazoo, MI  
08/1985**

**Master's in Public Administration  
Ashford University; Forbes School of Business**

**San Diego, CA  
07/2016**

## **ACADEMIC HONORS**

**Golden Key International Honors Society  
Sigma Beta Delta Honors Society**

**Ashford University  
Ashford University**

**March 2016  
March 2016**

## Jennifer Stanford

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**From:** Steven Lastauskas <Steven.Lastauskas@southstatebank.com>  
**Sent:** Monday, March 18, 2019 3:48 PM  
**To:** Jennifer Stanford  
**Subject:** Letter of interest Workforce Housing Advisory & Planning  
**Attachments:** [Untitled].pdf

Ms. Stanford,

I am interested in the position associated with the workforce housing that was created and the planning position opening up at the end of April according to the terms on the webpage. I have attached a letter of interest and basic resume. If you need anything else, please let me know.

Thank you,  
Steven



Steven Lastauskas  
Banking Officer, Branch Manager NMLS#733544

606 Main Street / North Myrtle Beach, SC 29582  
(843) 737-7202 - phone / 37202 – VOIP  
(843) 281-8433 – fax (843)274-8645 - cell  
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03/18/2019

Jennifer Stanford,

I wanted to express my interest in the Workforce Housing Board. I believe I would fit into the role of the banking representative as I have worked with South State Bank, formerly First Federal and South Carolina Bank & Trust for about 9 years in the Grand Strand. I am currently a Branch Manager at the North Myrtle Beach Main Street location, but previously managed the South State Bank within the Walmart on Seaboard Street. I also do consumer and commercial lending regularly going to the location on Grissom Parkway in Myrtle Beach. I continue to attend city, chamber, and community events in Myrtle Beach despite my work location of North Myrtle Beach. I am also transitioning into being a true Myrtle Beach resident as my wife's address is within the city limits; we were recently married.

I have board experience with Bridgewater Academy for three years and as the treasurer for two years. With the current board we have moved a negative fund balance of \$355,452 in 2016 to a projected positive \$75,000 fund balance in 2019. The annual budget is around \$1.5 million. I also have a college acquaintance who worked within the state housing authority in finance that has connections to people who have done development all over the state. He recently left at the end of 2018 for a better opportunity, but can assist in providing valuable contacts.

I am expressing interest, but would like to really discover the time commitment, objectives, and overall duties associated with the board position. I understand that it is a newly created position, however, I want to make sure that I can serve to the best of my ability based on the requirements.

Thank you,



Steven Lastauskas

Banking Officer, Branch Manager

South State Bank

# Steven Lastauskas

8102 N Ocean Blvd Myrtle Beach SC 29572  
843-457-8894 Steven.Lastauskas@SouthStateBank.com

## Objective

To help promote, protect, and improve the community of Myrtle Beach through the Workforce Housing Board.

## Education

**MOORE SCHOOL OF BUSINESS, UNIVERSITY OF SOUTH CAROLINA COLUMBIA, SC**  
**BACHELOR OF SCIENCE, BUSINESS ADMINISTRATION MAY 2010**

- Major: Corporate Finance, Human Resources Management
- Minor: Hotel, Restaurant, and Tourism Management
- GPA: 3.54 Awards: Dean's List, Palmetto Fellows Scholarship, Cum Laude

## CAROLINA FOREST HIGH SCHOOL 2006

- Class GPA ranking: 5<sup>th</sup> & soccer team member

## LEADERSHIP GRAND STRAND MYRTLE BEACH CHAMBER OF COMMERCE

Graduate Class XXXVIII 2017-2018

## Work Experience

**BRANCH MANAGER | SOUTH STATE BANK | JUNE 2016-CURRENT**

**ASSISTANT MANAGER | SOUTH STATE BANK | JUNE 2012-JUNE 2016**

**SENIOR FINANCIAL SERVICES REP | SOUTH STATE BANK | AUGUST 2011-JUNE 2012**

**FINANCIAL SERVICES REP | SOUTH STATE BANK | AUGUST 2010-AUGUST 2011**

## ACTIVITIES

**Board member and treasurer at Bridgewater Academy (501c3 nonprofit charter school) 2015-Present**

- Implemented plan to correct a negative fund balance in 2016 to a positive fund balance in 2019
- Average annual budget of \$1.5 million
- Organized and ran two golf fundraisers

**BNI North Myrtle Beach 2015-Present**

- Current new member coordinator
- Previously secretary/treasurer in Market Commons Chapter

**Myrtle Beach Chamber of Commerce active member 2016-Present**

**American Heart Association Heart Ball Committee 2019**

## AWARDS

- Eagle Scout
- First Federal Bank Degree of Excellence
- Order of the Arrow Founders Award
- Santee Lodge 116 Jimmy Duffy Legacy Award and Order of the Arrow Vigil Honor Member

Nancy Abrahams  
1593 Malaga Circle  
Myrtle Beach, SC 29579



March 15, 2019

Dear Members of the Board of the Myrtle Beach City Council,

I would like to introduce myself to the Myrtle Beach City Council summarizing my background and qualifications and very special interest for the position as a member of the Advisory Board to Address Workforce Issues

I was raised in an small city, lower income household in Central Pennsylvania. I was the first person in my family to attend and graduate from college. I am a Registered Nurse with a B.S. degree.

As a floor nurse, for four years, I've interacted directly with families, and have experienced the anxiety, fear, joy and unfortunately the tragedy that they experience. As a Trauma Coordinator for twelve years at a Level One Trauma Center in rural Pennsylvania, I have developed quality improvements in the existing trauma protocols. I have also presented innovative trauma protocols and initiatives at the Board level as well as at national meetings to other nursing and physician leaders.

I have been a board member on the Hospital Foundation Board, controlling \$100 million, interacting with the Board Chair, Hospital President, CEO, physician leaders and community advocates.

During my tenure on the Foundation Board, we partnered with Thomas Jefferson University to start the first beta site for its Population Health outreach program. This program advocates identifying socio-economic and cultural factors that effect population health and develop programs to address these determinants. Affordable housing and community development and thus community health is an integral part of this program. It is my understanding that this is also, in part, the role and charge of the Advisory Board.

For the last several months I have volunteered at the New Directions Men's Shelter, which has given me even greater insight into the need for affordable housing for our community.

My experience, understanding, sensitivity, and empathy, I believe, qualifies me for the Advisory Board position to address Workforce Issues. Please consider my application.

Cordially,

  
Nancy Abrahams

Nancy J. Abrahams  
1593 Malaga Circle, Myrtle Beach, SC 29579  
Home: 814-539-9114 Cell 814-241-0129  
[Nanc.abrahams@gmail.com](mailto:Nanc.abrahams@gmail.com)

Objective To obtain a challenging Registered Nurse position where my nursing and managerial skills and knowledge, protocol implementation, and nursing/physician coordinator expertise and experience can be utilized and expanded upon. Volunteer in the community to

Education Mount Aloysius College, Cresson, PA  
Bachelor of Science in Nursing, Magna Cum Laude/Delta Epsilon Sigma  
Graduated May: 2010

Mount Aloysius College, Cresson, PA  
Associate of Science in Nursing, Phi Theta Kappa  
Graduated: May 2001

Experience Performance Improvement/Research Specialist  
Grand Strand Medical Center  
October 2016 to June 2018

- Participates in development of new approaches to trauma care
- Facilitate concurrent identification and review of trauma quality issues as well as review and address any deficiencies identified
- Identify opportunities for research; participate in daily multidisciplinary rounds
- Participate in trauma improvement programs, accreditation process
- Participate in multi-institutional research projects
- Screen patients for participation multi-institutional in research projects

Trauma Case manager/Performance Improvement Coordinator, RN, BSN  
Conemaugh Memorial Medical Center, Johnstown PA  
August 2004 to December 2016

- Participates in the development of new approaches to trauma care in accord with the Pennsylvania Trauma System Foundation
- Facilitate concurrent identification and review of trauma quality issues as well as review and address any deficiencies identified
- Identify opportunities for research; participate in daily multidisciplinary rounds
- Maintain POPIMS to ensure adequate documentation as required by the Pennsylvania Trauma Systems Foundation.
- Participate in trauma improvement programs, accreditation process

- Organize education activities including M&M and multidisciplinary conferences
- Abstraction of charts for the Pennsylvania Trauma Systems Foundation, Trauma Quality Improvement Program (TQIP), National Trauma Data Base
- Abstract patient charts and enter the data into the American College of Surgery National Trauma Data Standard (NTDS)
- Participate in the Pennsylvania Trauma Systems Foundation Performance Improvement Outcomes Committee
- Communicate with physicians on regular basis regarding patient care Lean Six Sigma lead project to develop Geriatric Trauma guidelines to reduce MI's post hip fractures
- Instituted the first Rural Trauma Development course in the state of PA from the American College of Surgeons
- TOPIC-Trauma Outcomes and Performance Improvement Course
- TQIP- Trauma Quality Improvement Program

Registered Nurse on Step down Unit  
 Conemaugh Memorial Medical Center, Johnstown, PA  
 June 2001 to August 2004

- Provide direct care to patients and families
- Admission and discharge patients, schedule follow up appointments and work with Social Services to ensure patient has required equipment for discharge.
- Multidisciplinary daily rounds
- Documentation in electronic medical record
- Assess patients' health needs and initiate patient care
- Obtain consents for procedures
- Administer PO/IV Meds
- Ventilator care
- Wound Care
- Peritoneal Dialysis
- Read Cardiac monitor strips
- Communicate with physicians on regular basis regarding patient care
- Insert and discontinue naso-gastric tubes, foley catheters. IV lines
- Post mortem care



**Activities**      **1889 Foundation (1889foundation.org)**  
**Which controls over \$100 million in assets**  
**Board Member June 2012 to 2017**

**Women's Philanthropy Council , Board member 2011 to 2017 (Under the 1889 Foundation)**

**Meet quarterly to educate our community of the foundation's work, mission and commitment and inform the community of available programs in the region.1889 Foundation is a nonprofit with the following mission: "Serving the greatest health and wellness needs of our region".**

**New Directions volunteer at the men's shelter , Horry Co**

**YMCA Camp Olson, Longville, MN volunteer Camp nurse 2017 to present**

**License/  
Certifications**      **Pennsylvania Registered Nurse License Active 6/2001 to current**  
**South Carolina Registered Nurse License Active 5/2015 to current**  
**Minnesota Registered Nurse License Active 4/2017 to current**  
**Cardio-pulmonary resuscitation Expires 4/2020**  
**Lean Six Sigma Green Belt September 2014**

**References Available upon request**

Hello My name is Steven Jordan.

Please consider My resume for the Workforce Housing committee member. My term on the Recreation Advisory will end 8-22-19. I will resign should I get accepted to the Work force Housing to get started immediately.

I feel that my years of experience renting to public will be helpful to the City.

A handwritten signature in cursive script, appearing to read "Steven Jordan".

3-13-19

**Steven W. Jordan**

PO Box 3182 • 206 Oak St Myrtle Beach, SC 29578  
Cell Phone: '843-222-7938 [swjordan73@gmail.com](mailto:swjordan73@gmail.com)

**EDUCATION**

2001-2003: Horry Georgetown Technical College, Conway, SC. Multiple certificates in the computer field, Major Networking / Minor Web design. Attended classed at night to refresh and expand my current status. A+ certificate, summer 2001 Network + certificate, summer 2001

1991-1994: Horry Georgetown Technical College. Associate Degree: Computer Technology.

1987-1991: Conway High School, Conway, SC Graduated. I was a member of S.A.D.D. and Secretary Treasurer of FBLA. I was also presented with a certificate of honor for outstanding achievement in Occupational Safety.

**WORK EXPERIENCE**

2012-present: Ammons Properties – Manager – Supervise employees, organize corporate on all levels, payroll, HR, IT, AP and AR.

2004-2012: Full-time at Affordable Family Resort. Manager - Job requires; front desk, reservations, customer service, some light maintenance and computer support (keeping computers and software update and in good working condition).

2003-2004: Part-time at Lowe's in Surfside Beach as Plumbing Sales Associate. Duties included, stock, customer service, and assisting customers with special orders for custom products.

2001-2001: Part-time Pizza Delivery Pizza Hut.

1999-2000: Electronic Systems Services (ESS), Gaithersburg, MD. ESS is a point-of-sale company that installs, services and maintains restaurants computer systems nationwide. I traveled nation wide to install and service POS networks.

1995-1999: Computers and More, Inc. (Wedge Computer Systems), Myrtle Beach. I was responsible for building, repairing, and upgrading customers home and business computers. Other responsibilities included inventory, shipping and receiving and Returns.

1994-1995: Field Technician for Southern Software Specialists, Inc. of Surfside Beach. Troubleshooting, installing, upgrades, and repairs to personal and business computers.

1989 - 1991: Pizza Inn Conway. Cook, wait staff, dishwasher, & building maintenance.

1989 - 1989: McDonald's Conway – Line cook, to Front line, to Drive-thru cross trained in 3 months.

1986 & 1987: Summer work SeaMist Ice cream Parlor.

1985: summer work with Group 3 Construction cleaning condos for finish work.

2002: Started raising my children.

2008 to 2015: Boy Scouts of America Den Leader then Assistant Scout Master. Pack 850 and Troop 899 with my son.

2010: Family started working with JDRF and other fundraisers for Juvenile Diabetes after daughter was diagnosed with Type I.

2016: City Of Myrtle Beach Recreation Advisory Committee Member Steven Jordan (term expires 08-22-19)