



**City of Lathrup Village**  
27400 Southfield Road  
Lathrup Village, MI 48076  
[www.lathrupvillage.org](http://www.lathrupvillage.org) | (248) 557-2600

## APPLICATION FOR COMMITTEES, COMMISSIONS, & BOARDS

Date of Application: 5/22/2025

Please check the committee for which you are applying for:

- |  |   |
|--|---|
| <input type="checkbox"/> Board of Review                                 | <input type="checkbox"/> Lathrup Village Foundation Board |
| <input type="checkbox"/> Building Authority                              | <input checked="" type="checkbox"/> Planning Commission   |
| <input type="checkbox"/> Downtown Development Authority (DDA)            | <input type="checkbox"/> Parks & Recreation Committee     |
| <input type="checkbox"/> Historic District Commission                    | <input type="checkbox"/> Tree Committee                   |
| <input type="checkbox"/> Inclusion, Diversity, & Accessibility Committee | <input type="checkbox"/> Other: _____                     |

Name: Carlisa M. Mathis

Address: 18155 Margate Avenue, Lathrup Village, MI 48076

Phone: 248-318-7743 Street, City, State, Zip Email: mathis9309@yahoo.com

Are you at least 18 years of age: YES ☒ NO ☐

Are you a registered voter in Lathrup Village: YES ☒ NO ☐

Have you been a resident of Lathrup Village for 1+ years: YES ☒ NO ☐

**A resume/CV is required with your application. Additionally, please include a letter that covers any additional information that clearly states your qualifications for serving on the committee you selected and why you believe you are the best fit to serve Lathrup Village.**

Signature: Carlisa M Mathis Date: 5/22/2025

***Applicants must be in good standing with the City to be eligible for committee, commission, or board appointment. Any outstanding violations or payments associated with the applying individual or individuals' property may result in the submitted application being rejected.***

**Return completed application to:**  
**Lathrup Village – City Clerk, 27400 Southfield Road, Lathrup Village, MI 48076**

Kelly Garrett  
Mayor

Bruce Kantor  
Mayor Pro-Tem

Jalen Jennings  
Council Member

Dalton Barksdale  
Council Member

Jason Hammond  
Council Member

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# CARLISA M. MATHIS

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Lathrup Village, MI 48076 ♦ mathis9309@yahoo.com

May 22, 2025

City of Lathrup Village

RE: Planning Commission

Dear City Clerk,

I am writing to express my interest in the Planning Commission position with the City of Lathrup Village. With a decade of experience as a Clinical Contract Manager, I have developed strong skills in planning, communication, and decision-making that I believe would be an asset to the Planning Commission.

My background has equipped me with a comprehensive understanding of strategic planning processes and effective policy formulation. In my previous role, I successfully managed complex contracts and collaborated with diverse stakeholders to ensure alignment on project goals and objectives. This experience has honed my ability to navigate multifaceted environments while maintaining focus on growth and redevelopment initiatives.

I am particularly drawn to this opportunity because it aligns with my passion for community development and urban planning. I understand the importance of implementing a Master Plan that reflects the needs of residents while also promoting sustainable growth. My proactive approach ensures that all aspects are considered during plan preparation, from zoning ordinances to capital improvements.

I am excited about the possibility of contributing to the City's vision for its future through careful planning and effective communication strategies. Thank you for considering my application; I look forward to discussing how I can support your goals for Lathrup Village.

Sincerely,

CARLISA M. MATHIS

*CARLISA M. MATHIS*

# CARLISA M. MATHIS

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## Professional Summary

Highly organized and dependable professional with a proven track record of effectively managing multiple priorities and taking on additional responsibilities to ensure team success. Eager to contribute strong work ethic and collaborative spirit to drive results in a dynamic work environment.

## Skills

- Detail-oriented approach
- Team leadership
- Strategic decision-making
- Effective communication

## Work History

**Real Estate Agent**, 07/2024 to Current

**eXp Realty** – Novi, USA

- Provides assistance to help clients buy, sell, and lease property.

**Clinical Contract Manager**, 07/2008 to Current

**Assured Family Services/Juvenile Assessment Center** – Detroit, USA

- Provides technical assistance for contracted provider network agencies (PNA), reviews clinical documentation, completes monthly clinical billing summary, reviews and complete PNA terminations, conducts quarterly clinical trainings, reviews unusual incident reports, conducts PNA annual case file audits, monitors Children Mental Health Professional credentialing process and probationary clinicians case consultations. Proficient in the use of Juvenile Assessment Information System.

**Clinical Liaison Director**, 03/2005 to 01/2008

**Becton Healthcare Resources** – Detroit, USA

- Liaison for New Center Community Mental Health Partial Hospitalization Program, assessing clients at high risk for hospitalization, marketing the program at community hospitals psychiatric departments, crisis intervention, facilitated multi-disciplinary daily meetings.

**Clinical Supervisor**, 05/2004 to 01/2005

## **The Salvation Army Harbor Light – Detroit, USA**

- Directed, assisted and supervised day-to-day operations of five departments (Residential Substance Abuse Treatment Programs including MDOC, Intensive Outpatient Program, Evangeline Program Women & Children, Administrative Assistance staff and Intake Department), staff hiring, facilitated clinical staff trainings and meetings, and a member of the Records Review and Quality Assurance.

## **Therapist Residential Programs, 03/2004 to 05/2004**

### **Vista Maria**

- Provided therapeutic treatment services to the residents, implemented and monitored individual, group and family therapy, provided in-service training for unit staff, transported clients to court and home assessments.

## **Clinical Therapist, 05/1997 to 06/2003**

### **Development Centers, Inc. – Detroit, USA**

- Consistently completed assessments, created treatment plans, individual, family group therapy. Including the development and implementation of psychosocial rehabilitation program to support and provide opportunities for adults with mental illness.

## **Education**

**Master of Arts:** Counseling, 1996

**University of Detroit Mercy** - Detroit, MI

**Bachelor of Arts:** Psychology, 1993

**University of Detroit** - Detroit, MI

## **Credentials**

Licensed Professional Counselor (LPC)

Children Mental Health Professional (CMHP)

Qualified Mental Health Professional (QMHP)

Licensed Real Estate Agent

## **Affiliations**

- National Association of REALTORS