

Letter of Interest

I am writing to express my interest in being considered for appointment to the vacant Alder seat in District 7 for the City of Sheboygan.

As a lifelong member of the Sheboygan community- having graduated from Sheboygan South High School and Lakeland College-I have a strong connection to the community and a genuine interest in its future. I have lived in District 7 for 18 years and I feel I can serve this community well. This is an opportunity I would welcome and take seriously.

Professionally, I serve as a Senior Area Director with Homes for Independent Living, where leadership, problem-solving, accountability, and working collaboratively with others are important parts of my role. Having dedicated 30 years to Homes for Independent Living, I have extensive experience navigating challenges, making decisions, supporting others, and taking responsibility when it matters. I am willing to speak up when something needs attention. I step forward when challenges arise, and work toward solutions that make a positive difference. This has been my life's work.

Community involvement has also been an important part of my life. I spent 9 years volunteering at the Humane Society of Sheboygan County. I serve on the board of Tilly's Pit Crew. Most recently, I became a Big Sister through Big Brothers and Big Sisters, mentoring an eight-year-old girl. These experiences reflect my belief in giving back, supporting others, and investing in the community we share.

I recognize that serving as an Alder comes with responsibility, the need to listen to diverse perspectives, and a commitment to making thoughtful decisions for the greater good. I would bring an open mind, a strong work ethic, strong leadership experience, and a willingness to learn the position. Most importantly, I would approach the role with a genuine desire to listen to residents, understand their concerns, and help make decisions that support Sheboygan's future.

I strongly believe an Alder must be responsive to their constituents, listen to their concerns and help address issues that affect them. I look forward to the opportunity to serve.

Thank you for your time and consideration.

Sincerely,

Michele M. Martin

Michele Martin

Summary of Qualifications

A highly motivated person with strong clinical and program management skills as well as a strong understanding of DD/MI/TBI clientele. An ability to effectively integrate all daily functions of CBRF management including personnel issues.

Education

Lakeland College
Sheboygan, WI

1992-1996

Bachelors Degree – Psychology/Social Welfare

GPA 3.2/4.0, Dean's list, National Dean's list, Senior Class President, LC-Cab, Student Association

Professional Experience

Homes for Independent Living

December 3, 2023-Present

Sheboygan, WI

Senior Area Director

Provides high level leadership for operations within the assigned area including but not limited to onboarding and supporting the Regional Director through a direct reporting relationship and in the management of the the following: (1) assessing the short- and long-term viability of all operations by unit, (2) evaluating the organizational structure and the current positions within the current structure, (3) supporting supervisors and support roles through mentorship and collaboration of assigned programs, (4) participates in high level strategic decision making based on observations as a result of serving as Area Director of Operations, (5) shall also be responsible for the review and evaluation of services performed within the assigned area to promote quality services for our clients and stakeholders that are aligned with HIL/MyPath's brand, (6) promoting high customer satisfaction, (7) maximizing fiscal performance of business units, and (8) executing growth and development of new and existing service lines. May be asked to become involved in additional projects, work teams, and/or special assignments beyond day-to-day responsibilities.

Homes for Independent Living

August, 2013-December 2, 2023

Sheboygan, WI

Regional Director

Provides leadership for assigned program operations within the assigned geographic region to include these primary responsibilities: (1) recruit, train, develop, and provide ongoing support to regional management and support staff, (2) promote high customer satisfaction, (3) maximize fiscal performance of business units, and (4) execute growth and development of new and existing service lines. The RD shall also be responsible for the review and evaluation of services performed within assigned region to promote quality care. Expected to function with autonomy, independence, and effectiveness often serving as a role model to other RD's.

Homes for Independent Living

July 15, 2007-August 2013

Sheboygan, WI

Program Director

Monitor all CBRF's, AFH's, and SAP's in Sheboygan County, enforce program policies and procedures, liaison for all public, family, case management, guardian and other interactions, service planning to enhance client welfare, supervise employee training and job performance, initial client assessments, process admissions/discharges of clientele, ensures proper maintenance of facilities, ensures safety of clients and staff, provide for medical needs of clients, assist with recruitment of new employees, supervise program staff in all job functions, supervise facility and client budgets and expenditures, payroll, ensuring quality assurance for Sheboygan County, and overall regional budgeting.

Homes for Independent Living

September 1, 2002-July 15, 2007

Sheboygan, WI

Program Coordinator

Integrate all programmatic and clinical services for three residential facilities and a supported apartment program for MI/TBI/DD individuals. Service planning, behavior management, liaison for medical and funding issues, monthly progress reports, case management including all collateral contacts, 1:1 client therapy, organization and supervision of daily activity, on-call manager, referral contact for new clients, personal shopping, grocery shopping, direct supervision for 35-42 personnel, scheduling, payroll, employee evaluations, training supervision and tracking, head of all client and program meetings, back-up support for direct care staff, hiring and orientation, staff discipline and termination procedures, training, and strategic planning.

Homes for Independent Living

April 25, 1995- September 1, 2002

Sheboygan, WI

Independent Living Assistant/Senior Independent Living Assistant

Follow client Individual Service Plans and protocols, activities of daily living for clients with DD/TBI/MI, daily client logging, doctor appointments, activity planning, house inventory and ordering, handling client funds, grocery shopping, team player, in-house staff training, menu planning.

Additional Skills

Organizational skills, time management skills, strong knowledge of HFS 83/92/94 Licensing Standards, global assessment of functioning scale, DSM-IV, strong knowledge and training skills in: CPR and First Aid, verbal and behavior de-escalation, CBRF Fire Safety, Medication Administration, Dietary Needs, and Challenging Behavioral Management, interview/hiring process; strong understanding of MI/DD/TBI clientele, insurable driver for business use, customer service, various computer software, Microsoft Office.

References

Available Upon Request