



**MATT TUERK  
MAYOR**

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**TO:** Michael Hanlon  
City Clerk

**FROM:** Matt Tuerk  
Mayor

**DATE:** November 29, 2022

**SUBJECT:** Authorities, Boards, Commissions Appointments

Mayor Tuerk has approved the following appointments for City Council's consideration.

<u>Name</u>	<u>Authority/Board/Commission</u>	<u>Term to Expire</u>
Brooke Griffiths	Commission on Homelessness	7/15/2027
John Leonard III	Commission on Homelessness	7/15/2026

Brooke Griffiths has worked with the homeless community in a variety of ways, both personally and professionally, over the past 14 years. She will be replacing Tom Harrington on the Commission on Homelessness, who resigned earlier this year. Sgt. John Leonard III will serve as the APD's representative on the Commission on Homelessness.

**Authorities, Boards, and Commissions**  
**Request for Appointment**

**Applicant Name:** Brooke A. Griffiths

**Email:** [Brooke\\_A.Griffiths@lvhn.org](mailto:Brooke_A.Griffiths@lvhn.org)

**Phone:** 610-248-7845

**Address:** 707 Hamilton Street, 5th Floor, Allentown, PA 18101

**Authority, Board, Commission:** Commission\_on\_Homelessness

**Reason For Application:** I have had the opportunity to work with our homeless community in a variety of ways, both personally and professionally, over the past 14 years. In my current role at LVHN I continue to lead initiatives that assist this vulnerable population.

**Agreement to Verify Tax Payments:** Agree

**Submitted Date:** 11/22/2022, 9:02:31 AM

# Brooke A. Griffiths, MBA, MSW, LSW

## Experience

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August 2009-May 2010

### **MSW Intern, Transplant Services/Lehigh Valley Health Network**

- Functioned as a member of the multi-disciplinary team that evaluated chronically ill kidney transplant recipients and living donors.
- Completed bio-psycho-social assessments to evaluate transplant and donor candidates and provided recommendations to the Transplant Review Board.
- Provided on-going support, counseling, and care coordination for transplant candidates, living donor candidates, and candidates' families, pre and post-transplant.

Jan. 2008-April 2013

### **Case Manager, Foster Care and Adoption/Diakon Lutheran Social Ministries**

- Functioned as a case manager for a non-profit, private foster care and adoption agency.
- Supervised all aspects of case management for children in foster care (birth to eighteen) in conjunction with schools, mental health providers, health care providers, the court system, and numerous other county and community agencies.
- Responsible for managing the medical needs of children in foster care, including children with chronic and complex medical conditions.
- Completed all documentation and legal paperwork for adoptions.
- Responsible for grant writing, departmental budgeting, and other administrative activities, including departmental equipment monitoring and purchasing of replacement equipment.

Jan. 2012-May 2013

### **Adjunct Professor for the Division of Behavioral and Social Sciences/Wilkes University**

- Adjunct professor for sociology and criminology electives, including courses in Women and Crime and Child Welfare, for undergraduate students. Class sizes managed ranged from 15-35 students.

April 2013-July 2015

### **Social Worker, Community Care Team/Lehigh Valley Health Network**

- Functions as a member of the multi-disciplinary Community Care Team. Coordinates input from the Community Care Team and provider practices to provide continuity of care across the care continuum for a defined population. Performs bio-psycho-social assessments to identify and remove barriers to care and assist patients and families to access resources which facilitate their care.
- Preceptor for new social workers orienting to the Community Care Team.
- Interview all new social workers hired to the Community Care Team.
- Orientation presenter on the social work role and common social resources for all new employees orienting to the Community Care Team.
- Member of the orientation redesign committee for the Community Care Team's new employee orientation.
- Interview and arrange placement of social work students completing internships with the Community Care Team.
- Field instructor for social work students (BSW and MSW) completing internships with the Community Care Team.
- Researched and created the social work intake assessment and templates used in EPIC.
- Created and implemented a standard workflow in EPIC for the social workers, in line with national best practice standards for chronic disease management.

- Spearheaded the creation of standard policies and procedures for the social work discipline.
- Serve as team leader for the social work discipline of the CCT.
- Function as an EPIC super user for the Community Care Team.
- Facilitated several team building activities for the Community Care Teams as well as for MS3 and MS4 Select Students.
- Serve on the Board of Directors for Lehigh County Meals on Wheels on behalf of the Community Care Teams and LVHN.
- Co-presenter on the Community Care Team model at the National Association of Social Workers-New York State 2015 Annual Conference.
- Attended Populytics Population Health immersion course on chronic disease management and population health.
- Provided departmental coverage since 2013 in the absence of the director.
- Completed Courseca Leadership course through LVHN's Organizational Development.
- Monitors budget and variance of Patient Assistance Program application tool and grant.

July 2015-May 2017

**Manager, Population Health Department/Lehigh Valley Health Network**

- Responsible for the effective management of the Population Health department, which includes but is not limited to the successful management of patient and customer satisfaction, quality standards, performance improvement, personnel performance and productivity.
- Assumes 24-hour accountability for the direction and management of Population Health services within the Care Continuum.
- Responsible for the overall planning, organizing, and supervising of the Population Health department activities.
- Ensures compliance with regulatory agencies and with established policies and procedures.
- Provide direct supervision, human resource administration, interviewing, hiring, and evaluation of the department's social workers and behavioral health specialists.
- Serve as a member of LVHN's Population Health Executive Workgroup.
- Participated in the Jefferson School of Population Health Certificate course at LVHN.
- Participate in on-going leadership development conferences and trainings.
- Completed LEAN Certification.
- Serve as the Vice President on the Board of Directors for Lehigh County Meals on Wheels on behalf of the Population Health department and LVHN.
- Serve as a member of the Social Needs Screener Workgroup.
- Co-lead the High Utilizer Group (HUG) Steering Committee at LVHN.
- Serve as a member of the Young Professionals Leadership Counsel at LVHN.
- Spearheaded inter-departmental re-design project and creation of centralized interdisciplinary care management hub.
- Provide departmental coverage in the absence of the director and/or medical administrator.
- Co-presented on the Community Care Team model at the Society for Social Work Leadership in Health Care 2016 National Conference.
- Implemented SSI/SSDI Outreach, Access, and Recovery (SOAR) certified social workers in department, which helps increase access to Supplemental Security Income/Social Security Disability Insurance (SSI/SSDI) benefits for people who are experiencing or at risk of homelessness and have a serious mental illness, medical impairment, and/or a co-occurring substance use disorder.

May 2017-October 2021

**Director, Population Health /Lehigh Valley Health Network**

- Responsible for developing and implementing policies, procedures, protocols and/or standards designed to facilitate improved care practices across affiliate regions/multiple facilities.
- Provides clinical, technical, and/or informational services as needed to assure high quality care management services across affiliate regions/multiple facilities.
- Provides regional leadership, motivation and direction across LVHN to support best practice population health practices.

- Develops new services and evaluates existing services to ensure efficiency, quality and effectiveness in conjunction with regional needs assessments.
- Grant writing for possible funding opportunities for new services developed.
- Liaison between internal stakeholders.
- Investigates, help facilitate and implements identified clinical best practices and appropriate utilization management in many key regionalized population health tactics.
- Facilitates and implements the regional strategies in the annual population health strategic plan.
- Human resource management, including interviewing, hiring, coaching, counseling and evaluation of personnel.
- Measures, monitors and evaluates compliance with project performance goals.
- Monitors capital expenditure and variances.
- Monitors and evaluate financial performance of population health programs across regions.
- Demonstrates knowledge of population health management and disease registry applications.
- Troubleshoots issues and works with Information Technology to resolve and/or develop solutions.
- Provides recommendations for improved technology applications to support success of population health management.

October 2021-Present

**Administrator, Integrated Care Coordination/Lehigh Valley Health Network**

- Development, implementation, and leadership of new care coordination sites of care (physician offices, health centers, etc.), population health educational programs, and evidence-based strategies to improve the overall health of the communities served by LVHN.
- Development, implementation, and utilization of appropriate and comprehensive cross continuum population health metrics and analytics, ensuring progressive, positive contribution to the health system's population health strategy, and adding value to patients and families.
- Implementation and leadership of population health services across the integrated LVHN network, includes consolidation initiatives and departments, developing and operationalizing new care coordination standards, staffing patterns, and leadership positions.
- Utilization of both tactical and strategic communication strategies to ensure all staff, leaders and physicians across the continuum are kept abreast of integrated population health activities, progress, challenges, and opportunities, and that all constituents have access to, and utilize, progressive, efficient communication technologies and methods.
- Vetting of all care coordination related initiatives and roles across the continuum, evaluating for need, relevance, contribution, and value.
- Vetting of all value-based payor contracts and arrangements to determine network clinical and operational requirements to achieve quality outcomes.
- Acquires and oversees resources needed to achieve strategic direction and financial results of each clinical line of business in collaboration with network constituents.
- Collaborates with medical group and LVPHO leadership to incorporate evidence-based guidelines and best practices across the health system.
- Designs and implements strategies to improve efficiency and quality and oversees the integration of these improvements across the system.
- Designs, implements, and monitors the care delivery model for population health and at-risk populations including Medicare Advantage, Employee Health Plans, Managed Medicaid, Medicare Shared Savings program, and the Accountable Care Organizations/Arrangements.
- Development and implementation of an integrated population health strategic agenda that supports the health system's strategic plan.
- Develops and executes strategic direction for achievement of outcomes for managing at risk populations.
- Develops and recommends operating and capital budgets and control expenditures within approved budget objectives.
- Develops standards and continuous improvement initiatives for population health by utilizing best practices and regional and national benchmarks.
- Establishment of significant, functional relationships with all network constituents, LVPHO and community providers ensuring that the integrity of care and service, and service deficits are monitored and addressed.
- In partnership with multiple constituents, identify market trends and issues, assess competitive environment, and form strategic plans encompassing network needs.

- Oversees the development and analysis of population health data to evaluate effectiveness of services, population health needs and opportunities, and improving methods for evaluation and management of risk.
- Performs human resources responsibilities for leadership staff which include interviewing and selection of new leadership, promotions, staff development, performance evaluations, compensation changes, resolution of employee concerns, corrective actions, termination, and overall employee morale.
- Responsible for achieving system strategic goals regarding best value.
- Responsible for understanding and adhering to LVHN policies and for ensuring that personal actions, and the actions of employees supervised, comply with the policies, regulations, and laws applicable to LVHN business.
- Work across multiple internal and external groups, including, but not limited to regulatory and community agencies, marketing/communications, networks, and operations to integrate services for the populations being served.

August 2015-August 2021

**Adjunct Professor and Academic Advisor for the Master of Social Work Program/Marywood University**

- Adjunct professor for the MSW program, including courses in Advanced Practice with Individuals and Families and the Culminating Integrative Seminar for graduate level students. Class sizes managed ranged from 20-30 students.
- Academic advisor for advanced standing students.

**Education**

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Jan. 2016-March 2019

Alvernia University

Reading, PA

**Master of Business Administration**

- Community Service and Economic Leadership

Aug. 2008-May 2011

Marywood University

Scranton, PA

**Master of Social Work**

- Administrative Track
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Aug. 2004-Jan. 2008

Wilkes University

Wilkes-Barre, PA

**Bachelor of Arts**

- Majors: Psychology, Sociology, Criminology

**Awards, Affiliations, Professional Presentations, and Licensure**

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PA Licensed Social Worker

2014-2017: Vice President (2017) and Board Member (2014-2017), Board of Directors, Lehigh County Meals on Wheels

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2018 Lehigh Valley Business Forty Under 40 Nominee

March 2015- National Association of Social Workers-NY State Annual Conference  
Workshop: Building Stronger, Healthier Communities Through Integrated Primary Care: The Community Care Team

October 2016- Society for Social Work Leadership in Health Care Annual Conference  
Workshop: "Integrated Primary and Specialty Care: The Community Care Team Model".

October 2017 Society for Social Work Leadership in Health Care Annual Conference  
Workshop: "One Stop Shop: The Creation of a Care Management Hub".

December 2017- IHI National Forum on Quality Improvement in Health Care  
Poster: "Creating an Integrated Population Health Network".

2018-2019- Co-President, LVHN's Young Professionals Organization

2019-Present-Co-Chair, LVHN's Social Determinant of Health (SDOH) Steering Committee

October 2022-Society for Social Work Leadership in Health Care Annual Conference Poster Presentation:  
"Integrated Care Coordination: A 10 Year Journey of Care Management Across a Health System"