



Ray O'Connell, Mayor
City of Allentown
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Allentown, PA 18101-1699
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Ray.OConnell@allentownpa.gov

TO: Michael Hanlon
City Clerk

FROM: Ray O'Connell *ROC*
Mayor

DATE: March 31, 2021

SUBJECT: Authorities, Boards, Commissions Appointments

Mayor O'Connell has approved the following appointment for City Council's consideration.

<u>Name</u>	<u>Authority/Board/Commission</u>	<u>Term to Expire</u>
Shane' J. Gill	Human Relations Commission	11/1/2023

Ms. Gill is replacing Daniel Benitez. His term expired on this commission. I have attached her resume for your review.

ROC/kal

Attachments

RECEIVED

FEB 26 2021

REQUEST FOR APPOINTMENT MAYOR'S OFFICE DATE: Sunday, February 14, 2021

AUTHORITY, BOARD OR COMMISSION YOU ARE REQUESTING APPOINTMENT TO: Human Rights Commission (Allentown)

NAME: Shane' J. Gill

HOME ADDRESS: 200 Adams Avenue, APT 208, Scranton, PA 18503

BUSINESS

ADDRESS: Step-By-Step USA Inc.
2015 Hamilton Street, STE 103, Allentown, PA18103

TELEPHONE NO. (RESIDENCE) 718-570-3446 **BUSINESS** 610-776-1224

EMAIL: shangil@mail.regent.edu (personal)/sgill@stepbystepusa.com (business)

PRESENTLY EMPLOYED BY: Step-By-Step USA INC.

JOB

TITLE: Counselor

EMPLOYMENT (Prior): HER Village Foundation LLC
8341 Grady Street, STE 6, Douglasville, GA 30134

EDUCATION:

HIGH SCHOOL GRADUATE:	X YES	NO
COLLEGE OR UNIVERSITY GRADUATE	X YES	NO
DEGREE/FIELD OF STUDY	Bachelor of Arts (BA) in Biology and Psychology, Master of Arts (MA) in Clinical Mental Health Counseling, and Doctorate of Philosophy (PhD) in Counselor Education and Supervision (Pending)	

CURRENT MEMBERSHIP IN ORGANIZATIONS AND OFFICES:

Chi Sigma Iota (CSI)	2015-Present
Professional Development Committee (CSI)-Chair	2018-Present
American Counseling Association (ACA)	2014-Present
Association of Counselor Educators and Supervisors (ACES)	Present
Southern Association of Counselor Educators and Supervisors (SACES)	Present
National Council of Negro Women	Present
Zeta Phi Beta Sorority Incorporated	Present
Mediterranean Region Counselors Association-President	Present
Restorative Justice Committee-Chair	Present
Re-Entry Committee-Chair	Present

PAST ORGANIZATIONAL MEMBERSHIP AND OFFICES HELD: Same as above

RECEIVED

MAYOR'S OFFICE

DO YOU LIVE IN THE CITY OF ALLENTOWN: _____ YES X NO

HAVE YOU EVER BEEN ARRESTED? No.

IF SO, WHY?

N/A

DO YOU HAVE A SIGNIFICANT "BUSINESS" OR "PROPERTY" INTEREST IN ALLENTOWN? PLEASE EXPLAIN:

I currently do not own or operate a business in Allentown. In 2022, it is my intention to establish a Trauma Treatment & Restorative Re-Entry program in Pennsylvania as a part of an initiative aligned with the nonprofit to provide re-entry services to formerly incarcerated persons, individuals identified as at-risk and disadvantaged, and create equality and equity in minority communities. We are piloting our first program in Georgia and South Carolina this winter.

ARE YOU A REGISTERED VOTER: X YES _____ NO

WHY ARE YOU INTERESTED IN THIS APPOINTMENT? BE SURE TO INCLUDE WHAT VALUE YOU WILL BRING TO THE BOARD:

In my current role, I serve as the founder and director of HER Village Foundation LLC, a private practice in Douglasville, Georgia that serves children, adolescents, and adults. This has given me an opportunity to understand the process of creating a business, strategic planning needs and risk assessments of underserved communities, and creating initiatives to increase client attendance and participation in sessions. I have successfully increased our caseload as a practice through creating a multi-disciplinary team and identifying and selecting contracts available to meet the needs of our community. A crucial task in my role has recently been identifying opportunities to obtain private donations for our efforts to meet counseling needs of children and adolescents in the community. I use a face-first approach, interacting directly with leaders in various roles and organizations to identify a common mission and opportunities to collaborate in meeting the need of the community.

Leadership, flexibility, strategic planning, and innovation have all been skills I have had to implement in assuming the role as Chair of the Restorative Justice Committee (RJC) and Re-entry committee of the International Association of Addictions and Offender Counselors (IAAOC). As chair, my first task was to create a strategic plan, including our goal for the fiscal year and measurable outcomes aligned with the vision of the committee and IAAOC. During my brief time in this role, I have created strategies to target graduate-level learners to increase their involvement in professional organizations and created positions in each committee that are consistent with member strengths and skills. As a part of our strategic plan, I have developed initiatives that target social justice and advocacy for offenders, ex-offenders, and persons in community supervision. Initiatives include restorative justice training/seminars, creating webinars about the role of counselors in prison reform and re-entry, budgeting to allow funding of efforts that target successfully re-entry and access to resources, and identifying presentation opportunities in criminology and law to explore the role of counselors and other related professions in assessing and meeting the needs of persons more likely to experience incarceration. Recently, our nonprofit achieved recognition with as a tax-exempt organization. The Restorative Justice Committee is currently creating an initiative, targeting Title 1 schools in impoverished neighborhoods. We will target parents and identify programs to increase literacy, employment, financial literacy, and access to capital to break the cycle of poverty of their children and students while exposing children to equitable opportunities.

As an avid believer in social justice and advocacy, diversity, service, and education, I was drawn to the Human Rights Commission of Allentown, due to the committee's combating and eradicating discrimination. It is my goal to develop programs that target discrimination against offenders and in particular, minorities but adult and juveniles that hinders successful re-entry into the community and limits their opportunity to become productive citizens of society. As a commissioner and committee member, my goal would be to conduct a risk needs assessment of vulnerable populations and pilot research on the correlation between poverty, discrimination, and mental health outcomes. With this research, I would determine the interests of other members to address employer and housing practices that encourage discrimination against this vulnerable population and aid in creating initiatives that promote equality and equity. A solid partnership with the Department of Corrections, Juvenile Justice, and Bureau of Prisons is necessary in coordinating care using a multidisciplinary and comprehensive approach to treatment and care as we strive towards reducing disparities in minority communities. It is my goal to increase funding for the committee to contribute to an array of projects that reduce discrimination and other inhumane practices. I am confident that my personal and professional experiences would enable me to excel in my role as a member and servant of the community and city of Allentown. Together, we will become the standard of excellent and a pillar of service. I would be honored to contribute my skills, experience, and passion to this initiative and the expansion of the organization. I welcome the opportunity to discuss potential contributions in an interview. Thank you for your time and consideration.

DO YOU ANTICIPATE A CONFLICT OF INTEREST BY SERVING AS A MEMBER OF AN AUTHORITY, BOARD OR COMMISSION: _____ YES X NO

IF YES, EXPLAIN: N/A

IF YOU ARE BEING CONSIDERED FOR REAPPOINTMENT, PLEASE INDICATE HOW MANY TERMS YOU HAVE SERVED N/A AND THE YEAR YOU WERE FIRST APPOINTED N/A.

NOTE: This information will be used for making appointments to authorities, boards and commission and in the event you are appointed/reappointed, it may be used as a news release to identify you to the community.



Signature

02/14/2021

Date

Please forward this request for appointment, along with a resume to:

**Mayor's Office
City Hall
435 Hamilton Street
Allentown, PA 18101**

SHANE' J. GILL, MA, ABD, APC

200 Adams Ave, APT 208 Scranton, PA 18503 718-570-3446 shangil@mail.regent.edu

EDUCATION

PhD in Counselor Education and Supervision, ABD
Capella University, Minneapolis, MN

Expected 2021

MA in Counseling
Regent University, Virginia Beach, VA

2015

BA in Psychology and Biology
George Fox University

2013

TEACHING EXPERIENCE

Teaching Assistant
Capella University, Remote

2019

- Facilitated Advanced Group Counseling and Supervision courses for 18-20 learners for 20 weeks
- Co-facilitated supervision to Masters-level counseling students using online platform (Adobe Connect) with a fellow doctoral student and faculty supervisor using core competencies identified by CACREP
- Provided instruction to meet core competencies in counseling to Masters-level counseling students
- Engaged in collaborative dialogue via discussion boards in didactic courses on select counseling topics (e.g. ethics, professional identity, diagnosis/assessment, multiculturalism and social justice, psychopharmacology, treatment planning, etc.)
- Implemented rubrics for grading of course room assignments and projects for 20 weeks in group counseling and internship

COUNSELING EXPERIENCE

Chief Executive Direction/Co-Owner
HER Village Foundation LLC, Douglasville, GA

Current

- Develops organizational structure, policies, and procedures for company operations and a staff of 1-4 employees
- Identifies and develops strategic goals for the fiscal year in five core areas including finance, marketing, clientele, services, and competitive analyses
- Develops marketing and promotional events and activities for prospective clients and contractors
- Identifies and cultivates partnerships with external agencies and organizations through applying for 2-3 contracts per year with the state procurement office
- Creating 2-3 initiatives to provide counseling to school recipients of title I funds
- Conducts onboarding and training of contractors and employees
- Develops the residency program for Masters-level graduates pursuing licensure

Counselor
Step-By-Step USA Inc.

Current

- Provides individual and group therapy to individuals receiving substance abuse and mental health treatment using a person-centered and trauma informed approach
- Develops treatment and safety and crisis response plans for 12-16 clients
- Assists in utilization reviews and insurance reviews by completion of ASAMs' to recommend appropriate levels of care for clients

- Assists in the coordination of care and case management for clients to alleviate the presence of environmental and life stressors that complicate treatment
- Completes clinical documentation and assists with the maintenance of client files

Counselor

Current

Pyramid Healthcare Inc., East Stroudsburg, PA

- Provides individual and group therapy to individuals receiving substance abuse treatment for 8-10 clients
- Assists in utilization reviews and insurance reviews as needed by completion of ASAM's to recommend appropriate levels of care for clients
- Creates specialty groups that address trauma, grief and loss, and mood disorders
- Provides coverage for additional services needed in the facility
- Completes clinical documentation and assists with the maintenance of client files

Interim Clinical Director/Therapist

2020

OneSource Learning and Development Center Inc., Stone Mountain, GA

- Assisted in the development of policies, and procedures for company operations for 25-30 employees
- Assisted in training and professional development of 5-7 therapists and 20 family resource specialists
- Conducted onboarding of 4-5 contractors and employees
- Conducted intake and processing of 6-8 referrals daily for services
- Conducted parental fitness assessments and biopsychosocial assessments for prospective clients
- Developed the policies and procedures for the juvenile residential facility
- Assisted in the development of the mentoring initiative for juvenile offenders and re-entry
- Assisted in developing partnerships with the public school systems in Dekalb County and coordinating mental health services to improve educational outcomes for at risk-children
- Provided individual and family therapy for a caseload of 10 children, adolescents, and adults

Family Intervention Specialist

2020

Youth Villages, Atlanta, GA

- Conducted pre-admission assessments and risk-trauma assessment for 4-5 families per month
- Developed comprehensive treatment plan, safety plan, and discharge plan for a caseload of 3-5 families every two weeks
- Conceptualized clients and families using Collaborative Problem Solving (CPS) 2-3 per week
- Identified and Incorporated Individual/Family Strengths in Treatment using comprehensive treatment summaries
- Provided individual and family counseling and crisis management and response to 5-8 at-risk youth and families
- Assisted in identifying referral sources for aftercare services of at-risk youth and families

Resident Psychotherapist

2016

Heartwork Counseling Center, Atlanta, GA

- Provided individual, family, and couples counseling for a caseload of 10 clients
- Completed treatment and safety planning for weekly for 10 clients
- Provided referrals for continuity of care and collaboration for clients within 5-7 days of discharge
- Completed intakes and class A assessments for new referrals
- Developed and participated in monthly marketing and advertisement opportunities

Counselor and Assessor

Ducere Investment Group, Forest Park, GA

2016

- Developed and implemented individual service plans for a caseload 10-15 clients
- Provided comprehensive biopsychosocial assessments and risk assessments for a caseload 10-15 clients and families
- Prepared weekly written diagnostic assessments and initial diagnostic impressions for a caseload of 10-15 clients
- Processed referrals for potential clientele and level of care

Qualified Mental Health Professional

- Family and Youth Foundation Services, Newport News, VA 2015
- Developed and implemented individual service plans for a caseload of 5-7 clients and families
 - Coordinated psychosocial and therapeutic groups for 3-4 clients weekly targeting life skill development and mental health
 - Advocated for clients in legal proceedings monthly by attending court hearings and team meetings
 - Provided individual counseling and support services for a caseload of 5-7 clients and families

Behavioral Counselor

- Hampton-Newport News Community Services Board, Hampton, VA 2015
- Developed and implemented weekly individual service plans for 8-10 at-risk students in the public school system
 - Provided weekly individual counseling and support services for 8-10 at-risk students
 - Coordinated weekly therapeutic groups for 3-4 students targeting problematic behaviors, adaptive coping and regulation skills, and social skill development
 - Processed referrals for prospective clients

PROFESSIONAL AFFILIATION

Chi Sigma Iota (CSI)	2015-Present
Professional Development Committee (CSI)-Chair	2018-Present
American Counseling Association (ACA)	2014-Present
Association of Counselor Educators and Supervisors (ACES)	Present
Southern Association of Counselor Educators and Supervisors (SACES)	Present
National Council of Negro Women	Present
Zeta Phi Beta Sorority Incorporated	Present
Mediterranean Region Counselors Association-President	Present
Restorative Justice Committee-Chair	Present
Re-Entry Committee-Chair	Present

PROFESSIONAL LICENSES/CERTIFICATIONS

Associate Professional Counselor (APC) Georgia	2020
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PROFESSIONAL PRESENTATIONS/CONFERENCES

Association of Black Sexologists and Clinicians (ABSC) "Black Sexuality and Relationships"	2018
Association of Black Sexologists and Clinicians (ABSC) "International Lecture Series"	2018
Association of Black Sexologists and Clinicians (ABSC) "Roundtable Series"	2019
Association of Black Psychologists (ABPsi) 51 st Annual Convention	2019

INTERNSHIPS

Global Internship of Forensic Research, Richmond, VA	2015
<ul style="list-style-type: none"> • Conducted research on the risk-needs-responsivity model • Identified responsivity factors for recidivism in sex offender treatment programs • Evaluated treatment effectiveness and alternative practices for prison reform 	
Christian Psychotherapy Services, Chesapeake, VA	2015
<ul style="list-style-type: none"> • Conducted diagnostic interviews for eligibility and assessments • Administration and interpretation of psychological assessments • Completion of diagnostic reports 	
Indian Creek Correction Center, Chesapeake, VA	2014

- Provided substance abuse counseling and brief solution focused therapy
- Completion of service documentation and referrals
- Assessed eligibility for additional services

OTHER EXPERIENCE

House Supervisor

CHRIS180, Atlanta, GA

2017-2018

- Oversaw program operations including direct support for a program of 4-5 adolescent males
- Trained and coached 7 supervisees on policy, procedure, and direct support duties
- Coordinated training opportunities and performance evaluation for 7 employees
- Developed programs and activities, coordination of groups, and life skill development for a program of 4-5 adolescent males
- Adminstrated and interpreted assessments (CANS, CAFAS, Casey Life Skills) monthly for 1-2 new admits and monthly for current clients
- Provided direct support, crisis intervention, and coordination with external agencies (DFCS, DDJ, MAAC)

Program Supervisor

Devereux Advanced Behavioral Health, Kennesaw, GA

2015-2017

- Oversaw program operations including direct support for a program of 30 adolescent males and females including CSEC clients
- Trained and coached supervisees on policy, procedure, and direct support duties
- Coordinated training opportunities and performance evaluation for 12-14 employees
- Collaborated with medical and behavioral departments for continuity of care
- Implemented PBIS groups weekly targeting pro-social skill development for adolescent males and females
- Provided weekly direct support, crisis intervention, and implementation of individual service plans for adolescent males and females

Case Manager

The Genieve Shelter, Suffolk, VA

2015

- Conducted screening and assessment for four families that were victims domestic violence
- Developed and implemented individual service plans for four families over 6 months
- Provided strengths-based and risk assessments for four families over 6 months and prior to discharge
- Coordinated housing and employment services to parents weekly for 6 months
- Completed intake assessments for prospective clients monthly