Marena Works

Marena Works, MSN, MPH, RN



Carson City, NV 89701

January 22, 2019

Linda Ritter Consulting 4250 Hobart Road Carson City, NV 89703

Dear Ms. Ritter,

I was excited to hear about the recruitment for Storey County Manager. My professionalism, work ethic, county/city management background and experience in cross disciplinary roles make me an ideal candidate for this position.

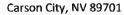
I am well prepared for the challenge of serving as Storey County Manager. As director of Carson City Health and Human Services I was able to expand the human services division to include workforce development, add prevention programs and integrate the health department into the community by building collaborative relationships with community partners during one of the worst economic recessions. The health department at the time suffered from low morale and I spent time building rapport with my team, encouraging a positive atmosphere and relating our jobs back to the purpose; I am committed to having the best team and seeing value in my staff, even when they don't see it in themselves.

Spending a year and a half in the City Manager's office broadened and enhanced my experience by adding to my responsibility over 500 full time employees and a 120-million-dollar plus budget. When the City Manager unexpectedly retired five months later I had a large learning curve to manage a consolidated City-County operation. I stepped up to this challenge and learned a lot from others during the process. I was able to move forward with a preliminary medical marijuana ordinance and the passing of a 1/8 cent sales tax for infrastructure projects while concurrently negotiating with the elected officials to be sure the projects included a new animal shelter.

In my current position with Nevada Health Centers, we contract with the Studer Group® who partners with organizations to build a sustainable culture that promotes accountability and fosters innovation using Evidence-Based Leadership [EBL]. I have benefited greatly with this relationship which has continued to improve my skills in coaching and developing employees in my department. This partnership has encouraged me to look for ways to motivate and encourage leaders to perform at their highest level. Furthermore, I take time to recognize performance, let the employee know they are valued and appreciated, and strive to build a work environment that connects the heart and mind.

This past year I had the opportunity to contract with the Alliance for Innovation. This group wrote a Playbook that is used to teach small government bodies, such as cities and counties, how to be innovative within their areas. This group was subsequently asked by the Public Health National Center for Innovations to write the Playbook with a public health focus and I was hired to find examples of public health innovations across the country. This unique experience assisted in broadening my

Marena Works, MSN, MPH, RN





knowledge with respect to community innovations, and encouraged me to view challenges from novel viewpoints, a skill I was able to carry over into other aspects of my work.

My ambition is to be part of a high performing local government and connected to a smaller community rather than a large urban area. I perform best in a region where I can develop personal connections and integrate into the people and culture, and I especially feel a rapport with Storey County. When I am not at work, I am often hiking or walking dogs, volunteering and generally enjoying outdoor life which makes Storey County perfect for my life-work balance.

As a hard, independent worker with a strong background in city and county governance, I would bring energy, enthusiasm and skill into this position. The requirements of the Storey County Manager position align with both my experience and my career goals. This opportunity would allow me to not only better myself, but to allow Storey County to thrive by applying the skills and background to bettering this community. I would be very pleased to meet and discuss my qualifications further at your convenience. Thank you very much for your time consideration of my application.

Sincerely,

Marena Works

marina Works

County Manager

EMPLOYMENT APPLICATION

An Equal Opportunity Employer

Name		erection pres		make appropriate arrangements. January 10, 2019
Address	Wareha E Works		Batt	January 10, 2019
City Carson City		Sta	te <u>Ny</u> Zip (Code 80701
Telephone(s) Hom	c	el		Work
	renalworks@gmail.c			
Position Applied for:Co				
How did you hear about this po		nent 🗆 W	alk-In KReferral (1	by whom?) Stan Jones
				- Marine
If offered employment, when c	an you be available to begin	n? W	vithin 30 Days	
What type of employment will	you accept?	□ Full-Ti	me □ Part-T	ime Temporary
Will you be available for shift	work?	***************************************	************************************	
Will you be available to work v	weekends and/or holidays is	f necessary?	***************************************	□ Yes □ No
Have you been given a job des	cription or had the requirem	nents of the	job explained to you?	□ Yes □ No
Do you understand the job requ	nirements?			□XYes □ No
Can you perform the requireme	ents of this job with or with	out reasonal	ble accommodation?.	⊠Yes □ No
To qualify for employment, apjob announcement. If offered e				
After an offer of employment, of States?				
List other names, if any, you ha	ive used. Marena L	Macera		
EDUCATION RECORD				
Did you graduate from high sel	nool or receive a GED certi	ficate?		DXYes □ No
School Name	Location	Hours Earned	Diploma, Degree, o Certificate	
Business/Technical/Vocational				
2.				
College/University (Undergraduate) 1.UNR	Reno, NV	62	BSN	Nursing
2. WNC	Carson City, NV	60	AS	General Studies
Graduate School UNR	Reno, NV	63	MSN/MPH	Public Health & Nursin

LICENSES (Optional, unless required for the position for which you are now applying.) List current licenses, certifications, or registrations required for the position for which you are ap	oplying. Indicate types, state
license numbers, and expiration dates.	
Answer only if position requires.	
Do you possess a valid driver's license?	Dt Yes □ No
If so, license expiresClass Restrictions (if any)	
For positions that require typing: I certify that I can type at a speed of WPM.	
In addition to English, list any other language abilities you possess.	••
Verbal fluency in	
Written fluency in	
List any special skills you possess and/or equipment or office machines you can operate.	
Microsoft Office; various HR web or cloud based systems	
Microsoft Office, Various Firt Web or Gloud based Systems	
OTHER INCORMATION	
OTHER INFORMATION	
Have you ever been disciplined in your employment related to workplace violence?	□ Yes □ No
If yes, please explain.	100 4110
Do you presently use illegal drugs?	
Have you ever been employed by Storey County?	□ Yes ঢ় No
If yes, please provide the following information:	
DepartmentPosition Title	
Dates of EmploymentReason for Separation	
Are you related to anyone who is currently employed by Storey County?	□ Yes 👿 No
If yes, please provide the following information:	
Related person's nameDepartment	
Relationship	

YMENT HISTORY		
ing. Describe your most recent position first; then li arate block for each position, even if with the same	st other positions in employer. Use addit	order held, beginning with the most recent.
contact all employers listed? (Attach a list of	fany exceptions w	ith an explanation.) 🛮 Yes 🗆 No
mployer Nevada Health Centers	Present Position	Director of Clinical Services
3325 Research Way	From (Mo/Yr)	Jan 2017 To (Mo/Yr) Present
Carson City	X Full-Time (30-	+ hrs/wk)
NV Zip Code <u>89706</u>		Salary Salary
	_	
r Leaving Still employed		
University of Nevada, Reno	Position	Instructor
1664 Virginia Street	From (Mo/Yr)	Aug 2018 To (Mo/Yr) Present
Reno	□ Full-Time (30-	3
NV Zip Code 89557		Salary
uties		
r Leaving Still employed; working cond	currently with No	evada Health Centers
Nevada Health Centers	Position	Director of Operations, north
Nevada Health Centers 3325 Research Way	Position From (Mo/Yr)	Director of Operations, north May 2015 To (Mo/Yr) Dec 2016
2000 M		May 2015 To (Mo/Yr) Dec 2016
3325 Research Way	From (Mo/Yr)	May 2015 To (Mo/Yr) Dec 2016
	ng. Describe your most recent position first; then lighted a rate block for each position, even if with the same is such as "See Résumé" in place of completing this is contact all employers listed? (Attach a list of imployer Nevada Health Centers 3325 Research Way Carson City NV Zip Code 89706 r's Name/Title Ali Shahin, MD, CMO uties responsibility for staff training throughed anage department budget; grant owne r Leaving Still employed University of Nevada, Reno 1664 Virginia Street Reno NV Zip Code 89557 r's Name/Title Roy Oman, Associate Department of the consible for all aspects of teaching CHS	

EMPLO	YMENT HISTORY
are applyin Use a sepa	formation regarding all paid, military, and volunteer work and how it may be related to the position for which you ng. Describe your most recent position first; then list other positions in order held, beginning with the most recent wrate block for each position, even if with the same employer. Use additional sheets if necessary. Do NOT use such as "See Résumé" in place of completing this section.
May we c	contact all employers listed? (Attach a list of any exceptions with an explanation.) Yes No
Present En	aployer CC Senior Citizens Center Present Position Director
Address	911 Beverly Street From (Mo/Yr) Jan 2015 To (Mo/Yr) May 2015
City	Carson City
State	NV Zip Code 89706 Salary Salary
Related Du Direct senior	Telephone Nick Marano, City Manager Telephone
Reason for	Leaving To accept the position with Nevada Health Centers
Employer	City of Carson City Position Deputy City Manager
Address	201 N Carson Street From (Mo/Yr) May 2013 to Dec 2014
City	Carson City ☐ Full-Time (30+ hrs/wk) ☐ Part-Time (<30 hrs/wk)
State	NV Zip Code 89701 Salary
Related Du Direc Senic buildi	Nick Marano, City Manager/ Larry Werner Telephone atties et oversight of the Health Department, Community Development, Information Technology and cor Center. Assisted with all aspects of City operations including union negotiations, relationship ing and trouble shooting with elected officials. Leaving Requested by the City Manager to fill the Senior Center role to realign the center
Employer	City of Carson City Position Interim City Manager
Address	201 N Carson Street From (Mo/Yr) Dec 2013 To (Mo/Yr) June 2014
City	Carson City ☐ Full-Time (30+ hrs/wk) ☐ Part-Time (<30 hrs/wk)
State	NV Zip Code 89701 Salary \$125,000
Related Du Top empl Appo	appointed executive in the City reporting to the Board of Supervisors, responsible fo rover 500 full time loyees and 100 part time employees; responsible for an annual budget of 120M. ointed for the interim position at the request of the Mayor
Consoli 101	LeavingTo step back into the Deputy CM position

EMPLOYMENT HISTORY
Provide information regarding all paid, military, and volunteer work and how it may be related to the position for which you are applying. Describe your most recent position first; then list other positions in order held, beginning with the most recent. Use a separate block for each position, even if with the same employer. Use additional sheets if necessary. Do NOT use references such as "See Résumé" in place of completing this section.
May we contact all employers listed? (Attach a list of any exceptions with an explanation.) 🗵 Yes 🗆 No
Present Employer Carson City Health & Human ScyPresent Position Director
Address 900 E Long Street From (Mo/Yr) June 2008 To (Mo/Yr) May 2013
City Carson City Display Full-Time (30+ hrs/wk) Display Part-Time (<30 hrs/wk)
State NV Zip Code 89706 Salary
Supervisor's Name/Title Larry Werner, City Manager Telephone (775) 887-2100 Related Duties Direct responsibility to carry out NRS directives for a county human services program, public health nursing, environmental health and animal services. Manage state and Federal grants and responsible
for disease prevention and control in Carson City and Douglas County.
Reason for Leaving Request by City Manager to step into the Deputy City Manager role
Employer Carson City Health & Human Services Position Community Health Program Manager
Address 900 E Long Street From (Mo/Yr) June 2005 To (Mo/Yr) June 2008
City Carson City
State NV Zip Code 89706 Salary
Supervisor's Name/Title Daren Winkelman Telephone () unknown Related Duties Responsible for developing the clinic services of the public health department. Secured grants to expand the program from immunizations only to wide range of community health nursing services.
Reason for Leaving
Employer Carson City School District Position Chief School Nurse
Address 1111 Saliman Street From (Mo/Yr) Oct 1999 To (Mo/Yr) June 2005
City Carson City
State NV Zip Code 89701 Salary Salary
Supervisor's Name/Title Ruth Aberasturi (deceased) Related Duties Responsible for the health of the students in the district, policy development and ensuring compliance with State and Federal laws in regards to student health screenings, individualized education plans and emergency preparedness.
Reason for Leaving

Employe	er	Position	
Address	-	From (Mo/Yr)	To (Mo/Yr)
City		☐ Full-Time (30+ hrs/wk)	Part-Time (<30 hrs/wk)
State	Zip Code		Salary
Supervis Related	sor's Name/Title Duties	Tele	phone ()
Reason i	for Leaving		
REFER	RENCES	5	
Name _	Stacey Giomi	Phone#	
Address	2777 Ash Canyon Rd. Carson City	89703 rsgiomi(@gmail.com
Name _	Bob Crowell	Phone#	
Address	201 N Carson Street Carson City 8	39701 bcrowell	@carson.org
Name _	Melanie Bruketta	Phone#	
Address	201 N Carson Street Carson City 8	9701 mbruketi	ta@carson.org
include s employn - Duri	rate below any other information that would be he significant accomplishments, previous career high ment application. Ing the 2009 H1N1 flu pandemic, I would be here. The part of the second in the pandemic of the pandemi	nlights, or any other relevant infor orked with Assemblywoma	mation that is not requested in this an Bonnie Parnell to draft legislation
- I sec	cured a grant through the Robert Woo	od Johnston Foundation to	o implement a cross jurisdictional
sharin	ng arrangement with Douglas County	and Carson City for envir	onmental health services
- I ha	ve completed courses toward my Pu	blic Management certifica	te
- Nev	vada Alumni Association Professiona	Achievement award in 2	013
	mitted a successful proposal to the Cer in their 1/8 cent sales tax initiative	Carson City Board of Supe	ervisors to include a new animal
	gotiated electrical and other grounds sufficient infrastructure to hold the 20		rk and Fairgrounds so there would

ACKNOWLEDGMENTS

Please READ ALL of	f the following statements and INITIAL EACH of the lines to indicate you have read and u	nderstand
	. If you have any questions, contact Storey County Human Resources Department at (775)	

All offers of employment and all information regarding compensation and other terms and conditions of employment will be made in writing. Verbal statements may not be relied upon.

This application is the property of Storey County and will become part of my personnel file if I am hired.

I authorize Storey County to contact any employer or individual that I have listed on my employment application and/or résumé or mentioned during job interviews to obtain from them any relevant information regarding my previous employment, military service, criminal history, characteristics or traits necessary for job performance, or other relevant qualifications for employment and/or continued employment with Storey County. In addition, I authorize Storey County to conduct a background search which includes criminal history and military history. In addition, if the position for which I am applying requires driving a vehicle, I authorize Storey County to conduct a Department of Motor Vehicles (DMV) search. If the position for which I am applying involves contact with minors or with any persons having diminished capacity to care for themselves, a search of government sex offender registries may be conducted. I further authorize Storey County to contact any institution and/or licensing authority to verify my possession of education, licenses, and/or certificates which may qualify me for employment.

In exchange for Storey County consideration of my employment application, and/or any continued employment with Storey County, I authorize anyone possessing information to furnish it to Storey County upon request, and I release the organizations and all individuals providing the information or acquiring the information, including Storey County, from all claims, liability, and damages whatsoever claimed to be related to furnishing, obtaining, or using said information. This release applies to, but is not limited to, claims for defamation, libel, slander, infliction of emotional distress, and interference with current or prospective economic relations.

I further understand this consent will apply during the entire course of my employment with Storey County should I obtain such employment. I understand and agree this consent shall remain in affect indefinitely.

I hereby certify that all statements made in this application are true. I understand that any false statement of material facts herein may cause forfeiture on my part of all rights to any employment with Storey County. I understand that any misrepresentation, falsification, or material omission of information may result in my failure to receive an offer, or if I have been hired, in my dismissal from employment regardless of length of employment. I understand that neither this document nor any offer of employment from Storey County constitutes an employment contract unless a specific contract document to that effect is executed. I agree to undergo any job-related physical examination and drug screening upon conditional offer of employment. I further understand and agree that this paragraph applies to any information supplied by me at a later date as part of this application.

Additionally, my signature below certifies that the information provided is true and correct to the best of my knowledge.

Signature of Applicant Morena Works Date 1-23-2019

NOTE: This Page **MUST** have original initials and signature. Photocopy or typed versions not acceptable.

Marena Works, MSN, MPH, RN, CNS-BC

Carson City, NV 89701

Leadership Profile

Accomplished and awarded community minded professional, passionate about serving customers and energizing the workforce to carry out a designated mission while maintaining integrity of programs designed to support thriving, action-oriented initiatives throughout the greater community. Broad range of interest and experience in public and private sectors. Exceptional communication and relational skills with a successful tenure serving in local city and public service capacities.

Leadership Strengths

- Community Outreach & Relationship Development
- Cross-Functional Leadership Collaboration
- Employee Relations & Retention
- Establish & Build High-Performing Teams
- 10 Years' Experience as a Senior Level Director

Executive Communication & Presentation Skills

- P/L & Performance Improvement
- Youth Program Leader

Licenses & Certifications

- Registered Nurse, NV RN27147
- Board Certified by the American Nurses Credentialing Center for Advanced Public Health Nursing
- ICS (Incident Command System) 100, 200, 700, 800.B, 00808

Professional Experience

University of Nevada, Reno Letter of Appointment Instructor

2018-Present

Teach in person and on-line Introduction to Community Health Sciences

Public Health Consultant

2017-Present

Under contract with the Alliance for Innovation to adapt their Innovation Academy Playbook for a public health audience.

Nevada Health Centers (NVHC)

2015 - Present

Nevada Health Centers (NVHC) is a non-profit, Federally Qualified Health Center (FQHC).

Director of Clinical Services2017 - Present

- Own direct oversight and responsibility for medical assistant staff development throughout the organization; 125 medical assistants.
- Developed and managed departments registered nurse program.
- Manager of clinical services department budget.
- Developed an employee health program including best practices for employee immunization and TB control.
- Grant manager of agencies Title X Family Planning grant.
- Policy and procedure development and update for all sites
- Promote positive relationships between medical assistants and providers within the organization.

- Own direct oversight and responsibility for opening and launching 2 health clinics in October 2015, while maintaining the integrity of the annual operating budgets for 10 separate clinics representing \$6.5M, and implementing the 317 vaccine program throughout the entire organization.
- Manage and mentor a staff of 75 in maintaining leadership accountability for 2 of the 3 facility hubs, while establishing a Medical Assistant Training Program, ensuring enhanced skills competency throughout the organization.
- Served as a leading contributor to writing the Title X Family Planning grant, representing a value of \$189K, granted in September 2016.



Senior Center Director Carson City, Nevada2015

- Developed and managed all Department goals, policies and staffing initiatives for Carson City, while representing the 501c3 Senior Center throughout the Carson City Departments and the greater community, increasing awareness of the programs that were offered and supported by more than 150 volunteers.
- Prepared and managed grants and reports maintaining compliance requirements, while collaborating with leadership in establishing the annual operating budgets of the General Fund of \$600K, and \$500K for the 501c3 from the Carson City Question 4 Senior Citizens tax fund, and the Carson City Senior Citizens Center, Inc., 501c3 non-profit account.
- Enacted a customer friendly environment by reducing or eliminating oppressive policies and unnecessary fees.

Provided policy oversight and organization leadership for City departments in the administration of the day to day operations; functioned in the role of Chief of Staff

- Collaborated and facilitated the development and implementation of the City's strategic plan, which included partnering with the Finance Director in defining and managing the \$120M annual budget, recognizing an allocation of \$60M towards enterprise funds and grants.
- Managed, directed and maintain leadership oversight of the City's labor relation programs, policies and procedures, with the Finance Director and Human Resources Director, and maintaining trusted relationship with 7 individual employee
- Owned direct responsibility for planning and carrying out the 2014 Nevada Sesquicentennial Fair, which included management of more than 100 volunteers, working together to host an estimated 21,000 attendees.

Interim City Manager 2013 - 2014

Top appointed executive in the City reporting to the Board of Supervisors, responsible for over 500 full-time employees and 100 part-time employees

- Collaborated with the City's Management team in developing and recommending adoption of the annual budget of \$120M representing \$60M for the General Fund and \$60M for the grant/enterprise while accelerating the implementation of the infrastructure & resource plans.
- Established and presented a 1/8 cent City ordinance as a sales tax to build a new animal services facility, multipurpose athletic center and corridor improvements. This was approved in April 2014.
- Petitioned for and received \$170K in funding from the Redevelopment Authority for allocation to capital improvements at Fuji Park and Fairgrounds, which was applied towards lighting, safety, and updating electrical infrastructure, enabling the facility to host a 5-day fair and improving the City's ability to market other events at the Park and Fairgrounds.

Carson City Health and Human Services......2005 - 2013

Divisions included Human Services, WIC (Women, Infants and Children), Animal Services, Disease Investigation, Chronic Disease Prevention, Nursing and clinic Operations, Public Health Preparedness, Jail and Juvenile Health and Environmental Health; Managed 25 grants for the department

- Managed and mentored a staff of 35 full-time and 20 part-time employees, while maintaining integrity of the \$4.5M budget, which is represented as \$2.5M of General Fund and \$2M in grants along with collaboration with the Nevada State Health Division to ensure funding for public health programs, further expanding services into two adjoining counties for public health preparedness.
- Direct responsibility to carry out NRS directives for a county human services program, public health nursing, environmental health and animal services.
- Prepared the Health Department for accreditation, proving instrumental in being accepted as a beta-test site for the Public Health Accreditation Board (PHAB), and completed the first comprehensive Community Health Assessment and Community Health Improvement plan for the department.
- Instrumental in securing the Title X Family Planning grant directly from the Federal Office of Population Affairs
- Drove the application process, and was co-awarded a Cross Jurisdictional Sharing Grant through the Robert Wood Johnson Foundation. We were 1 of 16 Health Departments nationally to share in this funding.
- Partnered with a local citizen in writing a proposal to change legislation allowing for the training of EMT's to administer influenza vaccines during the 2009 H1N1 pandemic. This Bill was sponsored by Assemblywoman Bonnie Parnell and passed during the next session.

Community Health Program Manager/ Clinical Nurse Specialist 2005 - 2008

- Owned accountability for the Clinic Operations of the Carson City Health Department which included organizing and participating in annual County emergency preparedness exercises, and Points of Distribution (POD) flu clinics, vaccinating more than 5,000 individuals in a single, 4-hour period.
- Controlled grant budgets and compliance standards, while supervising 8 clinic employees, and ensuring alignment with all HIPPA compliance regulations and Federal grant guidelines.
- Registered Nurse duties plus developed the health department immunization program and various clinical services.

Hospice in home care; Carson Tahoe Hospital pediatrics; Carson City School District School Nurse and Chief School Nurse

Formal Education ___

- Masters of Nursing & Masters of Public Health (MSN/MPH) University of Nevada, Reno Master's Thesis: Meeting the Goals for Healthy People 2010: The Significance of Campus-Based Health Centers and Their Role in Promoting the Health of Community College Students
- Bachelor of Nursing (BSN) University of Nevada, Reno

Presentations ___

- 2016Presentation to Carson City Rotary. Wellness in the Workplace, an Overview.
- 2015Center for Sharing Public Health Services in-person Team Meeting Plenary Presentation. Efficiency, Effectiveness and CJS: Reflections from the Field. Charlotte, North Carolina.
- 2014Conference speaker at Carson City Health and Human Services Development Conference: Consider A Culture of Health in All Policies
- 2013Nevada Health Rankings Conference speaker on the current rankings of Carson City.
- 2011Key Note Speaker, University of Nevada, Reno School of Community Health Sciences MPH hooding ceremony.
- 2008Poster Session, Nevada Public Health Association Annual Meeting. The Significance of Campus-Based Health Centers and Their Role in Promoting the Health of Community College Students
- 2008Speaker for Nevada Immunization Learning Exchange (NILE)

Current Professional Memberships ___

- Member...... UNR School of Community Health Sciences Advisory Board
- Member...... Carson Tahoe Regional Health Care Audit and Compliance Committee
- Member...... Carson Tahoe Regional Health Care Community Benefits Committee
- Member......Nevada Nurses Association
- Member..... Nevada Medical Group Management Association
- Member......American Public Health Association and Nevada Public Health Association
- Member.....Sigma Theta Tau Honor Society of Nursing

Awards and Honors ____

- 2013University of Nevada, Reno Alumni Association Professional Achievement
- 2012Graduate of Carson City Chamber of Commerce Leadership program
- 2012.....Outstanding Medical Reserve Program
- 2011National Association of City and County Health Officials Survive and Thrive Fellow
- 2010Graduate of Great Basin Public Health Leadership Institute
- 2007 Nevada Agricultural Foundation Leader of the Year