

BOARD OF EDUCATION OF HARFORD COUNTY

INFORMATIONAL REPORT

DECISION ON RECOMMENDATION OF CANDIDATE FOR AUDIT COMMITTEE

August 18, 2014

Background Information

The Audit Committee Charter provides for a five member Audit Committee which provides financial oversight for the Board of Education. The committee consists of two board members and three citizens of Harford County. Citizen members serve staggered three year terms and may not serve more than two consecutive full terms. The Board appoints a new committee member upon the vacancy of any of the citizen members.

Discussion

As of June 30, 2014, Mr. Joseph Lambdin completed his term thus creating a vacancy for a citizen member of the committee. In July 2014, after advertisement, candidates were interviewed by Ms. Jennifer Birkelien, Internal Auditor, Mr. Rick Grambo, Board Member and Mr. James Thornton, Board Member to fill the vacancy created by the term expiration of Mr. Lambdin. Mr. Richard Calvert was offered and accepted the vacant position on the Audit Committee in July 2014.

Attachment

1. Biographical sketch.

Superintendent's Recommendation

It is recommended that the Board approve the appointment of Mr. Richard Calvert to the Audit Committee to serve a term that expires June 30, 2017.

RICHARD C. CALVERT

PROFESSIONAL PROFILE

Enthusiastic, highly motivated, and versatile financial executive with extensive experience in all aspects of finance, budgeting, strategic planning, financial analysis, project management, and financial statements preparation. Excellent organizational, oral and written communication skills. Creative and innovative management professional with PC based and Mainframe computer systems knowledge. Thrives in a challenging and changing environment. Committed to a lifetime of learning. Will do what it takes to get the job done while improving the bottom line.

SELECTED ACCOMPLISHMENTS

- Obtained an A credit rating from Fitch - one of 25 senior living facilities in the entire country
- Negotiated contracts with MD State Department of Education (MSDE), and MD Department of Health & Mental Hygiene (DHMH), which resulted in increases in revenue of over 40%.
- Changed financial processes and reduced expenses to come in under budget by 15%

PROFESSIONAL EXPERIENCE

Treasurer (CFO) 2004 – 2012

Charlestown – continuing care retirement community (CCRC) serving approximately 2,200 residents

- Obtained an A credit rating from Fitch - one of twenty five CCRCs in the entire country
- Improved contribution margin within two years by over 20%

Controller 2001- 2004

Southern Maryland Hospital – 258 bed acute care hospital

- Implemented new processes to achieve departmental goals while increasing quality and reducing expenses by bringing annual tasks in house that were previously outsourced.
- Assisted physicians and department heads in meeting their productivity standards to become more efficient by implementing new charging mechanisms to optimize reimbursement.

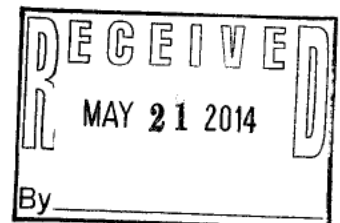
Director of Finance (CFO) 1999 – 2001

Good Shepherd Center – 105 bed residential treatment center including a level V & VI school

- Negotiated contracts with state and federal funding /placing agencies, resulting in increases in revenue of over 40%
- Informed the board about the current and long term financial status of the organization including making recommendations in order to meet the goals of the strategic plan.
- Researched working capital and construction loan agreements with financial institutions in order to facilitate best practices and competitive rates.
- Increased insurance coverage to minimize risk
- Evaluated information systems and made recommendations to meet current and future regulations including Health Insurance Portability and Accountability Act(HIPAA)
- Created and introduced new process in the finance department to make it more efficient and productive resulting in reduction of staff without sacrificing quality.

Director of Accounting Services 1998 – 1999

Kernan Hospital – 152 bed rehabilitation hospital



PROFESSIONAL EXPERIENCE - Continued

- Planned and organized implementation of new general ledger, materials management, and accounts payable systems to become Y2K compliant.
- Improved communication within the finance department and throughout the organization by providing monthly reports resulting in an increase in accountability and productivity.

Director of Budget & Reimbursement 1995 – 1998

Church Home & Hospital - part of Helix System

216 bed (acute & sub-acute), 121 bed skilled nursing facility (SNF), and 100 bed retirement home

- Developed forecasts and models to evaluate future trends and needs of the organization.
- Analyzed information and made recommendations in re-engineering the entire Helix Health System with the goal of reducing expenses by \$30 million without sacrificing quality.
- Represented Church Hospital within the Helix System for directing and balancing the \$600 million operating budget and the \$27 million capital budget.

Director of Finance & Information Systems 1993 – 1995

Deaton Specialty Hospital and Home – 180 bed chronic hospital & 180 bed SNF

- Reduced operating expenses by negotiating contract for outsourcing dietary, housekeeping, maintenance, and laundry & linen.
- Introduced new budgeting system including a personnel position budget to control personnel resource management, to apply value added principal, become more efficient, and hold managers accountable.

Director: Finance, Budget & Reimbursement 1986 – 1993

Johns Hopkins Health System:

Johns Hopkins Medical Service Corporation – Large group practice specializing in managed care

Homewood Hospital – 260 bed hospital

Wyman Park Health System – 116 bed hospital, 21 freestanding clinics, & physician group practice

- Developed the incorporation of the strategic plan into the financial plan
- Designed a three year operating plan consisting of the creation of three separate corporations including a health maintenance organization (HMO).
- Analyzed case mix reports to determine which diagnostic related groups (DRG'S) were favorable vs. unfavorable and made appropriate recommendations to increase revenue.
- Calculated break – even point for managed care contract to strengthen financial position.

EDUCATION

M.A.

Management

College of Notre Dame

B.B.A.

Accounting

Westminster College

PROFESSIONAL ORGANIZATIONS

Past President of Maryland Chapter of Healthcare Financial Management Association (HFMA)

Past member of the national matrix of HFMA