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Larry Suffredin
Commissioner – 13th District
Cook County Board of Commissioners

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Chair
Legislation and
Intergovernmental Relations
Committee
Rules and Administration
Committee

Member
Criminal Justice Committee
Finance Committee
Litigation Sub-Committee
Health and Hospitals Committee
Homeland Security and
Emergency Management
Committee
Human Relations Committee
Pensions Subcommittee
Roads & Bridges Committee
Veterans Committee
Workforce, Job Development
and Training Committee
Zoning and Building
Committee

DATE: November 14, 2017

TO: Cook County Commissioners

FROM: Commissioner Suffredin

RE: Backup for November 15, 2017 Meeting of the Legislation and
Intergovernmental Relations Committee

Attached please find the backup material for the November 15, 2017 meeting of the
Legislation and Intergovernmental Relations Committee of the Cook County Board of
Commissioners.

Please contact me at 312-603-6383 if you have any questions.

The 13th District includes the following communities
49th & 50th Wards of the City of Chicago, the City of Evanston and the Villages of Glencoe, Kenilworth,
Lincolnwood, Morton Grove, Niles, Northbrook, Skokie, Wilmette, and Winnetka



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LYNETTE D. STOKES-WILSON, Ed.D.

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CAREER SUMMARY

More than 20 years of managerial, strategic planning and administrative management experience with an emphasis in the fields of education, social service, and behavioral health including design and implementation of professional development strategies.

EDUCATIONAL PHILOSOPHY

To stage an environment that fosters a commitment to providing quality education by engaging in passionate teaching techniques that not only promotes academic excellence, but inspires individual worth.

EDUCATION

Doctorate, Educational Leadership & Organizational Change - Roosevelt University
Master of Arts, Public Administration - Roosevelt University
Bachelor of Arts, Communications Management - Columbia College, Chicago

PROFESSIONAL EXPERIENCE

South Suburban College, South Holland, IL

2013- Present

Vice President of Academic Services

Provide academic support to faculty and students with responsibility for the maintenance of institutional standards for curriculum and instruction, instructional technology, faculty qualifications, and supervision of all college credit programs. Responsible for all accreditation programming for the college including the Higher Learning Commission (HLC), Illinois Community College Board (ICCB), and the Illinois State Board of Education (ISBE).

City Colleges of Chicago

2002-2013

Malcolm X College

Dean, Instruction (August 2010 – 2013)

Provided administrative leadership in all instructional and academic support systems within the college's credit programs. Responsibilities also included the development of the fall, spring and summer semester schedules for all general education course offerings; evaluation, development and support of all full-time faculty teaching within the general education disciplines, including non-tenure track faculty, post-tenure candidates, department chairs and other general faculty leaders and coordinators. Additional position duties included oversight of the institutional accreditation and assessment process as well as fiscal management of all general education departments. The position supervised a team of 8 department chairs, 8 clerical staff, one coordinator and 160 full and part-time faculty. Other duties as assigned by the college President and the Vice President of Academic Affairs.

Dean, Adult Education (November 2007 – August 2010)

Directed, managed and provided leadership in all instructional and academic systems within the non-credit Adult Education Program. Three administrative managers, one assistant dean, 18 support staff, 115 instructors and 30 satellite locations were under this umbrella. Duties included reviewing course descriptions and objectives to ensure that they were in compliance with the goals and objectives of the program. Recommended new hires, identified professional development needs and initiated disciplinary hearings as needed. Reviewed syllabi to ensure teaching and learning strategies that were identified maximized student learning outcomes. Provided fiscal management for six grants totaling 3.5 million dollars annually; also promoted the continuous improvement of instruction through teacher evaluations and classroom observations. Other duties as assigned by the college President and the Vice President of Academic Affairs.

Adult Education Manager (August 2007- November 2007)

Provided daily supervision to over 25 adult educators; researched ways to improve the adult learner's educational experience with the goal of promoting academic success; conducted teacher evaluations; monitored compliance with ICCB mandates;

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ensured ongoing team compliance with other state and federal funding sources; served as college liaison to eight off campus sites; monitored curriculum content, developed retention strategies, and assisted with registration initiatives.

Malcolm X College

Adult Educator (2005-2007)

Served as an instructor for GED preparation classes; courses taught included general studies with a concentration in Mathematics and Language Arts. The goal was to provide students with the necessary skills and understanding of information analysis, synthesis, and comprehension in order to increase proficiency in all areas of high school general studies in order to successfully master the GED standardized exam.

Harold Washington College

Adjunct (2002-2005)

Served as an adjunct faculty in both the Public Chauffeur and Foster Parent Training programs. Curriculum taught addressed professionalism and ethics in the workplace, personal and professional development strategies, and team building skills used in the workforce. Responsibilities also included ongoing consultation with lecturers to revise curriculum in order to meet the needs of the changing population of students, program goals and objectives. Also assisted with identifying strategies that addressed professional development needs of part-

Riveredge Hospital, Forest Park, IL

2000-2007

Director (January 2007 – August 2007)

Operations Manager (2006)

Assisted with all aspects of inpatient, partial hospitalization and residential registration services. Supervised triage services for the 210-bed behavioral health hospital including ensuring timely and comprehensive patient assessments and registration. Additional duties included staffing management, ensuring quality productivity, and promoting positive working relationships with patients, referral sources, physicians and other hospital departments. Also ensured departmental compliance with JCAHO accreditation standards and the Illinois Department of Human Services mandates. Assisted with interviewing, hiring, and training all new employees. Additional duties as assigned by the Medical Director.

Supervisor (2000-2006)

Supervised a team of mental health professionals who conducted preliminary screenings for clients in need of either in-patient psychiatric treatment or referral to a local mental health outpatient facility. Assessment criteria corresponded to the DSM-IV guidelines for behavioral health symptoms. Responsibilities also included assisting patients and family members with the understanding of Medicare, Medicaid and commercial insurance eligibility. Assessed patients' mental health status, identified preliminary mental health diagnosis codes and treatment expectations in order to complete insurance pre-certification process. Also identified staff training needs and referred staff to resources that addressed particular areas requiring performance improvement. Monitored staff outcomes to ensure department goals matched hospital mission. Facilitated weekly supervision with team members and made recommendations for ongoing performance improvement indicators.

School District 88, Bellwood, IL

Sept. 2001-June 2002

Substitute Teacher

Provided substitute teacher services for grades 3 through 8 that included review of homework assignments, classroom instruction and assignment grading.

Chicago State University

Internship – Assistant to the Executive Director of Development

Oct. – Dec. 2001

Developed hands on experience in the areas of strategic planning, information analysis and fiscal/personnel management. Tasks included developing a three-year strategic marketing plan which included identifying goals and objectives; setting timelines; assessing revenue projections based on program needs; development of a staff satisfaction survey; and coordination of a two-day staff retreat.

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Camelot Care Centers, Inc., Chicago

Jan. 2000 - Oct. 2001

State Director of Foster Care

Directed the operations and assured the licensing integrity of state foster care services in seven offices. Maintained an effective working relationship with the Department of Children and Family Services as well as with the Public Guardian's office; marketed foster care to both community referral sources and potential foster parents; assured that all internal policies and procedures complied with state law; selected, supervised and trained licensing representatives. Developed partnerships with other community organizations for the purpose of recruiting foster parents. Assisted the agency with the JCAHO accreditation process. Coordinated special fund development projects and was instrumental in collecting over \$10K annually in private donations.

Ada S. McKinley Foster Care & Adoption Services, Chicago

1993-2000

Training Coordinator, 1998 – 2000 (Appointed by division director)

Wrote agency's training curriculum for more than 500 foster parents to assist parents in providing medical, educational and basic parenting skills for their children; implemented professional development and training programs for more than 100 employees to enhance job performance; identified client and staff training needs through evaluations, observations and management requests; developed multi-faceted workshops to assist foster children with the transition into independent living, writing resumes and preparing for higher education. Assisted the agency with the accreditation process by monitoring data collection and documentation of evidence of compliance.

Recruitment Supervisor, 1995 - 1998 (Appointed by division director)

Supervised seven recruitment specialists and other team members who identified, licensed and counseled families and individuals desirous of becoming foster parents; prepared recruitment budgets and managed departmental cash fund; made recommendations for staff training and continuing education; conducted employee evaluations; identified, implemented and evaluated goals as it related to recruitment efforts. The recruitment program successfully recruited and licensed more than 200 families for adoption and foster care services over a two-year span. Goals were achieved through cultivation of relationships with community representatives, establishing recruitment calendars, and development of recruitment strategies based on target populations.

Recruitment Team Leader, 1993- 1995

Acted as liaison between recruitment supervisor and recruitment specialists, coordinated scheduling and recruitment activities; identified, screened and trained applicants in providing foster care services; made presentations to corporate employees, community organizations and social service agencies to recruit foster parents; identified resources to train prospective foster parents. Created promotional materials to recruit foster parents.

Mental Health Associate

Community Mental Health Council, Chicago

Nov. 1998 – Mar. 2000

Responsibilities included providing crisis intervention to 16-bed residential facility; consultation services to clients regarding independent living skills and interpersonal skills. Lead group sessions that promoted team building, peer interaction, stress management and coping skills. Monitored medication distribution and ensured clients complied with daily house chores and agency guidelines.

AWARDS

2014 – Women of Excellence Award- Chicago Defender Magazine
2009 Kathy Osterman Award – Outstanding Supervisor Finalist – City of Chicago
2005 Most Outstanding Doctoral Dissertation Award – Roosevelt University

LICENSES & CERTIFICATES

Kaleidoscope Leadership Institute - 2009
Wrap-A-Round Fund Training, Department of Children and Family Services (DCFS)
Team Building Training, DCFS

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Adolescent Behavior Management Training, DCFS
Foster Family Homes Examination - passed
Child Care Act Examination - passed
Child Safety & Risk Assessment Protocol Examination - passed
Child Welfare Licensure (March, 2000)
CPR Certification (April, 2008)
Type 39 Substitute Teaching Certificate (1991-1995 & 2001 – 2005)
Sexually Aggressive Children & Youth Training
Inter-ethnic Placement Act Training

PRESENTATIONS

Diversity Training

- Promoting Children's Cultural & Personal Identity © DCFS
- Common Misconceptions About Mental Illness in the African American Community

Higher Education

- Strengthening Our Community of Educators – 2014
- Using Service Learning to Enrich the Learning Experience – 2013
- Evaluation of Instruction: Making the Process Meaningful – 2013
- Bridging the Gap: Adult Education & Continuing Education, April 2008
- Adult Education : The Bridge to Career Pathways, December 2008
- Teaching Strategies for the Adult Educator 2002

Parental Development Training

- Foster Pride/Adopt Pride Parent Skills © DCFS
- Managing the Foster Care Experience © DCFS
- Working with Aggressive Youth: A Non-Physical Approach
- Providing Permanence to Children with Substance Exposure

Published Works

- Opening the Doors to Sports & Entertainment Law, Operation *PUSH Magazine*, 1993, Spring

Dissertation Topic

- Case Studies of Adults Who Were Former Foster Children & Their Perspectives Regarding Factors Within and Outside the Child Welfare System that Influenced Their Academic Success

Practicum Topic

- CTA Job-Site, 75th Street & Woods Avenue: The Dispute Over Minority Hiring

BOARD APPOINTMENTS

Junior Achievement of Chicago – South Cook Region – Board Member since 2014
South Metropolitan Higher Education Consortium – Chairperson for the Council of Chief Academic Officers - 2016