

# Phyllis C. Law

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## Professional Skills Summary

- **Advisory Group Management:** Extensive background in both state and local advisory group development, management, and participation that has included both executive-level and provider-level participants
- **Systems Leadership:** Strong inter-personal and planning skills that are utilized when developing systems leadership opportunities and strategic partnerships
- **Fund Management:** Strong background in state and federal fund disbursement and management including Request For Proposal development and management and grant monitoring
- **Innovative Visionary:** Excellent visioning, “big-picture” thinker that is also adept at focusing on details which creates innovative approach to project development and implementation

## Experience

**2009-present**      **EPISCenter at Penn State University**      **State College, PA**

### **Assistant Director & Communities That Care Consultant**

- **Training & Technical Assistance:** Became a PA Certified Communities That Care (CTC) Trainer to provide training and technical assistance to community coalitions located throughout Pennsylvania on all aspects of the Communities That Care model including Key Leader Orientation, Community Board Orientation, Community Assessment Training, Community Resource Assessment Training, Communities That Care 101, Fit & Feasibility Program Selection, Volunteerism, Sustainability, and the PA Youth Survey; provides direct technical assistance to a variety of coalitions throughout the state to ensure that the CTC model is being implemented with fidelity and to assist with overall coalition development where multiple coalition models are being implemented including Drug-Free Communities and 40 Assets
- **Advisory Group Participation/Management:** Works with a variety of statewide efforts to increase the strength of the prevention and coalition voice in strategic prevention planning; the groups include the Coalition Advisory Workgroup, Commonwealth Prevention Alliance, PAYS Advisory Workgroup, and Quarterly Regional Prevention Meeting planning; also works directly with newly forming communities/coalitions to assist in the development of their effort
- **Web-Based Survey (WBS):** Works with the WBS team to continue to improve surveying effort, increase participation, and create outcome reports that are meaningful and useful to local coalitions.
- **Event Planning:** Works with newly-funded CTC communities to plan local meetings and events; works with Commonwealth Prevention Alliance to plan Annual Conference and Leadership Institutes on a variety of topics

**2006-2009**      **Strategic Solutions for Schools & Communities**      **Tallahassee, FL**

### **President/CEO**

- **Training:** Provided training to a variety of local community organizations on the Communities That Care model and development of strategic planning utilizing the Florida Youth Survey; worked with Florida State University Prevention Research Center to become a certified trainer for Guiding Good Choices and the development of Train-the-Trainer Opportunities; contracted with Florida Department of Education to provide training on the Center’s for Disease Control’s School Health Index to approximately 300 Florida school personnel; presented workshops at the Florida Statewide Prevention Conference on the subject of the relationship between effective training and program fidelity; consistently receives outstanding scores on training evaluations

## Experience

(Cont.)

- **Community Development:** Contracted with Department of Juvenile Justice to work with 15 Juvenile Justice Councils in 13 counties in the Panhandle; services include meeting and event development and implementation, information sharing, council strategy and communication plan development, and reporting; utilized the Communities That Care prevention model and Florida Youth Survey as the basis for community assessment, program development, and overall strategic planning
- **Grants Management:** Contracted with Department of Juvenile Justice to provide grants management services for 10 projects located in the Panhandle area; services included monitoring, fiscal management, and reporting; received State of Florida Contract Management Certification

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### **2006-2009      Affairs with Flair Event Productions      Tallahassee, FL**

#### **President/CEO**

- Worked with clients to produce a variety of events including large scale meetings and social events
- Responsible for all aspects of event planning including concept, design, and production
- Directed staff through all stages of the event production to produce unique and memorable events

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### **2003-2006      Florida Office of Drug Control      Tallahassee, FL**

#### **Chief of Prevention**

- **Personnel Management:** Managed all aspects of prevention staffing including hiring, staff development, and performance
- **Project Management:** Executive Manager for the Prevention Section of OD; briefed Governor & other high ranking officials on all aspects of prevention; provided management and oversight of a staff who served as project managers for the Drug-Free Communities Program, OJJDP EUDL Block Grant and Community Trials Projects, coalition building, multiple media campaigns, suicide prevention, underage drinking prevention; worked closely with project staff to provide technical assistance in prevention program planning & implementation with a K-12 focus, grant proposal development, & interagency/community collaboration; managed all liaison activities and relationship building with local education agencies & non-profit organizations; worked with various agencies in the development of the Florida Prevention System and other projects funded through SAMHSA
- **Grants/Contract Management:** Managed all aspects of a \$6 million+ budget including contract development and Requests For Proposals (RFP) for various funding sources to ensure that each meet funding requirements; managed planning team in the development of grant and contract review process and electronic grant application through an understanding of all terms and requirements of both federal and state funding sources; worked with multiple agencies and projects in fund raising efforts through creative strategies and tactics
- **Training:** Worked with various organizations and in developing technical assistance training sessions in a variety of topics including Communities That Care, DFC application development, community development and outreach, ATOD awareness for families, and a variety of other prevention-related topics
- **Policy/Procedure Development:** Developed effective policies and procedures through technical-assistance paper development and internal procedural system development; lead the development and implementation of statewide strategic plans that utilize relationships from all aspects of state government including the Department of Education, Department of Children and Families, and Department of Juvenile Justice
- **Special Project Activities:** Served on the Expert Panel for the Southeast Center for Applied Prevention Technology (SECAPT), the Florida Substance Abuse Prevention Advisory Council and the Executive Committee of Florida's Strategic Prevention Framework State Incentive Grant Advisory Board; participated in several special interagency initiatives and projects including We CAN! Change Alcohol Norms Workgroup and the Safe & Drug-Free Schools Advisory Group through the Department of Education; coordinated many special events that included the Governor and First Lady including Family Day events, Drug Summit, Statewide Prevention Conference; served on several advisory committees including Florida Prevention System Advisory Group, the Faith-Based Advisory Group, and the Strengthening Youth Partnerships Advisory Group; worked with various organizations in development of sponsorship opportunities to further develop a variety of special projects

**Experience***(Cont.)***2000-2003 Florida Department of Education Tallahassee, FL****Program Specialist IV, Office of Safe and Drug-Free Schools**

- **Project Management:** Served as project manager for Safe and Drug-Free Schools, Youth Crime Watch, "Be Brave" School Safety Hotline; worked closely with project staff to provide technical assistance in prevention program planning, implementation, evaluation, grant proposal development and interagency/community collaboration; served as liaison for all school districts
- **Grants Management:** Worked with team members from Office of Safe Schools and Florida Institute of Education to develop grant Requests For Applications/Proposals (RFA/P) for Title IV, Title V, and state appropriated funding sources to ensure that each meet the requirements of the No Child Left Behind Act and state-level educational priorities; assisted planning team in the development of grant review process and electronic grant application; reviewed SDFS, Youth Crime Watch, and Hotline grants to determine if they met the funding source requirements
- **Training:** Provided technical assistance training sessions to school district personnel, parents, and community members in a variety of topics including Title IV application development, integrating prevention into the classroom, ATOD awareness, and community involvement
- **Policy/Procedure Development:** Worked with DOE/FIE staff members to develop effective policies and procedures through legislative bill analysis, technical assistance paper development, as well as internal procedural system development
- **Special Project Activities:** Participated in several special interagency initiatives and projects including Family Day promotion, Office of Drug Control Drug Summit and various meetings sponsored by the Florida Prevention System; represents Office of Safe Schools by acting as Ad Hoc Member of state-level Missing Children's Advisory Board

**1995-2000 Sylvan Learning Centers Lakeland and Tallahassee, FL****Director**

- Responsible for overall operation of five locations including staff recruitment, development and management
- Focused on staff development & management, marketing/public relations, operational statistics, and implementation of educational programs
- Developed and implemented operational systems to enhance management performance
- Implemented diagnostic assessments, developed educational programs, and monitored student success through continual progress updates with parents and various education professionals
- Worked closely with Owner and Director of Education to maintain quality educational practices and business operations

**1995 DJJ/ Human Services Associates Bartow, FL****Teacher**

- Responsible for overall development of female education program
- Duties included planning and implementing daily classroom activities and providing overall academic, vocational, and life management education

**Education***(Transcripts available upon request)***1982 - 1983 Florida State University Tallahassee, FL**

- Major: Basic Studies
- Transferred to Troy State University after receiving the George C. Wallace Scholarship

**1983 - 1986 Troy State University Troy, AL**

- 1986 - Received Bachelor of Science in Marketing/Business Administration

**1987 - 1994 Various Universities**

- Enrolled in classes required for teacher certification
- Received Teacher Certification in English and Business, grades 6-12

**Awards,  
Honors, &  
Special Skills**

- 2012 – Visionary Award Recipient from Blair County Drug and Alcohol Partnership
- 2009 – PA Communities That Care Certified Trainer
- 2006 – State of Florida Contract Managers Certification
- 2006 – Certified Trainer and Trainer-of-Trainers for the Guiding Good Choices
- 2006 – Trainer of CDC School Health Index
- 2005 – Member of Interagency Coalition Development Alliance
- 2005 – Founding member of the Prevention Marketing Alliance
- 2002-2006 – Executive Board Member Statewide Substance Abuse Prevention Advisory Council
- 2002 – Member of mutli-agency team that received a Davis Productivity Award for the FCAT Practice Materials Using Prevention Concepts Project
- 2003 – Award-winner of cash bonus from Florida’s DOE – selected by peers, supervisors, and top level management of the department
- 2003 – Represented Office of Safe Schools in Washington, DC, by participating in a nationwide panel to discuss student drug testing policies and practices
- 2002 – Award-winner of cash bonus from Florida’s DOE – selected by peers, supervisors, and top level management of the department
- 2000 – Outstanding Team Member Office of Safe Schools – selected by peers and supervisors and recognized by top-level management at Awards Day
- 1994-present – Received and maintains Florida Teacher Certification
- 1990 & 1991 – Member of Best Marketing Team in USAFE – received recognition for outstanding job performance after Air Force inspection
- Dynamic international background in marketing and education with proficiency in educational software, desktop publishing, word processing, and overall computer application
- Possess strong communication and analytical skills which allow for heightened ability to plan, implement, and promote a wide variety of programs & activities at many levels
- Cited by employers, employees & coworkers as a solution-oriented team player and self-motivator who brings energy and enthusiasm to the workplace
- Possess strong work ethic and belief that a positive attitude and self-assessment are the keys to superior job performance

**Personal  
Interests**

- After spending 5 years in Germany and Scotland, returned to US to complete teacher certification and pursue teaching career
- Member of the Commonwealth Prevention Alliance
- Member of National Humane Society, ASPCA, and PADI
- Enjoy spending time with husband and two Chinese “Sharpei-bies”, cooking, scuba diving, shopping, entertaining friends and family, home decorating, and college football

**References**

Provided Upon Request