



Town of Arlington
Office of the Town Manager

Adam W. Chapdelaine
Town Manager

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MEMORANDUM

DATE: September 18, 2015

TO: Board Members

SUBJECT: Appointment to Board of Youth Services

This memo is to request the Board's approval of my appointment of Michael Ginns to the Board of Youth Services with a term expiration date of 6/30/2017.

A handwritten signature in cursive script that reads "Adam W. Chapdelaine".
Town Manager

MICHAEL R. GINNS

17 Newport Street • Arlington • MA 02476

Home: 781.316.2419

Mobile: 781-248-0402

Email: mikeginns@verizon.net

LinkedIn: www.linkedin.com/pub/mike-ginns/4/678/159/

OVERVIEW

- Motivated leader and public/non-profit management professional with extensive governmental affairs and policy analysis experience as demonstrated by receiving the Assistant Secretary's 2011 Honor Award for Interoperability. Principal in project management and developing innovative collaborations across public, non-profit and private sector organizations leading to the creation of a nationwide network of 250 professionals to connect regarding veteran's child support issues. Extensive public speaking and presentation experience to constituents, peers, and senior level leadership.

RELATED EXPERIENCE

PROGRAM SPECIALIST | *Administration for Children and Families – Boston, MA* | Oct.2004 – present

- Assemble infrastructure and influence policy and procedures for innovative national pilot project reducing child support arrears by over \$1M for over 2000 veterans.
 - Create reports, presentations, and public documents describing project initiatives
- Improve outcomes for state child support programs by providing legislative, policy analysis, and guidance to state child support leaders.
- Review, analyze, and provide comment on Notice of Proposed Rules and statutory changes to the child support program
- Research, resolve, and respond to 50+ constituent, Congressional and agency inquiries per year
- Determine trend analysis, compliance, performance, and prepare recommendations for child support program improvement and recognition of best practices.
- Written successful conference proposals to community and government organizations.
- Actively developed trainings, and working groups with Social Security Administration and Veterans Affairs Administration as the Regional liaison.
- Structure meeting agendas and speakers for national and regional conferences.
- Establish partnerships with other federal and non-profit agencies to cross-train clients and staff on program roles, responsibilities, and procedures.
- Contribute in national workgroups that support agency strategic plan and initiatives
- Produce strategy as an ACF representative to the Federal Interagency Council on Homelessness and the Federal Partnership Project
- Communicate agency mission and special initiatives as a presenter at local and national meetings and conferences.
- Coordinated and assisted in implementation of new child support case Medical Support requirements.
- Developed tools for performance management and retention as leader of policy and procedure change subcommittee
- Advanced resources for staff and agency use as a Member of the ACF Hispanic Outreach Team
- Review and rate proposals from state, non-profit, and other entities seeking Special Improvement Grants.

PRESIDENTIAL MANAGEMENT FELLOW | *Social Security Administration – Boston, MA* |

June 2003– Sep. 2004

- Effectively determined client eligibility for SSA Title 2 benefits

- Processed Continuing Disability Review Cases to ensure continuing eligibility for benefits
- Managed a workload of cases to be reviewed, completed, and adjudicated

U.S. Department of Health and Human Services-Centers for Medicare and Medicaid Services -Boston, MA | Jun. 2004-Aug. 2004

- Presidential Management Fellow rotational assignment
- Aided in the outreach planning for the implementation of Medicare Prescription Drug program.
- Provided legislative and technical assistance to clients and organizations in response to Medicare Part D passage.

RETIREMENT COUNSELOR/SENIOR SERVICE REPRESENTATIVE | *Mass. Teachers' Retirement Board – Boston, MA | May 2000 – June 2003*

- Counseled members on an individual basis regarding the guidelines of Chapter 32, Board regulations, social security, health care and the principles of their defined benefit plan
- Participated in the development, planning, scheduling, and marketing of MTRS educational programs
- Supplied calculation, training, and mentoring support for other agency units as assigned
- Provided comprehensive assistance regarding retirement benefits to active and retired educators
- Implemented legislative initiatives that allowed for enhancement of benefits
- Elected as one of four non-management representatives to serve on the agency's Employee Relations Committee

EDUCATION

Master's- Public Administration | *Suffolk University – Boston, MA | December, 2002*

Presidential Management Fellow | *May 2003- December 2005*

Selected to Pi Alpha Alpha- National Honors Society for Public Administration | *May 2003*

Bachelor of Arts in Political Science | *Washington College – Chestertown, MD | May 1994*

Continuing Education

- **Congressional Operations Workshop, *Government Affairs Institute at Georgetown University –July 2005***
- **Effective Management Techniques, *Federal Office of Personnel Management –Nov 2003-Dec 2005***
- **DHHS Mentoring Program, *Department of Health and Human Services- June 2005-June 2006***

VOLUNTEER

CO-EXECUTIVE DIRECTOR | *The Cannonball Foundation, Inc.- July 2009-December2013*

- Co-founded organization and assisted in initial outreach and event coordination
- Responsible for the administration of program development, operations, fundraising, financial, and 501(c)3 compliance
- Actively pursue, write, and manage grant proposals and awards
- Collaborate with community organizations and leaders to develop strong programs and fundraising streams

Head Coach and Program Director | *Arlington Youth Lacrosse – April 2010- Present*

- Assist in formation of teams and practice schedules for the U9-U13 programs
- Facilitate communication to parents and coaches in regard to scheduling and program announcements
- Support the development of training for new volunteer coaches

OFFICE OF THE BOARD OF SELECTMEN

KEVIN F. GREELEY, CHAIR
DIANE M. MAHON, VICE CHAIR
DANIEL J. DUNN
STEVEN M. BYRNE
JOSEPH A. CURRO, JR.



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TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

September 21, 2015

Michael Ginns
17 Newport Street
Arlington, MA 02476

Re: Appointment: Board of Youth Services

Dear Mr. Ginns:

As a matter of the standard appointment procedure, the Board of Selectmen requests that you attend a meeting of the Board of Selectmen at Town Hall, Selectmen's Chambers, 2nd Floor, 730 Massachusetts Avenue, on Monday, October 5th at 7:15 p.m.

It is a requirement of the Board of Selectmen that you be present at this meeting. Your presence will give the Board an opportunity to meet and discuss matters with you about the area of activity in which you will be involved.

Please contact this office to confirm the date and time with either Mary Ann or Fran at the above number.

Thank you.

Very truly yours,
BOARD OF SELECTMEN

Marie A. Krepelka

Marie A. Krepelka
Board Administrator

MAK:fr