



Adrian V. Stevens, MPH

Experience

10/13 – Current Seneca Nation Housing Authority Irving, NY

Executive Director

- Oversight of Tribal Housing Authority to provide housing for low-income native families through Homebuyer Education and Assistance, Rental Housing, Elder Housing and Homebuyer Opportunities.
- Supervision of 32 staff members located on the two territory offices of the Seneca Nation with immediate supervision of Finance Officer, Senior Project Manager, 2 Tenant Managers, Housing Management Planner, Human Resources Officer and 4 Office Staff.
- Overall management of 234 Rental and Homeownership Units and 90 single unit Elderly apartments.
- Development of overall Seneca Nation Indian Housing Plan with total budget of \$2.6M with 5-year budget of \$15M which is then presented to Tribal leadership for approval and then submitted to HUD Eastern Woodlands Office of Native Programs in Chicago.
- Completion of Annual Performance Report based on current fiscal year which is then submitted for review to the HUD-EWONP to insure compliance of the work scope identified in Indian Housing Plan.
- Development of 5 year and 10 year overall housing plan which includes major capital projects and personnel projections.
- Work Closely with Seneca Nation Housing Authority Board of Commissioner (10 members) in development of policy and procedures for the Housing Authority.
- Work closely with HR officer in daily issues of Human Resources which include Annual performance evaluations, conflict resolution process, job description development and employee leave requests.
- Insure the Housing Authority's Annual Fiscal Audit is completed with no significant findings.
- Recently developed collection plan of Accounts Receivable (back rents) which was presented to Housing Board and Tribal Council for approval of collection of approximately \$1M.
- Currently serve as Region 1 Board member for Native American Indian Housing Council (NAIHC) and also currently Vice-Chair of Board.

3/13 – 7/13 Staffing Dynamic International Frederick, MD

Consultant – Indian Health Service

- Development of IHS Lockport Service Unit - Health Center for Tonawanda, Tuscarora and native People in the Niagara, Wyoming, Genesee and northern Erie County Service area
- Development of Policy and Procedures to ensure compliance with all regulatory standards, and provide the highest possible service quality.
- Writing and development of Position Descriptions for all positions needed for staffing development at health center
- Coordinated meeting for CEO of local health entities to familiarize them of key contacts needed for services

10/09 -11/12 Seneca Nation Health System Salamanca, NY

Director of Clinical Services

- Daily administration of CIRHC/LRJHC clinical services units which include Medical, Pharmacy, Optical and Dental
- Oversight of the Community based Special Diabetes Program for Indians (SDPI).
- Budget oversight of the Clinical Services Units
- Assist in recruitment and retention of qualified healthcare and related staff for both centers.
- Determines patient eligibility approval for all individuals applying for services at SNHS programs.
- Annually reviews Policy and Procedures to ensure compliance with all regulatory standards, and provide the highest possible service quality.
- Collaborates with Medical Director, Administrative team and other management and clinical staff on operations of health programs.
- Promote appropriate training of staff, including orientation, skill development and resource allocation for in-service training.

8/08-10/09

Seneca Nation of Indians

Irving, NY

Director of Environmental Protection Department

- Daily oversight and management of the SNI-EPD staff and programs
- Programs included EPA Solid Waste program, EPA General Assistance Program for Indians, Indoor Air Quality Program, USDA Grant for Waste Water Treatment plant construction, EPA Abandon Mobile Home Toolkit Project, DOE West Valley Project, and SNI General Fund.
- Programs related to the natural Environment Protection within the SNI territories.
- Development of the weights and measurements programs of the SNI and privately owned Gas Stations.
- Policy management of SNI natural resources such as gravel and timber operations.

7/06-7/08, 9/98 – 11/04

Seneca Nation Health Department Salamanca, New York

Tribal Health Director

- Management of two comprehensive ambulatory tribally run Health centers
- Oversight of 220+ full and part-time employees
- Management of approximately \$40M budget
- Recruitment of experienced Health professionals which includes Physicians, Dentist and Mid-level providers for both centers.

Acquisition of funding for SNHD for 3 major expansion projects which includes LRJI Wellness center, Cattaraugus Community Health & Wellness Center and LRJHC expansion.

1/98 – 9/98

Seneca Nation Health Department Salamanca, New York

Sanitarian/Environmental Health/Facilities Management Supervisor

- Oversight of the Environmental Health Unit and Facilities management.
- Development of the master plan for the SNHD facilities and R&M with facilities manager.
- Expanded the services of the E.H. unit which included food service facility inspections, Rabies clinics, nation owned facilities inspections

5/97 – 1/98

Seneca Nation Health Department Salamanca, New York

Health Services Administrator - LRJHC

- Administration of the LRJHC
- Supervisory duties over the Medical, HSU, C&F, Optical, Dental, Medical Records units as well as oversight of the budgets which exceeded \$5M
- Development and review of existing P&P to insure quality of care to patients and staff.

11/94-11/96 Seneca Nation of Indians Irving, New York

Chief Financial Officer (Treasurer)

- Administration of SNI Fiscal office
- Oversight of all Seneca Nation programs located within the SNI Cattaraugus Territory

1/93-11/94 Seneca Nation of Indians Irving, New York

Chief Executive Officer (Executive Assistant to the President)

- Administration of the day-to-day operations of all Seneca Nation programs located on both Territories.

6/89-8/91 Seneca Nation Health Department Salamanca, New York

Sanitarian/Environmental Health/Facilities Management Supervisor

- Oversight of the Environmental Health Unit and Facilities management.
- Development of the master plan for the SNHD facilities and R&M with facilities manager.
- Expanded the services of the E.H. unit which included food service facility inspections, Rabies clinics, nation owned facilities inspections

7/85 – 1/87 Seneca Nation Health Department Salamanca, New York

Environmental Health Technician

- Assisted in development of the master plan for the SNHD Environmental health program
- Expanded the services of the E.H. unit which included food service facility inspections, Rabies clinics, nation owned facilities inspections and safety programs.

Education

1976–1978 North Country Community College Saranac Lake, NY

- Attained 40 credits towards A.S. degree

1987-1999 Western Carolina University Cullowhee, NC

- B.S. Degree attained with Major in Environmental Health Science

1991-1992 University of Hawaii at Manoa Honolulu, HI

- Masters of Public Health attained with major in Environmental/Public Health Management

Interests

lacrosse spectator, snowsnake enthusiast, reading, motorcycle riding

Community Service

TLC Health Foundation Board Member, Past SNI Athletic Commission Vice-Chair, Past Board member of Niagara Falls Memorial Medical Center (2003-2004). Served on SNI Tribal Council 92-94, 02-06. Served as Tribal Treasurer 1994-1996. Served

on various SNI committees as a Community and elected member of the SNI. Served on the Seneca Gaming Corporation Board of Directors October 2002-October 2004.