

# Steven M. Wrigley

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Sandy, UT 84092

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## Manager / Administrator/ Life Coach

### PERFORMANCE PROFILE

Organized and goal-oriented professional, committed to contributing to organizational objectives as a member of a committed team. Works well independently as well as collaboratively to develop solutions to resolve problems. Skilled communicator adept in facilitating, leading / mentoring groups and individuals. Proven leadership skills in coping with adaptive challenges that require innovative change. Years of experience developing and administering disability policies and programs, within Human Services organizations. Extensive experience with multiple community organizations.

### PROFESSIONAL COMPETENCIES

- Communication
- Conference Planning
- Determination & Persistence
- Coaching Skills
- Listening
- Budgets
- Outgoing
- Multi-tasking
- Creativity
- Commitment & Reliability
- Research Skills
- Motivation
- Negotiation
- Self - Motivated
- Teamwork
- Critical Thinking
- Counseling & Mentoring Skills
- Social Networking
- Integrity
- Crisis Intervention
- Open – Minded

### PERFORMANCE HIGHLIGHTS

- Certified Life Coach specializing in Retirement, Relationship & Career Coaching.
- Developed solutions for DSPD's providers Contracting and Procurement System.
- Lead grant developer on Utah's Robert-Wood Johnson Self-Directed Services Delivery multiple year Systems Grant for individuals with disabilities.
- Worked collaboratively to develop DSPD Person-Centered Planning Process.
- DSPD LAN System Manager / Information Technology Coordinator.
- Collaboratively developed DSPD Case Management Data Base System and 2016 Request for Services update modifications.
- Traumatic Brain Injury Project Director responsible for the successful completion of the Federal TBI Implementation Grant, and supervision of the TBI Grant Project Coordinator. This was a six-year systems change grant of \$250,000 per year.
- Development of rate setting methodology systems for DSPD. Consulted and trained nationally regarding rate-setting development.
- Lead team member that developed, trained, and implemented Utah Individualized Allocation system for individualized service funding.
- Primary responsibility as the Statewide Crisis Intervention, Prevention and System Development Administrator for statewide program development, direction, coordination, policies, training, and evaluation of the Division's Crisis System.

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- Coordinated statewide crisis intervention / prevention program activities, clinical services, and/or program implementation with the Division's regional offices, contract providers, and other governmental entities.
- Division's comprehensive emergency management coordinator. Developed comprehensive disability emergency plans and business continuity plan.
- Led cross-functional teams to develop and implement ADA, Olmstead, and Division / Department policies and procedures.
- Worked extensively with and supported school district special education programs with assistive technologies, safety, and protections issues.

### **PROFESSIONAL EXPERIENCE**

#### **Jan 2017 to Present – Morning Light Coaching**

- Board-Certified Life Coach providing individual and group coaching to individuals / families. Specializing in special needs / autism coaching, relationship coaching (individual, marriage, family) and certified midlife / retirement coaching. Career Coaching class certification.

#### **2011 to Present – Board Member- Canyons School Board**

- Work collaboratively with Board Presidency and District Administration in the administration and formation of the Canyons School District. Served as Vice President for eight years.
- Responsible for establishing education policy and expenditures of public funds. Work to create and implement a vision for public education that is focused on student achievement, innovative practices, community engagement, and customer service. Strive to support a school system that is responsive to patrons and ensures all students are prepared for college and careers when they graduate from high school.
- Work with parents, community leaders, and legislators in the development of educational public policy. Serve as a liaison between the District and public as an advocate for public education. Board specialist on special education issues and Career and Technical education.
- Work on educational committees on the District and Community level, as assigned.

#### **2009 to Dec 2016 – Program Administrator- Crisis Assistance and Additional Services Team - Division of Services for People with Disabilities – Statewide**

- Provided budget oversight, coordinated projects, developed policy and strategic plans, procedures and systems to ensure that services were implemented. Provided supervision and administrative responsibilities for the eight staff that oversee the implementation of Request for Additional Services, DCFS State Match Agreements, Civil Commitments and Competency Restoration, and ICF/ID, USH & USDC Out movement.
- Collaborated with multiple community agencies in the development and coordination of client service, such as Hospitals, Mental Health, School Districts, Community Organizations, Non-profit organizations.
- Monitor multiple program budgets including revenues, expenditures, and budget projections totaling over \$17 million.
- Responsible for coordination of services with the community mental health, local and state education, health departments, non-profits, state and federal agencies.

#### **4/2003 to 01/2009 – Statewide Crisis Systems Administrator / TBI Project Director Division of Services for People with Disabilities – Statewide**

- Traumatic Brain Injury Project Director responsible for the successful completion of the Federal TBI Implementation Grant and supervision of the TBI Grant Project Coordinator.

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- Provided supervision and program responsibility for two Administrative Program Managers (APM's) and 15 Supports Intensity Scale Evaluators / Transition Case Managers
- Statewide Crisis Intervention, Prevention and System Development Administrator for statewide program development, direction, coordination, and evaluation of service
- Coordinated statewide crisis intervention / prevention program activities, clinical services, and/or program implementation with the Division's regional offices, contract providers, and other governmental entities.

### **OTHER PAST POSITIONS:**

**3/2000 to 4/2003 – Community Supports Director (DHS Administrator I)**

Division of Services for People with Disabilities – State Office

**7/ 1994 to 3/ 2000 -- Director, Operations and Systems Development - Division of Services for People with Disabilities - State Office**

### **EDUCATION**

**California State University, Fresno --- MA Rehabilitation Counseling**

Rehabilitation Counseling with an emphasis in Intellectual / Developmental Disabilities and a minor in Marriage and Family Counseling.

**California State University, Fresno --- B.S. Degree**

Major in Criminology / Correctional Counseling and a minor in Psychology.

**El Camino Jr. College - Torrance, California --- A.A. Degree**

Major in Psychology

### **CERTIFICATIONS:**

National Certification as a Board-Certified Coach. Certified Retirement Coach.

Past Certified Rehabilitation Counselor – (Let certification lapse as was not needed in current employment) – California Community College Counselor Credential #00427

AARP Life Reimagined Life Coach Guide

Utah Certified Public Manager Certificate (CPM)

Prevention and Relationship Enhancement Program (PREP) Level 3 Instructor

Social Services Worker, State of Utah #0176431027

State of Utah Management Certificate / Department of Human Services Supervisor Certificate

### **PROFESSIONAL AFFILIATIONS**

Utah Society of Public Managers / American Academy of Certified Public Managers

Member National School Board Association

### **AWARDS AND COMMUNITY INVOLVEMENT:**

Canyons School District Board of Education member / Past Vice President, 2011 to present

Board Member, Sandy City Board of Adjustment, 2009 to present

President – Utah Certified Public Managers Society, 2011

Sandy City Police Department VIPS Program 2019 to present

University of Utah Neurobehavioral Home – Outstanding Service Award, 2014

Governor's Award for Excellence for Humanitarianism, 2012

Department of Human Services Career Achievement Award, 2007

References Available Upon Request