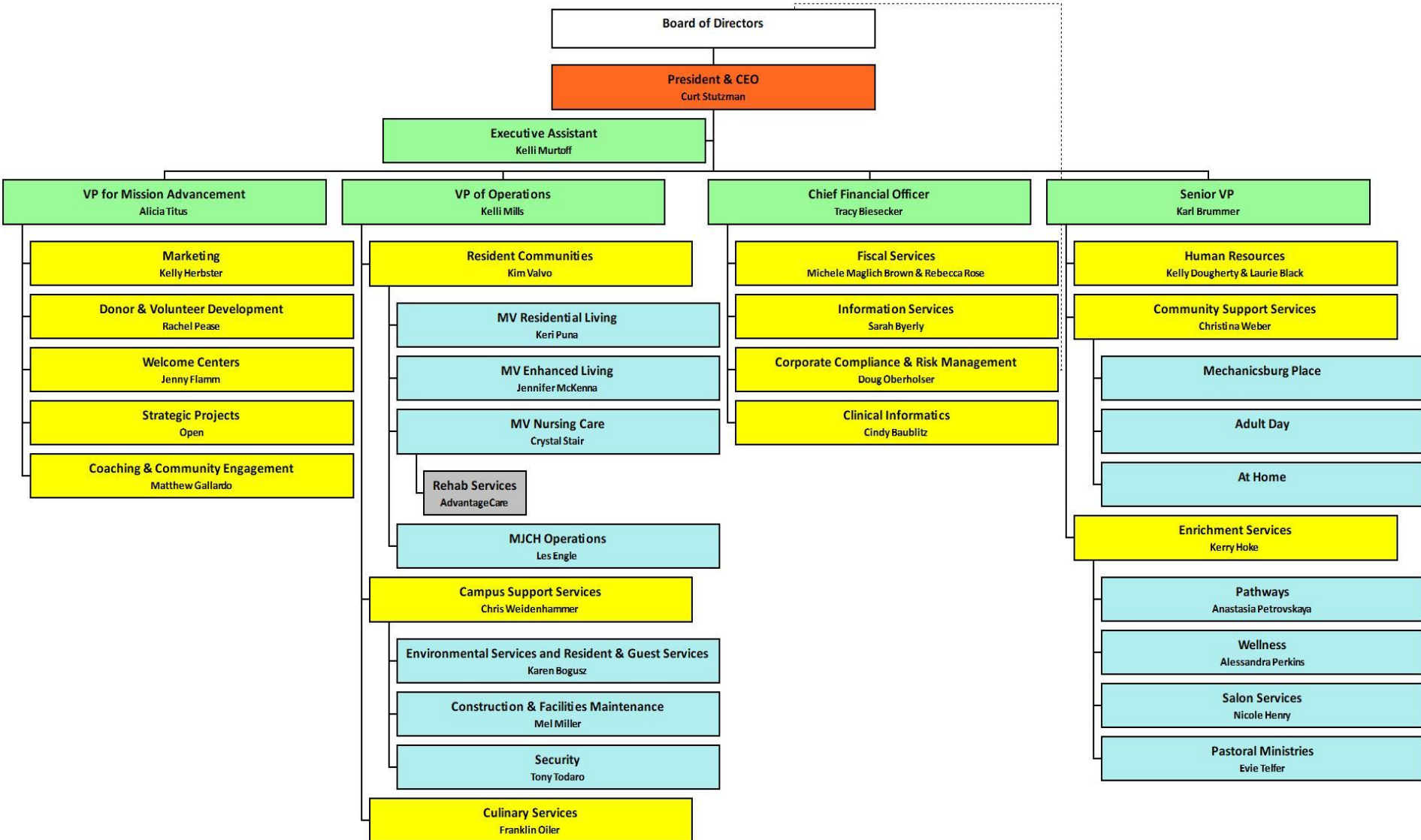




Roles & Responsibilities of Leaders

November 2019

Organizational Chart



President & CEO



Curt Stutzman is responsible to:

- Develop and achieve Messiah Lifeways' purpose, mission and goals
- Ensure Messiah Lifeways is a well-run organization
- Recruit, supervise and evaluate senior officers to assist in achieving our purpose, mission and goals

Senior VP



Karl Brummer is responsible for:

- Leading the Human Resources function for organization
- Providing executive leadership to the Community Support Services and Enrichment Services areas of Messiah Lifeways

Chief Financial Officer



Tracy Biesecker is responsible for:

- Providing executive leadership to the Fiscal Services, Information Services, Compliance & Risk Management, and Clinical Informatics functions of the organization
- Supporting strategic planning, budgetary planning, and performance improvement

VP for Mission Advancement



Alicia Titus is responsible for:

- Providing executive leadership to the Marketing, Welcome Centers, and Donor & Volunteer Development functions of the organization
- Developing external stakeholder relationships
- Supporting strategic planning efforts

VP of Operations



Kelli Mills is responsible for:

- Providing executive leadership to the operation teams which include the levels of living, MJCH campus, dining and the campus support services team
- Developing relationships and strategic partnerships within the healthcare arena

Human Resources Director



Kelly Dougherty is responsible for:

- Leading all aspect of hiring and retaining team members
- Creating a great place for team members to work
- Ensures compliance with all federal and state laws

Benefits & Compensation Manager



Laurie Black is responsible for:

- Managing all aspects of rewards for team members including medical benefits, retirement, and other ancillary benefits
- Oversees the compensation practices for team members

Dir. of Community Support Services



Christina Weber is responsible for:

- Leading and responsibly expanding our efforts to serve older adults in the community including:
 - Messiah Lifeways At Home
 - Messiah Lifeways Adult Day (Carlisle & Mechanicsburg)
 - Mechanicsburg Place Senior Center

Senior Dir. of Enrichment Services



Kerry Hoke is responsible for:

- Creating intentional opportunities for residents and clients to live a more enriched life through:
 - Pastoral Ministries
 - Wellness Services
 - Salon Services
 - Pathways Institute for Lifelong Learning

Director of Financial Operations



Michele Maglich Brown is responsible for:

- Preparation of monthly and annual financial statements for internal and external reporting
- Supervises the Senior Accountants, Accounts Payable and Payroll team members

Manager of Revenue & Billing



Rebecca Rose is responsible for:

- Monthly billing to residents and clients of all Messiah Lifeways entities
- Overseeing processing of insurance claims

Director of Information Services



Sarah Byerly is responsible for:

- Providing leadership to the information services team, supporting the technology initiatives of the organization
- Serving as the IT Security Officer for the organization

Corp. Compliance & Risk Manager



Doug Oberholser is responsible for:

- Providing guidance and education in the administration of all aspects of risk management and organizational insurance
- Oversees the compliance program to prevent illegal, unethical, or improper conduct

Clinical Informatics Manager



Cindy Baublitz is responsible for:

- System Administrator for the electronic health record
- The management, oversight, operation, and growth of the Electronic Health Record.

Senior Director of Marketing



Kelly Martin is responsible for:

- The development of marketing strategies for ML service lines
- The creation of the ML marketing plan and budget
- Overseeing brand management and brand building efforts
- Supervises team members in marketing, communication, and events

Senior Dir. of Donor Development



Rachel Pease is responsible for:

- The management of all fundraising programs, including annual appeals, special projects and capital campaigns
- Provide oversight of all volunteer opportunities, procedures, and engagement
- Oversee the donor and volunteer team members

Senior Dir. of Welcome Centers



Jenny Flamm is responsible for:

- Achieving or exceeding census targets for all levels of living for Messiah Village and Mount Joy Country Homes
- Managing the overall admissions process of all welcome centers
- Supervising all welcome center team members

Dir. of Comm. Engagement & Coaching



Matt Gallardo is responsible for:

- Developing and promoting our organization's commitment to our mission and the greater community through strategic relationships, social accountability and advocacy efforts
- Growing and strengthening our strategic external relationships and communications
- Serving as the Messiah Lifeways Coach

Executive Dir. of Resident

Community



Kim Valvo is responsible for:

- Leadership, oversight and continuity management for all resident levels of living within the organization
- Directly supports the Nursing Home Administrator, Personal Care Administrator, Residential Living Administrator and the MJCH Manager
- Regulatory support for Nursing Care and Personal Care

Residential Living Administrator



Keri Puna is responsible for:

- Operational oversight of the residential living program and the residential living team
- Ensuring resident satisfaction and quality of life in those residing in residential living at Messiah Village

Enhanced Living Administrator



Jennifer McKenna is responsible for:

- Operational oversight of the enhanced living program and the enhanced living leadership team
- Ensuring resident/family satisfaction and quality of life in those residing in enhanced living at Messiah Village.

Nursing Home Administrator



Crystal Stair is responsible for:

- Operational oversight of the nursing care program residents and the nursing care leadership team
- Ensuring resident/family satisfaction and quality of life in those residing in nursing care living at Messiah Village

MJCH Campus Manager



Les Engle is responsible for:

- Oversight of the daily operations on the Mount Joy Country Homes Campus
- Resident support and management of the facilities

Senior Dir. of Campus Support Services



Chris Weidenhammer is responsible for:

- Leadership support for the Directors of the Campus Support Services Team which include Facilities and Environmental Services
- Strategic and Capital budget planning for Mechanical, Electrical and Plumbing as well as operational projects on the Messiah Village Campus

Dir. of Environmental Services



Karen Bogusz is responsible for:

- Operational and leadership support for the housekeeping, laundry and purchasing/ transportation managers as well as leadership for the Resident and Guest Services team.
- Ensure environmental service standards are consistent across the campus.

Dir. of Facilities Maintenance & Construction Services



Mel Miller is responsible for:

- Operational and leadership support for the construction, grounds and facilities maintenance managers/teams
- Ensuring quality delivery of the services and products that represent the Messiah Lifeways brand.

Life Safety Coordinator



Tony Todaro is responsible for:

- Ensuring fire prevention, life safety regulations and resident safety are in place and provided consistently throughout the campus
- Direct oversight for the security vendor that provides security services for the Messiah Village Campus

Grounds Manager



Jared Weaver is responsible for:

- Direct oversight and leadership for the grounds team
- Vision and guidance for the future in long-range planning for the grounds located on the Messiah Village and MJCH campuses.

Manager of Facilities Maintenance



Brad Fleming is responsible for:

- Direct oversight and leadership for the facilities maintenance team
- Ensuring that work orders and resident needs related to buildings and systems are addressed timely and effectively.

Director of Dining Services



Franklin Oiler is responsible for:

- General management and oversight of the dining venues and the culinary team on the Messiah Village Campus in all levels of living
- Ensuring resident satisfaction and follow up
- Creating a positive culinary experience for residents and team members