

# Andrew Brown

## EDUCATION

### **Master of Public Administration**, December 2010

University of Nebraska Omaha, College of Public Affairs and Community Service, Omaha, Nebraska

Area of concentration: Local Government

Capstone: *ReSOURCE Apprentice-Style Job Training Program: An Evaluation of Best Practices and Cost Reduction Measures for Increased Sustainability*

Honors: Graduated with highest distinction

### **Bachelor of Arts**, June 2006

John Jay College of Criminal Justice, New York, New York

Major: Forensic Psychology

Honors: Graduated with great distinction

## RELEVANT EXPERIENCE

8/2022 – Present

University of Vermont

Lecturer

Burlington, VT

- Current courses taught within the Master of Public Administration program within the Department of Community Development and Applied Economics include: Foundations of Public Administration, Public and Non-Profit Budgeting, Systems Analysis and Strategic Management for Community Resilience and Planning, Internship, and Capstone

4/2012 – Present

City of Essex Junction

City Council President (20

Essex Junction, VT

- Elected leader of the legislative body for the municipality of the City of Essex Junction, one of Vermont's largest and fastest growing communities with a combined annual general, capital reserve, rolling stock and enterprise fund in excess of \$15,000,000
- Elected by the City Council since April, 2019 to position of President
- Oversaw legislative affairs during COVID-19 pandemic and Village of Essex Junction's role in separation resulting in Vermont's newest City

7/2020 – 8/2022

Counseling Service of Addison County

Compliance and Quality Assurance Officer

Middlebury, VT

- Oversee the development and maintenance of policies and procedures to ensure organizational compliance with such federal and state regulation as HIPAA, Medicaid/Medicare, Sarbanes-Oxley, Stark, etc.
- Serve as organizational HIPAA Privacy Officer and grievance/appeals coordinator
- Lead organizational quality assurance program
- Work with Vermont's Designated Agency system with sharing best practices and representing the organization with state agencies

9/2017 – 7/2020

Housing Vermont

HV Connections Program Manager

Burlington, VT

- Design, implement, and evaluate a pilot program at distressed affordable housing sites around

- the state to improve the lives of residents and the broader community
- Develop, plan, implement, coordinate, and deliver assessments to determine the quality of life experienced by residents in various social determinants of health
- Engage low-income residents and service providers in group and individual conversations to determine strategic priorities based upon data gathered during assessments
- Represent Housing Vermont with various professional organizations and community partners

02/2012 – 9/2017

Vermont Student Assistance Corporation

Operations Manager

Winooski, VT

- Led significant change management project with implementing a new department database inclusive of workflow and programmatic changes
- Oversee department's data management, data integrity, evaluation and reporting activities to determine operating effectiveness and efficiency
- Supervise operations and evaluation staff responsible for internal and external reporting and evaluation as well as ensuring direct service staff had the information resources needed
- Collaboratively with various departments, determined necessary changes and implemented internal procedures to determine compliance with new OMB regulations for a Single Audit
- Collaborate with department management team and grant managers in development, administration and oversight of multiple federal and private grants in excess of \$5,000,000 annually

01/2010 – 02/2012

Department for Children and Families

Quality Improvement Coordinator (Contracted)

Waterbury, VT

- Develop, implement, and facilitate evaluation activities of the implementation of a new organizational practice model throughout the State's 12 district offices
- Consult with and train department staff and community partners on data driven decision-making, outcomes, quality assurance and quality improvement issues
- Coordinate workgroup to design and implement a qualitative case review process
- Publish and present evaluation findings to federal funders, department leadership, district staff, and various stakeholders

04/2008 – 01/2010

ReSOURCE

Employment and Transition Coordinator

Burlington, VT

- Provide one-on-one and group lessons with at-risk youth and young adults to prepare them for post-training employment opportunities
- Develop and maintain relationships with various employers to offer opportunities to trainees
- Analyze at-risk youth and underemployed adult job training program best practice literature and implement policy/program recommendations on a continuous basis
- Grant reporting to federal, state, municipal, foundation, for-profit, and non-profit funders

## PROFESSIONAL PRESENTATIONS

**Brown, A; Gonzalez-Suarez, E.** (2019) Housing as a Platform for Improving Resident Outcomes. Presented to the National Association of State and Local Equity Funds Annual Conference. Boston, MA, September 27, 2018

## COMMUNITY ENGAGEMENT & AWARDS

**Elected Official, City of Essex Junction,** Essex Junction, VT (2012 – Current).

**Graduate Vermont Leadership Institute**, Snelling Center for Government, Williston, VT (2018 – 2019).

**Youth Little League Coach**, Essex Junction, VT (2017 – 2018).

**Youth Football Coach**, Essex Junction, VT (2016).

**Rising Star, Vermont Business Magazine**, South Burlington, VT (2015).

**Board Member, Linking Learning to Life**, Burlington, VT (2011 – 2015).

**Graduate Leadership Champlain, Lake Champlain Regional Chamber of Commerce**, Burlington, VT (2008 – 2009).