

Personal Data Record Form

Profile

FOR PUBLIC INFORMATION

All appointments to City Boards and Commissions are made by the City Council through the Executive Secretary for Boards and Commissions. **APPLICANTS MAY ONLY APPLY FOR ONE VACANCY AT A TIME.** Please complete this application in its entirety. Your application will be forwarded to the City Council. Fill in all applicable blanks on the form. Incomplete applications will not be forwarded to City Council. All applicants are encouraged to contact the Council members and introduce themselves.

New Applicant or Current Member

☒ New Applicant

Christopher Moore
First Name Last Name

[Redacted]
Email Address

Date of Birth
[Redacted]

Place of Birth
[Redacted]

Home Address
[Redacted] [Redacted]
Street Address Suite or Apt
[Redacted] [Redacted]
City State 21113
[Redacted] [Redacted]
Primary Phone Alternate Phone
City of Alexandria Director of Aging & Adult Services
Employer Job Title

Applicants may only apply for ONE board/commission/committee at a time.

Which Boards would you like to apply for?

Birmingham Greens: Submitted

Type of Position/Role

Member

Demographics

Do you currently live in the City of Alexandria?

☐ Yes ☒ No

If yes, how long?

Have you ever attended a meeting of the Board or Commission for which you are applying?

☐ Yes ☒ No

Have you ever served the City of Alexandria in any capacity?

☒ Yes ☐ No

If yes, please explain

Current Director of Aging & Adult Services

Interests & Experiences

Statement of Interest/Why You Should Be Appointed

As the Director of the Area Agency on Aging, serving as The City's representative on the Birmingham Green Board of is a de jure appointment of the position.

Are you currently a member of a City Board, Commission, Committee or Authority?

☐ Yes ☒ No

If yes, please list the board:

How many terms have you served on this board?

n/a

If you have served more than two consecutive terms on this board, please state the specific qualifications you possess which merit consideration for continued service:

n/a

Have you applied for a position on a City Board, Commission, Committee or Authority in the last six months?

☐ Yes ☒ No

If yes, please state the names of the boards for which you have applied

Upload a Resume

Are you now paid by the City of Alexandria?

☒ Yes ☐ No

If yes, please state your department, job title, and describe your duties:

Do any of your immediate relatives or business associates now serve the City of Alexandria in any capacity?

☐ Yes ☒ No

If yes, please explain:

Attendance Requirements: Sec. 2-4-7 of the City Code requires appointees to attend at least 75% of the yearly committee meetings. Absences may be excused because of personal illness or serious illness of members of the immediate family, death of a family member, unscheduled business trips and emergency work assignments only. All other absences are recorded as unexcused. In light of the aforementioned statement, will you be able to attend at least 75% of the regular meetings of the board which you may be appointed?

☒ Yes ☐ No

If applicable, will you comply with the provisions of the City's conflict of interest requirements in City Ordinance 2867?

☒ Yes ☐ No

EDUCATIONAL BACKGROUND (Please list certificates, diplomas, degrees, seminars, etc.):

Certificate in Life and Engagement Coaching, Anne Arundel Community College, 2021 Certificate in Diversity and Inclusion, Cornell University, 2021 Masters Degree in Management of Aging Services, University of Maryland Baltimore County, 2015 Bachelors Degree in Psychology, Hampton University, 1999

SUMMARY OF WORK AND PRACTICAL EXPERIENCE (Please list titles and duties for the past five years):

Director, Division of Aging & Adult Services, The City of Alexandria, February 2022-Present MAJOR DUTIES: The Aging and Adult Services Division Chief performs responsible administrative and supervisory work in planning, developing, directing, and coordinating a wide variety of programs and

Christopher Moore

activities to respond to the issues and meet the needs of older Alexandrians and persons with disabilities. Provides leadership and management to 32 ftes, stationed in 3 locations, in six program areas: Adult Protective Services; Adult Services, including the Homemaker program; the Area Agency on Aging, including Medicare Counseling [Virginia Insurance Counseling and Assistance Programs] and Community-Based Long-term Care; the Adult Day Health Center, the Transportation Unit and Older Adult Mental Health. Several area agencies on aging programs, including congregate and home delivered meals, legal assistance, and the Northern Virginia Long-term Care Ombudsman Program, are delivered via contract. The goal of these programs is to ensure that the needs of seniors and persons with disabilities in the City are met, with a focus on providing these services to low income, minority, and socially isolated individuals at risk of institutionalization. Responsible for management a budget of a multi-million dollar budget from multiple sources, including federal and state funds through the Virginia Department of Social Services, Virginia Department of Aging and Rehabilitation Services, Virginia Department of Behavioral Health and Developmental Services, and City general funds to support the operations of six program areas and to ensure that all State, Federal and City statutory requirements for these management of these funds are met. Must be knowledgeable in all regulations and able to effectively interface with Federal, State, and local officials and work across City departments. Serves as subject matter expert in the field of aging and adult services within the City. This Division provides staff support to the City's volunteer Commission on Aging. The incumbent in this class exercises initiative and independent judgment in performing the tasks of the position under the general supervision of the Director of the Center for Adult Services. Has responsibilities to serve as Alexandria Board member on the Birmingham Green Board and to assure staffing of the City's Commission on Aging. Program Director, Maryland Access Point Program, Howard County Office on Aging & Independence, April 2018-January 2022

AGENCY SUMMARY: Conveniently located in the heart of central Maryland between Baltimore and Washington, Howard County offers the charm of a historic past mixed with the excitement of a cosmopolitan community. As the Area Agency on Aging for the County, the Office on Aging & Independence touches the lives of many of Howard County's nearly 300,000 residents by providing services to older adults, adults with disabilities, and caregivers. The Office on Aging and Independence promotes the full inclusion of persons with disabilities, addresses the needs of an increasingly diverse cultural community, and supports the desires of our citizens to remain independent as they grow older. Our commitment to a No Wrong Door approach makes it easier for older adults, caregivers, adults with disabilities and their families to find the services they need.

MAJOR ACCOMPLISHMENTS: Created a continuity of operations plan that served as a template for the entire agency as it transitioned to remote work during COVID-19. Reduced my team's abandonment rate by 100% within the first year of employment. Increased FFP revenue by 50% within my first year of employment. Generated efficiencies through realigning funding and personnel of several programs, eliminating redundancies and creating opportunities to serve clients that would normally fall through the cracks. Initiated the idea of an Office on Aging & Independence Virtual Showcase and oversaw the implementation of the event from genesis to completion. Presented workshops at the Alliance of Information & Referral Systems Annual Conference for audiences of up to 600 people worldwide.

KEY DUTIES: Supervise the day-to-day operations of the Maryland Access Point. Create staffing schedules to ensure appropriate staffing levels to meet consumers' needs. This includes assuring adequate telephone coverage, staffing at 50+ Centers or other department venues, home visits, outreach events, MFP visits, etc. Supervise, recruit, hire, train, and evaluate Maryland Access Point staff. Ensure quality service provision through quality assurance oversight. Collaborate with the Division Manager to build an efficient and effective quality compliance program. Provide support and guidance to the Ombudsman program to ensure that residents' rights are honored. Administrate and/or collaborate on MAP documentation and telephone system(s). Ensure regular operation of systems and troubleshoots with appropriate company representatives when problems arise. Successfully resolve consumer complaints and sensitive constituent issues in coordination with elected officials. Collaborate with other staff of OAI as well as the partner offices and administration of DCRS to identify consumer needs, gaps in services, and identify potential resolutions. Coordinate with community partners to develop strategies for access to short- and long-term supports. Represent MAP, OAI, DCRS by attending appropriate community meetings and/or actively participating on committees that help to close gaps in service for populations of emphasis. Maintain regular communication with the MAP program coordinator at Maryland Department of Aging MDOA). Attends state, national and local meetings as required. Knowledge of Ombudsman program law, regulations and practices, including complaint investigation and systemic advocacy; Strong data analysis skills; Briefing leadership in policies and the impact to programs; Program leadership skills including supervision, training and program monitoring. Write and administrate MAP grants. Initiate, ensure compliance and update memoranda of understanding

in collaboration with other public agencies. Develop and monitor the Vivian Reid Fund spending. Work with staff to confirm funds are used as per guidelines. Raise funds for the Reid Fund via solicitations and marketing. Produce programmatic and statistical reports for OAI, DCRS, MDOA, federal agencies, public/private partners, and the community as required. Outreach to persons over 50, younger persons with disabilities, and populations at risk of institutionalization or compromised health outcomes. Represent OAI and DCRS at outreach events or meetings, including working evening or weekend hours. Adjunct Instructor, University of Maryland Baltimore County—The Erickson School Graduate Program, January 2017-present

KEY DUTIES: Providing instruction, support, and services to students in learning the Management of Aging Services Assigning projects students to develop ideas that will become their final Capstone paper and presentation Providing mentorship and coaching through the Graduate Correlation and Review Capstone project. Director, Information & Assistance Program, Anne Arundel County Department of Aging and Disabilities, May 2014-April 2018

AGENCY SUMMARY: Situated nearly 20 miles from both Baltimore and Washington, DC on the Chesapeake Bay, Anne Arundel County has 564,000 residents living within its borders. A cabinet-level department of the County government, the Anne Arundel County Department of Aging & Disabilities seeks to improve the quality of life of our citizens by providing options and resources to older adults, caregivers, and adults with disabilities to enable them to live independent and meaningful lives. Through 23 programs encompassing 200 employees, the Department seeks to innovate to provide excellent service to a growing population that is projected to double within the County within the next 15 years.

MAJOR ACCOMPLISHMENTS: Propelled staff to the highest number of certifications in program history; Successfully re-structured staff to provide service in second location without incurring additional staff while maintaining service levels; Refined data collection techniques to more accurately capture statistics; Managed program through a 29% increase in call volume; Initiated policy changes that have led to better trained staff and greater retention; Responsible for publication of the annual Services for Seniors, Adults with Disabilities, and Caregivers guide to services, reaching a print circulation of 50,000 copies.

KEY DUTIES: Develop and support new program initiatives to facilitate organizational growth and the sustainability of services Compile and edit Services for Seniors annual directory Prepares, develops, and monitors 3 budgets Prepares documentation to obtain State, Federal, and private endowment grant and funding requests Successfully resolve consumer complaints and sensitive constituent issues in coordination with elected officials. Monitors specific or selected aspects of contracts and makes recommendations on the acceptability of program services Collects, records, and evaluates data and prepares statistical and narrative reports and other documents in support of State and Federally-funded projects and other programs Contributes to the publication of quarterly/annual program reports and information releases Reviews pending and passed legislation and evaluates for programmatic impact Drafts proposed legislation as needed Development and supervision of all aspects of Maryland Access Point (MAP) Information and Assistance (I&A) operations Coordination of training, community outreach programs and representation through professional associations, committees, and board memberships Management of multiple federal and state grants, Federal Financial Participation (FFP), and seek additional funding mechanisms to sustain and grow service provision. Acting Director, Aging & Disabilities Resource Center (ADRC) Planning & Programming, Anne Arundel County Department of Aging and Disabilities, May 2016-May 2017

MAJOR ACCOMPLISHMENTS: Generated over \$500K in revenue at no additional expense to tax payers; Established satellite office mirroring services in a second location.

KEY DUTIES: Oversaw management and direction of 6 programs Generated, developed, and implemented new policy initiatives Provided overall direction to Customer Service Bureau Provided advice and recommendations to Deputy Director and Director on matters relating to ADRC and Older Americans Act Developed innovative ways to leverage Older American Act funds to encourage future sustainability Provided County Executive and senior governmental staff with pertinent information and recommendations on potentially sensitive and controversial issues regarding key constituencies Provided strategic planning for the Department in conjunction with other senior staff. Senior Information and Assistance Specialist, Anne Arundel County Department of Aging and Disabilities, August 2007-October 2014

KEY ACCOMPLISHMENTS: Identified and secured funding for Digital Television transition and coordinated all phases of program from conception to completion; Coordinated county Census outreach efforts for the aging and disabled; Represented the Director of the Department at meeting of National Association of Area Agency on Aging at the US Capitol.

DUTIES: Assisted clients in obtaining services based on identified needs Assessed client's ability to make independent judgments and appropriate decisions and provide the necessary support for clients and implemented appropriate decisions Maintained statistical information on clients and type of services provided Performed outreach to our populations to inform them of the myriad services available Attended specified community group meetings, training seminars, professional meetings to remain current in the field Provided supervision and

mentoring for college interns in the Information and Assistance program.

REFERENCES (Please list names and addresses of four references that you have contacted and support your application).

Non-Discrimination Data Supplemental Questions

By submitting this application electronically, I hereby certify that all information contained herein is true and complete and that the transaction will be subject to the Virginia Uniform Electronic Transactions Act..

SUBMISSION OF THIS PAGE IS VOLUNTARY

Confidential - NOT FOR PUBLIC INFORMATION

**Non-Discrimination Data Supplemental Questions
For Applications to City Boards, Commissions, and Committees**

Completion of this section is **VOLUNTARY**. When completed, the section is separated and redacted from your application prior to the application's submission to City Council. **COUNCIL AND STAFF DO NOT USE THIS FORM IN DETERMINING APPOINTMENTS.** Information provided in this section is treated confidentially and the information is forwarded to the Alexandria Office on Human Rights for compilation of statistics. One responsibility of the Human Rights Commission (HRC) is to track whether the diversity in our City's population is reflected in appointments made to boards, commissions, committees and authorities; the HRC does this using only data supplied on this form. The HRC reports statistics only to Council.

The HRC's main role is to ensure discrimination does not occur in our city based on race, color, sex, religion, ancestry, national origin, marital status, familial status, age, sexual orientation or disability with respect to housing, employment, public accommodations, health and social services, education, credit or city contracts.

Date of Application

Ethnicity

Gender

Sexual Orientation

For what Board, Commission, Committee, or Authority are you applying?

Do you live in the City of Alexandria?

Do you have Disability?

If yes, briefly describe the disability?

How did you learn of the vacancy for which your applying?