

Deanna Johnson Butler

Public health professional with 20+ years of experience working in grants management, contracts administration, and with diverse communities. Impressive track record working with minority health statistics and report drafting, and is a published author. High-energy manager and leader, successful in building and motivating employees. Cultivates an inclusive and diverse culture. Extremely well organized, with a keen attention to program and fiscal detail. Able to work with people at all levels and comfortable handling several projects simultaneously. Passion for teamwork and community response initiatives.

Education

Regis University 2002 - 2005
Masters of Science in Management Degree
Executive Leadership, Certificate

Community College of Aurora 1996 - 1997
Classes: Paralegal Studies, Real Estate

Metropolitan State College of Denver 1989 - 1991
Bachelor of Arts in English Degree

Colorado University at Boulder 1987 - 1989
Courses

Kent Denver Country Day School 1985 - 1987
Diploma

Work Experience

State of Colorado, Department of Public Health and Environment Division of Disease Control and Public Health Response Disease Control and Environmental Epidemiology Division	2016 – Current
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State of Colorado, Department of Public Health and Environment Community Relations Division Office of Health Disparities/Equity	2010 - 2016
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State of Colorado, Department of Public Health and Environment Disease Control and Environmental Epidemiology Division Emergency Preparedness and Response Division	2002 - 2010
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State of Colorado, Department of Public Health and Environment Tony Gramscas Youth Crime Prevention and Intervention	2000 - 2002
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State of Colorado, Department of Local Affairs Community Partnership Office <i>Youth Crime Prevention and Intervention (YCPI / Tony Gramscas)</i>	1997 - 2000
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State of Colorado, Department of Public Safety

1994 - 1997

Division of Criminal Justice, Division of Fire Safety

State of Colorado, Office of the Governor

1993 - 1994

Executive Chambers Scheduling Office

Aurora Community Mental Health Center

1992 - 1993

Therapeutic Preschool

Job Responsibilities

Division of Disease Control and Public Health Response, Operations Branch, Procurement Unit, Colorado Department of Public Health and Environment

Location: 4300 Cherry Creek Drive South Denver, CO 80246

Hours and Years: 40 hours/week, 2017 – Current

Management, Elsa Henry, Fiscal Compliance Manager, may be contacted, (303) 692-2314

- Work Lead: oversight of the contract drafting for the Communicable Disease, Immunization, Tuberculosis, Refugee, and Administration programs (3 years - Current)
- Single Unit staff person performing contracts leadership, administration, procurement and writing and execution duties (4 months)
- Single Unit Contract Writer for Communicable Disease, Immunization, Tuberculosis, Refugee Programs, and Administration (2.0 years)
- Work Lead: oversight of the contract drafting, management and routing staff (2 years)
- Statement of Work Certification delegation (3 years)
- Collaborates with fiscal officers, program managers and vendors to complete State procurement and contract processes (3 years)
- Provides oversight and management of purchasing and contract services for the assigned DCPHR branches/programs (3 years)
- Ensures DCPHR solicitation, purchasing and contract templates and other materials are accurate and updated based on the Department's Procurement and Contracts Section changes.
- Evaluate program need and coordinate with contract executives to complete solicitation processes (for methods i.e. Request for Proposals and Applications, Invitations For Bids, Documented Quotes, Sole Source agreements), resulting in contracts, purchase orders, interagency and intergovernmental agreements, and general encumbrance documents (3 years)
- Advises and educates staff and managers on completion and routing of forms and waivers, assuring that all requests comply with procurement procedures, state fiscal rules and any associated grant guidance (3 years)

Disease Control and Environmental Epidemiology Division, STI/HIV and Viral Hepatitis Branch, Colorado Department of Public Health and Environment

Location: 4300 Cherry Creek Drive South Denver, CO 80246

Hours and Years: 40 hours/week, 2016 – 2016

Management, Maria Jackson, may be contacted, (303) 692-2785

- Work Lead: establish work schedules, monitor workflow, assign workloads, write position descriptions, develop performance information, and provide training as necessary (8 months)
- Alignment of staff work to ensure consistency with federal, state and department goals (8 months)
- Work with staff to solve problems and to develop new skills (8 months)
- Establishment and review of performance plans and evaluations (8 months)
- Management of employee performance, including Performance Improvement Plans (8 months)
- Participation in hiring process during the comparative analysis process, applicant interviews (8 months)

- Strategic planning coordination (5 months)

Office of Health Disparities/Equity, Colorado Department of Public Health and Environment

Location: 4300 Cherry Creek Drive South Denver, CO 80246

Hours and Years: 40 hours/week, 2010 – 2016

Management: Mauricio Palacio, cannot be contacted Web Brown, may be contacted
Roz Bedell, may be contacted, (303) 916-1730

- Supervisor: establish work schedules, monitor workflow, assign workloads, write position descriptions, develop performance information, and provide training as necessary (4 years)
- Office of Health Equity, Health Disparities Grant Program Manager – provision of planning, training, and evaluation (4 years)
- Grant management for as caseload of 42 public health programs (5 years)
- Co-authored the *2013 Health Disparities Report: Exploring Health Equity Among Colorado's 10 Winnable Battles* and the *2015 Health Disparities Grant Program Final Evaluation* reports (4 years)
- Evaluation oversight, management, and leadership with contracted evaluators, and grantee assessment
- Community participation - assistance to the Colorado Black Health Collaborative (4 years)
- Office of Minority Health, DHHS State Partnership project to enhance minority health – staff supervisor and grant evaluator (4 years)
- Strategic planning coordination (5 years)
- Supervision: establish work schedules, monitor workflow, assign workloads, write position descriptions, develop performance information, and provide training as necessary (4 years)
- Resolve employee performance problems, disputes, and informal grievances and initiate corrective actions (4 years)

Disease Control and Environmental Epidemiology Division, Office of Emergency Preparedness and Response, Colorado Department of Public Health and Environment

Location: 4300 Cherry Creek Drive South Denver, CO 80246

Hours and Years: 40 hours/week, 2002 – 2010

Robin Koons, may be contacted, (303) 704-0231

Management, Greg Stasinos, may be contacted, (303) 692-3023

- Supervisor: establish work schedules, monitor workflow, assign workloads, write position descriptions, develop performance information, and provide training as necessary (4 years)
- Management of the Project Public Health Ready (PPHR) recognition program in Colorado (3 years)
- Supervision to emergency preparedness fiscal staff completing contractor payments, invoice processing, accounts payable, and monitoring multiple contractor agreements (4 years)
- Regional Liaison to contracted public health staff, establishing contractual tasks, job criteria, and monitoring progress of all Regional Emergency Response Planners (3 years)
- Coordination of emergency evaluation criteria, documentation, and implementation of the Department of Homeland Security's state and local assessment methods (8 years)
- Reporting system design, survey administration, and assessment tool design (8 years)
- Contract monitoring and grantee contracts processing (4 years)
- Customer service and professional inclusion (Diversity) training and facilitation for Office and department employees (2 years)
- Maintain up-to-date knowledge of Department and Statewide policies and procedures (8 years)
- Supervision: establish work schedules, monitor workflow, assign workloads, write position descriptions, develop performance information, and provide training as necessary (4 years)
- Ensure quality and quantity of performance and that program objectives are met (4 years)
- Resolve employee performance problems, disputes, and informal grievances and initiate corrective actions (4 years)
- Review and approve leave requests and work time (KRONOS), recommend promotions and sign personnel action forms (4 years)

- Initiate hiring processes, provide Subject Matter Expertise to HR during the comparative analysis process, interview applicants, and make hire decisions (4 years)
- Facilitation and planning grantee meetings (4 years)

Colorado Department of Public Health and Environment

Location: 4300 Cherry Creek Drive South Denver, CO 80246

Hours and Years: 40 hours/week, 2000 – 2002

Management: Esperanza Ybarra, may be contacted, (303) 692-2943

- Tony Grampsas Youth Services Program - program management, contract monitoring, technical assistance to community and family servicing agencies (2 years)

Colorado Department of Local Affairs, Tony Grampsas Youth Services Program

Location: 1313 Sherman Street, Denver, CO 80203

Hours and Years: 40 hours/week, 1997 – 2000

Management: Esperanza Ybarra, may be contacted, (303) 667-9334

- Program management, contract monitoring, technical assistance to community and family servicing agencies (3 years)
- Safe and Drug-Free Schools grant - program management, contract monitoring, technical assistance to community and family servicing agencies (1 year)
- Facilitation and planning grantee meetings (2 years)
- Invoice and contract processing (2 years)

Division of Criminal Justice and the Office of Fire Safety, Colorado Department of Public Safety

Location: 700 Kipling Street, Lakewood, CO 80215

Hours and Years: 40 hours/week, 1994 – 1997

Management: Sandy Sayre, may be contacted, (303) 273-1975

- Safe and Drug-Free Schools grant – contract management, monitoring, technical assistance to community and family servicing agencies (2 years)
- Community Services Block Grant - contract management, monitoring, technical assistance to community and family servicing agencies (2 years)
- Colorado Consortium for Community Policing – budget and contract management, training to communities and implementation of new programs in the criminal justice and community policing field (1.5 years)
- Colorado Build-A-Generation program - Advisory Board facilitation, grantee technical assistance and program management (1.5 years)
- Pulling America's Communities Together (Project PACT) - budget and contract management, training to communities and implementation of new programs working to improve neighborhood and community health (1 year)
- Juvenile Fire-setter Prevention Coordinator - work with training to hospitals and youth agencies and reconciliation project management (1 year)
- Facilitation and planning grantee meetings (3 years)

Career Objectives

- To promote healthy living and wellness among all partners
- To promote equity, diversity and inclusion in daily work
- To enhance and promote customer service practices
- To improve business processes and meet increasing demands
- To enhance use of data to understand and address work dilemmas

Community Work

- 2018-2020: Author of *A Single Parents Guide to Enjoying the Holidays* ISBN# 978-1-6442-6927-5, published through Dorrance Publishing Company to inspire and partner with underserved, minority and all single parents.
- 2020 – Current: Warren Village Volunteer Life Skills Instructor for the transitional and homeless population, teaching Life Skills course curriculum and hosting book club events. Warren Village is a private, secure housing apartment that provides a supportive community for those in crisis.

Course Delivery Topics: Life Skills 101, Plant-Based Eating 101 and Advanced, Equity and Inclusion, Setting Boundaries, and Parent's as Leaders

References and Transcript Available with State Application