

**Lyla A. McGuire**  
**Curriculum Vitae**  
**Employment Experience**

CCAR Industries, Inc. Charleston, Illinois	1980 - Present
Executive Director	1998 - Present
Assistant Executive Director	1993 - 1998
Director of Program Services	1986 - 1993
Director of Residential/Staff Development	1985 - 1986
Coordinator of Residential Alternatives	1984 - 1985
Rehabilitation Counselor	1983 - 1984
Supported Living Arrangement Counselor	1980 - 1983

**Finance**

- Have written and/or collaborated on ten (10) funded grants which provided three (3) buses for agency. Collaborated with outside agencies on an additional three (3) funded grants. All grants request covered costs and were beneficial and important to the organization.
- Sound budget management experience gained through growth with agency. In 1985 the budget was 1.5 million with 74 employees. Currently, the budget is 6.5 million with approximately 250 employees.
- Direct efforts to successfully turn around program cost overruns within assigned timeframes.
- Negotiated fully funded contracts with the Department of Human Services Office of Rehabilitation since 1986.
- Prepared a request for a Wilton Saw from DHS/ORS and received in 1994.
- Directed preparation of packets requesting higher funding for six (6) current Community Integrated Living Arrangements (CILA) consumers which were approved in FY96.
- Worked directly with manufacturing Plant Manager and contract staff on goal development and achievement regarding the variety, volume levels, and fiscal details of the operation.
- Have thorough working knowledge of organization's complex funding and regulatory requirements.
- Have strong communication skills which assist in effectively dealing with funding sources, understanding need, and receiving the requested funding.
- Have ability and knowledge to evaluate programs practically and realistically.
- **Most importantly, I deliver the expected outcomes.**

**Administration**

- Have been responsible for all agency programs including Birth Through Two, Developmental Training, Vocational Development, Supported Employment, Janitorial Skill Training, Regular Work, Manufacturing Plant, Supported Living Arrangement, Residential Services, Client and Family Support and Respite.

## Lyla A. McGuire (cont'd)

- Knowledgeable regarding Commission on Accreditation of Rehabilitation Facilities (CARF) standards, accessibility standards, life safety code, OSHA regulations, Department of Labor standards, unemployment claims process, human rights hearing, Department of Human Services requirements, and the Department of Children and Family Services requirements.
- Initiated interagency agreements and contracts with outside agencies and residential facilities as needed.
- Have a strong commitment to safety. Have developed strong Health and Safety committee structure in all programs.
- Responsible for ongoing policy and procedure development.
- **Successfully take plans from predevelopment through to implementation.**

### Personnel

- Created and implemented the agency's first staff development program.
- Established staff orientation program, monthly in-service as well as agency-wide in-service training and video tape library.
- Member of management negotiation team from 1992 until union was decertified in 1994 having never gotten a contract.
- Significant experience with handling employee disciplinary issues (both with and without union involvement).
- Worked with committee to develop a new staff evaluation form for use throughout the organization.
- Supervised the enhancement of all job descriptions to meet current requirements.
- **Dedicated to the motivation of staff to reach for their highest potential.**

### Community Relations

- Worked with staff to give newsletter a new professional look in 1997 - Organized Human Service Week activities throughout the community since 1994.
- Participate in local committees and councils, as well as a member of the Charleston Rotary Club.
- Assisted in preparation of agency's annual meetings.
- Developed public information program.
- Have written agency news releases regarding agency events and changes.
- Responsible for developing slide and video presentations on agency programs.
- **Have established effective working relationship with outside agencies.**

## **Lyla A. McGuire (cont'd)**

### **Planning**

- Responsible for developing and implementing program evaluation system, marketing plan, and accessibility plan.
- Assisted the Executive Director with long range planning.
- Have held planning sessions with program directors to complete marketing plan.
- Always striving to be well-informed on current issues and changes in the field.
- **Supportive of staff's ideas to improve the organization.**

### **Education, Certification and Licensure**

Eastern Illinois University, Charleston, IL 1975-1979, B.S. in Home Economics with Teacher Certification. Majored in Family Services and Education.

Eastern Illinois University, Charleston, IL 1980, M.S. in Home Economics specializing in Family Life and Child Development.

Licensed Social Worker - State of Illinois - License #069-001508

Licensing Representative for foster care homes authorized by the Department of Children and Family Services.

Illinois Teacher Certification

### **Memberships**

Charleston Rotary Club

Caregivers Support Team

Central Network Advisory Council

The Institute on Public Policy for People with Disabilities

Illinois Conference of Executives of the ARC of Illinois

Illinois Association of Rehabilitation Facilities

American Association on Intellectual and Developmental Disabilities

### **Board of Director Service**

Area Agency on Aging Corporate Board

Sarah Bush Lincoln Health System

Planned Giving Information Consortium of East Central Illinois

The Institute on Public Policy for People with Disabilities