

From: [Deltona FL via Deltona FL](#)
To: [Joyce Raftery](#); [Elizabeth Keys](#); [Bridgette Lodwig](#)
Subject: Form submission from: Citizen Board/Committee Application
Date: Thursday, March 18, 2021 11:29:04 AM

Submitted on Thursday, March 18, 2021 - 11:28am

Submitted by anonymous user: 74.191.71.218

Submitted values are:

Choose from the following: Affordable Housing Advisory Committee

Name: Michelle Wallace-Chin

Email: MWallaceChin@volusia.org

Address: 1419 Ashbourne Way

City, State, Zip Code: Deltona

Phone: 386-236-3520

Alt/Cell Phone: 407-430-2881

Fax:

Organization: COUNTY OF VOLUSIA EVAC AMBULANCE

Number of Years as a Deltona Resident: 11 - 15 Years

What Commission district do you reside in? District 3

Are you a registered voter in Volusia County? No

Who is your employer? (Please include number of years, address, phone number and title/position):

County of Volusia EVAC Ambulance

Treasury and Billing Division

Number of Years: 6+ years with the County

Address: 135 Carswell Ave

Daytona Beach, FL 32117

Tele: 386-236-3520

Title: Support Services Manager

Please summarize your work experience.: My role in the Treasury and Billing Division is to supervise seven direct reports in the Medical coding department. I do pre-submission Audits for Medicare claims and conduct HIPAA compliance education, as well as conduct recruitment selection of all shortlisted candidates and training of all new hires for the coding department. I liaise with the County Legal department to handle all claims under Probate for Volusia County residents. I also conduct the monthly reconciliation for all Fire medical transports within the County pre-payment. I am knowledgeable in the principles of management. I have knowledge of effective supervisory practices and the principles of personnel management.

List any volunteer service organizations, clubs, or professional societies you are a member of and give the positions or titles you have held.:

Notary Public for the State of Florida - Notary ID# 1644286. Commission # HH82647 since 2021.

Board of Governors - Chair, Ivy Hawn Charter School of the Arts. Member since 2016.

American Academy of Professional Coders, AAPC. Member since 2014.

National Academy of Ambulance Compliance, NAAC. Member since 2017.

American College of Healthcare Executives, ACHE. Member since 2019.

Pastoral Advisory Council, Co-Chair. Member of parish since 2010. Co-Chair since 2018.

Have you ever served on a committee or advisory board? If so, give the details, including any positions held. Have you ever held public office? If so, give the details, including offices involved, whether elected or appointed, and the length of service.: I currently serve on the Pastoral Advisory Council of Our Lady of the Lakes Catholic Church in the capacity as Co-Chair. We serve more than 1400 families and advise the Pastoral team on pertinent matters relating to the Parish.

Describe any additional knowledge, skill, education, or experience you have, which would assist you in the duties of this Board/Committee.: I hold a Bachelor of Science degree from the University of Central Florida, UCF. I am a current graduate student in the Master in Public Administration Program in the School of Public Administration at UCF. I am a Certified Professional Coder through the American Academy of Professional Coders, AAPC and a Certified Ambulance Coder through the National Academy of Ambulance Compliance, NAAC.

Explain why you want to serve on this Board/Committee, and include any potential contribution you selection would bring.:

I am able to conduct research and studies and make recommendations. I am able to establish and maintain effective working relationships while communicating effectively both orally and in writing. I am able to interpret laws, policies and procedures. I am able to analyze operations and recommend procedures to improve performance. I am able to manage multiple priorities and work under stressful conditions. I am also a resident who loves Deltona and want to contribute to its growth and development in any capacity I can. I have a passion for service and I hope to contribute by helping to find innovative ways to provide for affordable housing in an effort to increase the housing stock for our residents and those most in need.

Potential conflict of interest: Do you do business, or are you engaged in the management of any business enterprise that has a financial interest with the City of Deltona? Please give details, including the name of the enterprise, the nature of the business, and the position you hold.: None

Have you ever been convicted for violation of any federal, state, county, or municipal law, regulation, or ordinance? If so, give details. Do not include traffic violations or fines of \$100 or less that were imposed, unless it also included a jail sentence.: No

List names, addresses, and telephone numbers of at least three persons who are in a position to comment on your qualifications and of whom inquiry may be made by the City of Deltona.:

Dr. Bradley Burbaugh - Director, UF/IFAS Extension Volusia County 3100 E. New York Avenue, DeLand, FL 32724 Tele: 386-822-5778 Ext 15417

Fr. Frank Cerio - Associate Pastor, Our Lady of the Lakes Catholic Church 1310 Maximilian St. Deltona, FL 32725 Tele: 321-501-3687

Dr. Gregg Buckingham - Lecturer, UCF School of Public Administration 528 W Livingston St Ste 446, Orlando, FL 32801 Tele: 407-823-1190

Additional Information or Comments: I recently became a citizen and have recently mailed in my Voter registration application.

The results of this submission may be viewed at:

<https://www.deltonafl.gov/node/24953/submission/69486>