

APPOINTMENT

Approving the appointment of GERALYN A. DUGAN to serve as a member of the Allegheny County Mental Health/Intellectual Disability Advisory Board for a term to expire on December 31, 2019.


SPONSORED BY COUNTY EXECUTIVE FITZGERALD

In Council APRIL 4th, 2017.

Read and approved by Motion of Council.



John P. DeFazio
President of Council

Attest: 

Jared Barker
Chief Clerk
Allegheny County Council

COUNTY OF



ALLEGHENY

RICH FITZGERALD
COUNTY EXECUTIVE

February 16, 2017

Honorable President and Members
Allegheny County Council
119 Courthouse
Pittsburgh, PA 15219

Dear Members of Council:

Please find the attached resume of GERALYN A. DUGAN, whom I am recommending for appointment to the Allegheny County Mental Health/Intellectual Disability Advisory Board.

The MH/ID Board aids the County Executive and County Council in the planning, development and implementation of mental health and Intellectual Disability services. I am recommending that Ms. Dugan serve a three-year term which will expire on December 31, 2019.

Ms. Dugan is currently the Jury Manager for the Allegheny County Court of Common Pleas. She received her bachelor's degree from Duquesne University. In addition, she received her master's degree from Pennsylvania State University.

I appreciate your consideration, and ask you to act on this appointment as quickly as possible. Ms. Dugan will make herself available for review before the appropriate committee if members of Council wish to speak with her.

Sincerely,

Rich Fitzgerald

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ALLEGHENY COUNTY COUNCIL

OFFICE OF THE COUNTY EXECUTIVE

GERALYN A. DUGAN
1170 Bower Hill Rd. #313
Pittsburgh, PA 15243

412-915-9688

PROFESSIONAL EXPERIENCE

Allegheny County Court of Common Pleas
Court Administrative Office
437 Grant Street
300 Frick Building
Pittsburgh, PA 15219

September 1998 to May, 2011 Jury Manager/ Allegheny County Court of Common Pleas Office of Jury Management

Reporting to the President Judge and Court Administrator of Allegheny County, my responsibilities include the supervision of four employees, the mailing of 100,000 questionnaires per year, the summoning of all jurors that serve in Allegheny County, maintaining the integrity and the diversity of the juror pool, managing Statewide and District Attorney Grand Jury Voir Dire's, monitoring and evaluating the number of jurors required for trial needs and efficient use of juror time and County and State funds, respond to juror inquiries by telephone or written correspondence, file monthly AOPC reports, assist in the development of new questionnaires and summons, interface with the IT personnel to update the jury computer system to utilize the capabilities of available automation. I have reduced the number of summoned jurors by 20,000 saving the taxpayers tens of thousand of dollars.

The position of Jury Manager, in addition to additional responsibility was created as a result of the Allegheny County Row Office consolidation in 2005. By consolidating the Office of Jury Management and the Jury Commission, significant payroll and operating expenses were realized.

October 1992 to September 1996 Intake Probation Officer, Juvenile Division
September 1996 to September 1998 School-based Probation Officer

As an Intake Probation Officer I processed, under stringent time guidelines, referrals for juveniles involved in criminal activity as referred by police and admission to Shuman Detention Center. I utilized community and institutional resources for the treatment of adjudicated youth with the goal of reunification with the home environment and visited clients and families in their homes. Additionally, I wrote extensive treatment goals and objectives, and court presentation documentation while working closely with the Public Defender's Office and the District Attorney's Office on cases in Court. On call 24/7. As a school based Probation Officer, I interfaced with the Pittsburgh Public School District teachers and administrator in a City of Pittsburgh middle school.

Geralyn A. Dugan (continued)

September 1990 to October 1992 Children Youth and Family Services

As a treatment caseworker I managed an active caseload of families and children at risk with emphasis on family preservation utilizing local resources to provide services to clients. I conducted frequent home visits and wrote individual treatment goals and objectives for each family. I prepared extensive written and oral cases for presentation in Court working closely with Child Advocacy attorneys. On call 24/7

Giant Eagle Inc. Pittsburgh, PA

September 1988 to September 1990 Cooking School Coordinator and Instructor

I implemented new programs including children's cooking and craft classes. I assisted local chefs in class presentations in addition to teaching adult and children's classes and writing the class brochures.

Sears, Roebuck and Company Johnstown, PA Clearfield, PA Pittsburgh, PA

January 1974 to January 1977 Management Trainee Johnstown, PA

January 1977 to January 1978 Assistant Store Manager Clearfield, PA

January 1978 to March 1980 Assistant Merchandise Control and Systems Manager

March 1980 to September 1982 Assistant Group Merchandise Manager

As Assistant Group Merchandise Manager I ordered regular and promotional merchandise for twenty eight stores while maintaining appropriate budget and inventory levels.

As an Assistant Merchandise Control Merchandise Manager, I worked independently as a trainer implementing a seven store, four state conversions to mechanized inventory and cash register system. Additionally, I traveled to twenty one additional stores maintaining existing systems.

As an Assistant Store Manager of a 4.4 million dollar store, my responsibilities included budgets, personnel, and payroll, display, floor and catalogue sales goals.

As a Management Trainee I was exposed to all areas of merchandise and management accountability including responsibility as a division manager

ACADEMIC CREDENTIALS

Pennsylvania State University State College, PA M.Ed. Drug and Alcohol Counselor Education Master's Thesis "Adolescent Suicide and It's Relation to Chemical Dependency"

Duquesne University Pittsburgh, PA B.A. Sociology/Psychology

Community College of Allegheny County

Seton LaSalle H.S. (Elizabeth Seton) Pittsburgh, PA

Mediation of Business, Family and Divorce Conflicts

Phipps Conservatory Floral Design Certificate Program (in progress)

Geralyn A. Dugan
1170 Bower Hill Rd #313
Pittsburgh, PA 15243

VOLUNTEER EXPERIENCE

NAMI National Alliance of Mental Illness, Southwestern Pennsylvania
I am currently president of the South Hills Chapter. I co-facilitated a twelve week presentation for families and support individuals of those with mental illness entitled "Family to Family" for the last eight years. I was South Hills Chapter team captain for the 5K NAMI Walk in October. I co-present the training of law enforcement officers , CIT (Crisis Intervention Training), as a representative of NAMI.

FAMILY PROMISE I prepare meals for homeless families enrolled in the Family Promise program while they are residing at St. Anne Church in Castle Shannon.

THE TABLE Located on the South Side of Pittsburgh, I volunteered weekly to prepare and serve a hot meal to those in need.

St. Pius X Church., Brookline. I participated in a wide variety of activities to include floral design and maintenance of Church plants and arrangements, preparing dinner for 225 guests as a fundraising effort, preparing First Communion retreat luncheon for parents and children.

Seton LaSalle Hockey Club

As president, I oversaw the organization of fundraising activities, attended all league meetings and acted as liaison between the school, parents and coaches.

Brookline Regional Catholic School

Participated in various schools related and fundraising activities while my children were enrolled..

Boy Scouts of America

Participated as a Cub Scout den parent. Also assisted and participated in many weekend camping activities and parades.

Merit badge swimming instructor.



COUNTY OF ALLEGHENY

OFFICE OF THE COUNTY COUNCIL

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WWW.COUNTY.ALLEGHENY.PA.US/COUNCIL

April 5, 2017

Ms. GERALYN A. DUGAN
1170 BOWER HILL RD. #313
PITTSBURGH, PA 15243

Dear Ms. Dugan:

This letter is to inform you that at the Regular Meeting of Allegheny County Council held on April 4, 2017 Council approved your appointment to serve as a member of the Allegheny County Mental Health/Intellectual Disability Advisory Board for a term to expire on December 31, 2019.

We congratulate you on your appointment and wish you the best of luck in this undertaking. We look forward to receiving your recommendations and stand willing to assist you in any way you believe appropriate.

Sincerely,

A handwritten signature in blue ink that reads "Edward J. Kress".

Edward J. Kress, Appointment Review Committee Chair
Allegheny County Council

cc: Marc Cherna, Director, Allegheny County Department of Human Services

EJK/sb