

**Melanie D. Eaton**  
**Instructor, Health Care Administration Program**  
**Department of Public Health, Western Kentucky University**

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### Academic Experience

**Western Kentucky University**, Bowling Green, Kentucky

Coordinator, NAB Accredited Long Term Care Administration Certificate with Health Care Administration Degree

Full-time Instructor in Health Care Administration, August 2013 to Present.

Part-time Instructor in Health Care Administration and/or Gerontology, August 2007 to Present

Courses:

Long Term Care Administration

Nursing Facility Administration

Quality and Patient Safety in Long Term Care

Health Care Organization Management

Human Resources Management in Health Care, Undergraduate and Graduate

Introduction to the Aging Experience

Internship Experience in Health Care Administration, Undergraduate and Graduate

Study Abroad Long-term Healthcare: approval 12.14

### Professional Experience

August 2007 – Present

**Western Kentucky University**

Bowling Green, Kentucky

***Instructor, Public Health, Health Care Administration, Fall 2013 - Current***

- Enhance participation, interest and support of both Health Care Administration and Long Term Care Administration Certificate Program among students, local community and professionals.
- 2014 NAB Accreditation for HCA Undergraduate Program with LTCA Certificate Program, 1<sup>st</sup> in Kentucky, 11<sup>th</sup> in United States.
- Provide instruction, advisement and assistance with student research poster presentations.
- Assist with development of online cohort program for the HCA Undergraduate Degree and the LTCA Certificate.
- Serve as representative on local, state, regional and national committees with healthcare professionals and academics.
- Facilitate professional development, intern placement and networking opportunities for students.

***Outreach Coordinator and Office Associate, Center for Gerontology, March 2013 - August 2013***

- Coordinate outreach activities for Center, to include press releases, community events and social media.
- Develop network and professional development opportunities for students through conferences, student organization memberships and intern placement.

***Part-time Instructor, August 2007 – December 2013***

- Provide instruction for Public Health and Diversity and Community Studies, including healthcare organization management, gerontology and leadership in aging services.

June 2001 – March 2013

**Christian Care Communities, Inc.**

Bowling Green, Kentucky

A CCRC licensed for skilled nursing, intermediate care, personal care, nursing home, independent living apartment homes, assisted living, memory care, outpatient rehabilitation and home health. Future expansion plans of community included neighborhood model assisted living, transitional care and a licensed personal care memory care with Best Friends Approach to Care philosophy.

***Executive Director/Licensed Long Term Care Administrator, April 2005- March 2013***

- Responsible for overall leadership, long and short term strategic planning and fiscal management for a multi-level of care community, requiring diverse knowledge of regulations and policies for each.
- Development, along with master planning group, of a capital expansion plan to meet emerging needs of current and future residents and customers.
- Represent organization within community and among business leaders, academia, board of directors, governing entities and professional associations at a local, state and national level.
- Maintain professional network and personal development to ensure the organization not only met current standards of practice but was also innovative and proactive in services provided.

### ***Licensed Long Term Care Administrator, June 2003- April 2005***

- Develop business plans to achieve desired results and assure operational needs of facility and its participants are met 24 hours a day, 7 days a week with an adequately trained, motivated and stable workforce.
- Direct facility during all surveys to include office of inspector general, CMS, OSHA, health department, life safety code, wage and hour and fire marshal.
- Maintain systems and controls to safeguard company assets, generate accurate budgets and produce reliable information and reports.
- Ongoing development and support of fundraising opportunities to supplement operations deficits, meet resident and staff needs, and build relationships and awareness with community supporters. Examples of these programs include an annual golf fundraiser that has occurred 6 years and is ongoing, a Pastoral Care Endowment Fund and an Employee Annual Giving campaign. Other campaigns that have been successful in obtaining funds for smaller initiatives include a giving campaign for Chapel furniture and music equipment, a 3 year staff sponsored fish fry to purchase resident common space furniture, Heart for Alzheimer's Valentine Dinner in which proceeds are given to Alzheimer's research, Family to Family Ministry Program and Annual Resident Christmas Giving.
- Develop initiatives and align new opportunities for expansion of services to achieve an increase in revenue and in response to organization goals and objectives.
- Serve a key role on the master plan committee for a 10+ million dollar expansion to existing facilities. The expansion includes three new levels of care to include assisted living, memory care and TCU, requiring development of policies and procedures, client and clinical service plans, operation budgets marketing plan and materials for each of these new levels. As the onsite Director, this has required the development of back of the house FFE budget, capital equipment testing and selection, review and approval of all architectural renderings and elevations, determination of programming needs and philosophy of care, staff budget development, approval of interiors front of the house selections, general contractor selection, and all applications for licensure and certificate of need.
- Innovation in my field that subsequently received recognition for those achievements; some of those awards include the prestigious KYIQ, Best Places to Work in KY, articles in national publications on self-scheduling and restaurant style dining programs and LeadingAge KY Administrator of the Year.
- Continue to seek opportunities to grow professionally and also guide organization to new and exciting programs. Efforts to strengthen the relationship with the local university has lead to a dramatic increase in student volunteers from various departments and social groups, development of a certificate of aging services, internships, creation of onsite Administrator in Training position and service as a part-time instructor and advisory committee member for the health care administration program

### ***Director of Admissions and Program Services, June 2001- June 2003***

- Raised facility census from 72% to 96% with all growth in private pay and Medicare payer source.
- Supervision and hiring of activities staff, production of calendars for IL and NF and guided community to focus on healthy aging as part of that program, requiring activity staff to become certified personal trainers and Silver Sneakers certified with falls prevention education and programming.

January 2000 – December 2000

**Wyoming Health Council**

Laramie, Wyoming

#### ***Assistant Director***

- Submit grant proposals and provide oversight of federal grant funds distribution to 22 public health clinics and 13 family planning clinics within the state.
- Grant oversight for Migrant Health Workers and Family Planning federal grants.

## **Education**

**Western Kentucky University**, Bowling Green, KY

Master of Business Administration, May 2003

Bachelor of Science, Health Care Administration, December 1999

## **Professional Service and Activities**

National Continuing Education Review Service (NCERS) Committee, NAB, 08/2015 – Current

The Academy of Long Term Care Leadership and Administration, ACHCA, 02/2015 - Current

Academic Forum Co-Chair, NAB, 2014- 2016

Education Committee, NAB, 2013 – Current

Academic Accreditation Site Visitor, NAB, 2014-Current

National Mentoring Program, American College of Health Care Administrators (ACHCA), 2014

National Practice Analysis Task Force, National Association for Long Term Care Administrators Board (NAB), 2013-2014

Federal Nursing Home Administrator Exam Item Writer, NAB, 2013- Current

Federal Nursing Home Administrator Exam Committee, NAB, 2013-2014

Student Affiliation Work Group, ACHCA, 2013

Student Poster Exhibition Work Group, ACHCA, 2013- 2016

District III Annual Conference Planning Committee, ACHCA, 2013-2016

Newsletter Committee, ACHCA KY Chapter, 2013 - 2015  
Certification Exam Item Writer Drive, ACHCA, 2013  
Judge, Facility of the Year, KAHCF, 2014  
Judge, Northern Bluegrass District Facility of the Year, KAHCF, 2013  
Department of Public Health HCA Advisory Committee, Western Kentucky University, 2008 to 2013  
American College of Health Care Administrators, Member, 1999 to present  
Statewide Public Relations Committee, LeadingAge KY, 2004 -2010  
Statewide Education Program Committee, LeadingAge KY, 2009 to 2012

### **Licenses and Certifications**

State Registered Nurse Aide certification, 2011 - present  
Certified Nursing Home Administrator, 2010 – present  
ServSafe Certification, 2008  
Licensed Nursing Home Administrator, Kentucky, 2003 - present

### **Community Activities**

Habitat for Humanity, 2009 - 2010  
Hurricane Katrina Relief Volunteer, 2005  
Governmental Relations Committee, Bowling Green Chamber of Commerce, 2005  
Leadership Bowling Green Graduate, Bowling Green Chamber of Commerce, 2005  
Day Chair, Leadership Bowling Green 2006 – 2010  
Board of Directors, Leadership Bowling Green 2009-2010  
STEP Program Day Chair, Leadership Bowling Green, 2006 - 2010

### **University Activities and Faculty Development**

District III Regional Conference, ACHCA, Florence, IN (with 11 students), 2018  
NAB Mid-Year Meeting, 2016  
Education Leadership Doctoral Program, Organization Leadership, WKU, 2014 – Current  
Student Research Poster Presentation Advisement (2 students) and Attendee, ACHCA National Convocation, Philadelphia, 2016  
LeadingAge Annual Conference and Exposition, Boston, MA (with 4 students), 2015  
NAB Mid-Year Meeting, Naples, FL, 2015  
Student Research Poster Presentation Advisement (5 students) and Attendee, ACHCA National Convocation, San Antonio, TX, 2015  
District III Regional Conference, ACHCA, Rising Sun, IN (with 6 students), 2015  
Online Instructor Training, DELO, 2015  
NAB Mid-Year Meeting, San Francisco, CA, 2014  
Student Research Poster Presentation Advisement (1 student) and Attendee (with 7 students), KAHCF Annual Conference, Louisville, KY, 2014  
LeadingAge Annual Conference and Exposition, Nashville, TN (with 8 students), 2014  
Student Success Summit, 2014  
NAB Annual Meeting, Louisville, KY, 2014  
Student Research Poster Presentation Advisement (3 students), ACHCA National Convocation in Las Vegas, NV, 2014  
District III Regional Conference, ACHCA, Rising Sun, IN (with 10 students), 2014  
NAB Accreditation for HCA Undergraduate with LTCA Certificate Program, site visit completed 02.2014  
NAB Mid-Year Meeting, Sarasota, FL, 2013  
ACHCA Winter Marketplace, Las Vegas, NV, 2013  
Department of Public Health Web Site Manager, 2013 to Current  
Long Term Care Administration Certificate Program news releases and promotion  
The Gathering, Age-friendly Bowling Green, 2013  
OU Campus Training, 2013  
DELO Online Teaching Summer Camp, 2013

### **Grants and Fundraising Activities**

Migrant Health Workers, federal grant  
Family Planning, federal grant  
Energy Efficiency Block Grant, community grant  
Generations on the Greens Golf Fundraiser, 6 years  
Employee to Resident Giving Fish Fry Fundraiser, 3 years  
Chapel Development and Capital Fund  
Heart for Alzheimer's Fundraiser  
Walk to End Alzheimer's Planning Committee and Participant, 3 years  
Family to Family Ministry Program

Annual Resident Christmas Giving Program, 12 years

**Awards/Honors**

CHHS Faculty Award Nomination for Student Advisement, 2017 and 2014

Education Award, District III American College of Health Care Administrators, KY, 2015

Outstanding Member Award, American College of Health Care Administrators, KY, 2014

Nomination and Selection, NAB National Practice Analysis Task Force, 2013-2014

Fellow, American College of Health Care Administrators, 2013 (current)

National Emerging Leadership Summit (NELS), Washington D.C., 2012

Administrator of the Year, LeadingAge KY, 2010

Kentucky Initiative for Quality Award, 2009

Best Places to Work, Kentucky, 2009