

RESOLUTION # _____

**“RESOLUTION APPOINTING A MEMBER TO THE LARAMIE COUNTY
SENIOR SERVICES BOARD”**

BE IT RESOLVED by the governing body of Laramie County, Wyoming,
_____ shall be and is hereby appointed as a member of the Laramie County
Senior Services Board to perform the duties of said Board according to law to complete a vacant
three-year term which will expire June 30, 2027.

PRESENTED, READ AND ADOPTED this ____ day of _____, 2025.

BOARD OF LARAMIE COUNTY COMMISSIONERS

Chairman

ATTEST:

Debra Lee, Laramie County Clerk

REVIEWED AND APPROVED AS TO FORM:



Laramie County Attorney's Office

OATH OF APPOINTMENT

THE UNDERSIGNED does solemnly swear (or affirm) to honor and sustain the
constitution of the United States, the constitution of the State of Wyoming, and to faithfully,
honestly and impartially discharge all duties as a member of the Laramie County Senior Services
Board.

LARAMIE COUNTY SENIOR SERVICES BOARD MEMBER

Signature

Date

Witness

Date

APPOINTMENT APPLICATION

Board/committee/commission: Laramie County Senior Services Board

Name: Charles Simineo Preferred Name: Charlie Simineo

Mailing Address: 7406 Tada LN Home Address: Same

Cheyenne WY 82009

Phone: 307-421-5506 Spouse: deceased, Margie

Occupation: Retired Self-Employed? _____

Employer/Name of business: _____

Address / Zip: _____ Phone: _____

Year Employed: _____ Years of Laramie County Residency: 37+ years

Fax: _____ Email: csimineo@gmail.com Cell: 307-421-5506

Education/Degrees: Bachelors in Gerontology

Executive Masters of Business Administration

Other community memberships: WY Guardianship Corporation 2004-2011

AAAP-Community Action Team, Volunteer Income Tax Assistance

2011-2015

Please explain your interest in serving on this Board/Committee/Commission (attach additional pages if needed):

Having worked as the Executive Director of WY Senior Citizens

Inc and as a long Term Care Ombudsman I have been in

most of the Senior Centers in WY I have much to offer

Signature: CSimineo Date: _____

Please return to: Laramie County Commissioner's Office
310 W 19th St, Room 300
Cheyenne, WY 82001
Fax: 307-633-4267
Email: commissioners@laramiecounty.com
Phone: 307-633-4260

=====For Office use Only=====

New Appointment: _____ or Reappointment: _____ Term Length: _____ Year(s)

Full Term: _____ or Unexpired Term: _____ Expiration Date: _____

Comments: _____

Charlie Simineo

Objective

Board Member – Laramie County Senior Services Board

Education

1972 Paonia High School, Paonia, CO
1974 Modesto Junior College, Modesto, CA,
Associate of Arts
1976 University of Northern Colorado, Greeley, CO
Bachelor of Science
1999 Preston University, Cheyenne, WY
Executive Master of Business Administration

Professional Experience

April 2012- April 2018 Special Needs Pooled Trust Administrator

Wyoming Guardianship Corporation, Cheyenne, WY

- Responsible for enrolling clients into the Trust
- Responsible for management of a multi-million dollar trust fund
- Assuring all disbursements met state and federal requirements
- Working with Special Needs clients, guardians, caregivers and regulators

July 2008 – May 2011 Executive Director

Wyoming Senior Citizens, Inc. Cheyenne, WY

- Responsible for all management activities for a statewide not-for-profit agency with 4 offices scattered throughout Wyoming with volunteers in every county in Wyoming.
- Provided guidance to managers in improving efficiency, effectiveness and customer satisfaction.
- Composed both federal and state grants which were funded for health related and senior activities.
- Assured compliance with grant guidelines.
- Composed reports and correspondence.
- Presented numerous workshops on health care topics.

August 2004 to July 2008 Regional Long Term Care Ombudsman

Wyoming Senior Citizens, Inc. Cheyenne, WY

- Advocate on behalf of Wyoming citizens receiving long term care
- Work with local and state governmental entities on improving long term care
- Develop and present workshops on long term care issues
- Provide testimony to legislative committees and Wyoming Department of Health on long term care issues.
- Work with health care providers to develop solutions to client concerns

July 2002 to August 2004 Regional Director

Alzheimer's Association, Scottsbluff, NE.

- Develop and present workshops on Alzheimer's Disease.
- Identify, develop and organize community resources.
- Increase awareness of the prevalence and impact of the disease by working with public officials (including legislators)
- Market programs and services of the Association.
- Develop new and enhance existing organizational relationships.

1998 – 2002 Service Area Administrator

Nebraska Health & Human Services, Gering, NE

- Regionally integrated five state agencies into one;
- Performed management tasks in a dispersed regional service area with eleven branch offices and 130 staff members;
- Managed an annual budget of \$7 million;
- Developed staff to work in a participatory management structure
- Frequent communication with Governor of Nebraska, Members of the Policy Cabinet, and 11 different Counties and their County Officials.

1995 – 1998 Management Consultant

Wyoming Department of Health, Cheyenne, WY

- Developed a Single Point of Entry System for Medicaid Long Term Care
- Developed and implemented Medicaid Long Term Care policies.
- Monitored Department of Health Strategic Plan implementation.
- Developed licensure rules for five health providers
- Develop quality of care criteria for Long Term Care Facilities

1987 – 1995 Health Facilities Licensure/Certification Director

Wyoming Department of Health, Cheyenne, WY

- Assured that Medicare/Medicaid and licensure surveys were completed in health facilities.
- Wrote grants and monitored budgets for programs.
- Worked with county and state public health officials to assure quality public health including providing legislative testimony
- Performed management functions in Public Sector
- Worked with State legislators, County Officials, and health care boards.

1985 – 1987 Health Facilities Evaluation Coordinator

Wyoming Department of Health, Cheyenne, WY

- Assured that Medicare/Medicaid certification surveys were completed in health facilities
- Assured that State licensure surveys were completed in health facilities.
- Performed licensure and certification surveys in health facilities.

1984 – 1985 Nursing Home Administrator

Lantis Enterprises, Ogalalla, NE

- Performed all management tasks in nursing home of 86 beds (which includes being knowledgeable of Dietary, Nursing, Housekeeping, Maintenance and Human Resource Activities);
- Prepared, implemented and monitored a budget;
- Developed and implemented a marketing plan;
- Developed and implemented a staff development plan;
- Worked with residents, families, and employees to provide high quality services and satisfaction.

1976 – 1983 Nursing Home Administrator

Bethesda Care Centers, Colorado Springs, CO

- Performed all management tasks in nursing homes ranging from 32 beds to 144 beds (which includes being knowledgeable of Dietary, Nursing, Housekeeping, Maintenance and Human Resource Activities);
- Prepared, implemented and monitored a budget;
- Developed and implemented a marketing plan;
- Developed and implemented a staff development plan;
- Worked with residents, families, and employees to provide high quality services and satisfaction.

Licensure

Past licensure as a Nursing Home Administrators, States of Nebraska and Wyoming,

U.S. Department of Health and Human Services, Minimum Qualification as a Long Term Care Surveyor

**Knowledge, Skills
and Abilities**

Meetings –

Conducted public meetings and staff meetings; Facilitated inter- and intra-agency meetings; Conducted and built alliances with a broad range of stakeholders; Addressed legislative committees; Mediated employee conflicts and grievances.

Training – Provided orientation training for new employees; Provided on-going staff development training; Arranged local and state workshops and conferences; Conducted local, regional, and state workshops; Presented at state, regional and national conferences.

Writing – Developed written policies and state rules/regulations; Developed interagency agreements; Developed state plans and strategic plans; Developed annual reports and program audit reports; Developed state and federal grants.

Budgeting – Assisted in developing annual and biennium budgets; Developed and tracked budgets for state and federal programs; Verified expenditures for state agency budgets; Completed fiscal reports for federal money

Supervision – Developed projections for staffing needs; Interviewed and hired staff; Implemented differentiated supervision strategies; Assisted staff in developing goals for improvement; Developed work teams to complete projects; Evaluated staff and developed improvement plans if needed.

Teaming – Developed networks and alliances and collaborated with other community-based agencies; Utilized stakeholders and contact to build and strengthen internal support bases; Participated in administrative teams; Participated on state and local councils and associations; Participated in and chaired inter- and intra-agency teams; Provided training in successful team building.

Special Knowledge – Alzheimer's disease, Health care financing programs and issues; Long term care programs and issues; Survey of health facilities; Rulemaking process and implementation of health and human service rules and regulations; Medicaid eligibility determination; Child and adult protective services. Understanding of disease prevalence, tracking mechanisms, and disease investigations.