


HHS COMMITTEE #1
January 20, 2011

Interview

MEMORANDUM

January 18, 2011

TO: Health and Human Services Committee

FROM: Linda M. Lauer, Clerk 

SUBJECT: Interview of Brian Wilbon for appointment as Chief Operating Officer,
Department of Health and Human Services

The Health and Human Services Committee will interview the County Executive's appointment for the position of Chief Operating Officer, Department of Health and Human Services.

The interview will be held in the 3rd Floor Council Conference Room at 1:30 p.m. Mr. Wilbon's resume is attached.

This packet contains:

Circle #:

County Executive's transmittal memo	1
County Executive's appointment	2
Draft Resolution	3
Resume of Brian L. Wilbon	4-7
Memorandum from CAO re: due diligence	8

Attachments

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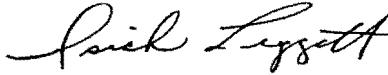


OFFICE OF THE COUNTY EXECUTIVE
ROCKVILLE, MARYLAND 20850

Isiah Leggett
County Executive

December 8, 2010

TO: Valerie Ervin, Council President

FROM: Isiah Leggett, County Executive 

SUBJECT: Appointment of Chief Operating Officer, Department of Health and Human Services (DHHS)

I am transmitting the appointment of Mr. Brian Wilbon for the position of Chief Operating Officer, DHHS. Mr. Wilbon is being appointed at a salary of \$150,000. His appointment will be effective on January 25, 2011.

IL:rsd

Attachments



OFFICE OF THE COUNTY EXECUTIVE
ROCKVILLE, MARYLAND 20850

Isiah Leggett
County Executive

APPOINTMENT

PURSUANT TO THE AUTHORITY VESTED TO ME UNDER SECTION 215 OF
THE CHARTER OF MONTGOMERY COUNTY, MARYLAND, I HEREBY
APPOINT

Mr. Brian Wilbon

Bowie, MD

TO SERVE AS Chief Operating Officer, DHHS

THIS APPOINTMENT SHALL BE EFFECTIVE JANUARY 25, 2011, UPON
CONFIRMATION BY THE COUNCIL FOR MONTGOMERY COUNTY,
MARYLAND.

ISIAH LEGGETT
COUNTY EXECUTIVE

December 8, 2010
DATE

Resolution: _____

Introduced: _____

Adopted: _____

COUNTY COUNCIL
FOR MONTGOMERY COUNTY, MARYLAND

By: County Council

Subject: County Executive's Appointment of Chief Operating Officer, DHHS

The County Council for Montgomery County, Maryland approves the following resolution:

The County Executive's appointment of Chief Operating Officer, DHHS

Mr. Brian Wilbon

Bowie, MD

The appointment of Mr. Wilbon will become effective January 25, 2011 upon confirmation by the County Council.

This is a correct copy of Council action:

Linda M. Lauer
Clerk of the Council

BRIAN L. WILBON

12519 GLADYS RETREAT CIR.
BOWIE, MD 20720
EMAIL WILBONB@MSN.COM
(301) 908-3468 (CELL)

KEY QUALIFICATIONS

Results-oriented professional with over 18 years of progressive responsibility and achievement in the healthcare, financial and operations industry specializing in Medicare and Medicaid Reimbursement, Federal Revenue Maximization, Accounting and Finance, Procedural Compliance Review and Auditing, Business Process Reengineering, Budget Planning and Execution, Project Management and Staff Supervision and Training.

Experience managing an organization with nearly a two billion dollar budget and more than 7,000 employees.

Consistently recognized for exceptional organizational, analytical and planning abilities, balanced with excellent interpersonal and communication skills. Strong record as proactive problem-solver, effective team leader and achiever of financial performance goals.

PROFESSIONAL EXPERIENCE

March 2007 - Present Maryland Department of Human Resources, Baltimore, MD
Deputy Secretary for Operations/Chief Financial Officer

- Responsible for the overall management and direction of the Department's infrastructure and operations, including facilities, human resources, information technology, procurement, and budget that supports the \$2.2 billion human services agency serving over 600,00 Marylanders.
- Leads over 300 employees and contractors that carry out the day-to-day operations of the Department, which supports 7,000 employees in 165 locations across the state delivering human services to Maryland's most vulnerable citizens.
- Represents the Secretary and the Department during legislative session and other official events.
- Responsible for the annual preparation, administration, and management of the Department's \$2.2 billion budget, including coordination with central office personnel and 24 local Departments of social service.
- Initiates strategies to evaluate, comparatively assess, and reengineer the Department's annual budget process to eliminate duplicative efforts and redeploy resources to gain overall efficiencies.
- Demonstrates a comprehensive knowledge and understanding of all Department financial processes as well as the Department's implementations of fiscal COMAR guidelines and legislative audits.

January 2008 – September 2008 Maryland Department of Human Resources, Baltimore, MD
Interim Director – Baltimore City Department of Social Services (BCDSS)

- Managed and directed the Baltimore City Department of Social Services, the largest social services agency, that serves approximately 60% of all cases across the state. Responsible for overseeing the provision of child welfare and adult services, temporary cash assistance, food stamps, medical assistance and other social supports to the residents of Baltimore City.
- Lead over 2,400 employees and contractors performing the ongoing, daily operations of the BCDSS including oversight of an operating budget of \$600M.
- Collaborated with community-based organizations to develop strategic approaches to administering human services programs, build partnerships and deliver innovative solutions.
- Managed Baltimore Rebuild, the reengineering initiative designed to overhaul operations, improve efficiency and transfer BCDSS into a flagship for the State.

September 2006 – February 2007 District of Columbia Government, Washington, DC
Interim Director, Department of Human Services

- Managed the day-to-day operations of the DC Department of Human Services, the second largest DC government agency with a \$400 million budget and over 2,000 employees.
- Served as principal advisor to the Mayor and the City Administrator on health and social service policies.
- Coordinated the development and oversight of the Office of the Director and the four Administrations that fall under the purview of the agency which include the Family Services Administration, Income Maintenance Administration, Early Care and Education Administration, and the Rehabilitation Services Administration.
- Oversaw office operations, intergovernmental initiatives, and performance management and provided support of overall policy development impacting the Human Service Cluster Agencies.
- Represented the Mayor at high-level conferences, meetings, and in matters relating to the District of Columbia human services programs. Delivered speeches, made public appearances, and testified before Congressional panels and the District of Columbia Council committees.

November 2005 – September 2006 District of Columbia Government, Washington, DC
Chief of Staff, Office of the Deputy Mayor for Children, Youth, Families, and Elders

- Managed the day-to-day operations of the Office of the Deputy Mayor for Children, Youth, Families and Elders including, intergovernmental, cross-cutting initiatives, performance management and support of overall policy development impacting the Health and Human Service Cluster Agencies.
- Coordinated the development and oversight of the Office of the Deputy Mayor Cluster Agency's \$2.3 billion in gross operational funds and \$500 million in capital budgets.
- Assisted the Deputy Mayor for Children, Youth, Families and Elders with developing an annual children's budget and strategic plan.
- Assisted the Deputy Mayor with planning, organizing, directing and coordinating human social services and related programs within the District of Columbia dealing with Medicaid, TANF,

juvenile justice, foster care and adoption, offender re-entry initiatives, shelter for homeless persons, and other social human services initiatives.

May 2003 – November 2005 District of Columbia Government, Washington, DC

Director, Office of Medicaid Operations Reform

- Advised and assisted the Mayor by coordinating third party revenue generation reform efforts across the District of Columbia's public agencies.
- Provided oversight and project coordination of provider agency-based Medicaid operations, integrating the policy and financial aspects of reform activities.
- Managed Medicaid costs and project revenues in collaboration with the State Medicaid Office and the Office of the Chief Financial Officer.
- Monitored federal legislation that may impact agency revenue projections and generate initiatives.
- Audited agencies workflow processes, policies and procedures to ensure compliance with regulations.

February 2000 – April 2003 MAXIMUS, Reston, VA

Director, Revenue Division

- Project Director for comprehensive revenue maximization projects for the State of Maryland and the State of New Jersey. Directed multiple project teams focused on residential revenue maximization, health care finance claims for health-related institutions and optimization of administrative claims and cost allocations.
- Directed the preparation of the Medicare/Medicaid costs reports for a large public hospital in the Washington, D.C. area to enhance third party revenues.
- Managed a diverse team of consultants in filing and settling several Medicare/Medicaid appeals relating to Disproportionate Share (DSH), TEFRA rates, capital costs and bad debt adjustments and disallowances.

February 1998 - December 1999 Arthur Andersen, Baltimore, MD

Healthcare Consulting Manager

- Managed one of the largest healthcare engagements involving a national for-profit hospital conglomerate. Directed a team of senior consultants and staff in an operational review of the organization's Medicare reimbursement practices for compliance with federal government rules and regulations. Integrated and managed various staff from several divisions within Andersen Worldwide to maximize productivity and skill-sets, while maintaining the lowest level of staff turnover.
- Managed the implementation of the Healthcare Consulting Group's DRG Assurance Project for hospitals throughout the Southeast Region, resulting in significant improvements in clinical documentation, acuity profiles, Medicare compliance and reimbursements.
- Performed numerous audits of Medicare cost reports for hospitals and skilled nursing facilities to ensure compliance with Medicare's rules and regulations.
- Oversaw the preparation of the annual Medicare and Medicaid cost reports and all supporting

documentation for a large national for-profit sub-acute care corporation that included skilled nursing facilities, facility-based home health agencies, and certified outpatient rehabilitation facilities (CORFs).

- Conducted advanced pro-forma, cost/benefit analyses, utilized by senior hospital executives in determining the viability of a new sub-acute care subsidiary venture.

February 1995 - February 1998 Integrated Health Services, Owings Mills, MD

Director of Corporate Reimbursement

- Managed a staff of five (5) reimbursement analysts.
- Supervised and reviewed the preparation of the annual Home Office cost report and monthly projections. Responsible for the review of all company skilled nursing facility cost reports
- Developed training seminars on various reimbursement issues for accounting and reimbursement staff.
- Implemented new regulations to cultivate new strategies to help maximize federal reimbursements.

September 1994 - February 1995 Integrated Health Service, Owings Mills, MD

Special Projects Reimbursement Analyst

- Reviewed Medicare cost reports to ensure completeness and proper support.
- Managed the appeals and settlement review process.
- Performed audits and revisions of cost reports for revenue projections.
- Prepared Home Office cost reports and interacted with intermediaries.

February 1994 - September 1994 Integrated Health Services, Owings Mills, MD

Reimbursement Analyst

- Managed third party reimbursements for ten (10) health care facilities for a national provider of sub-acute and long-term care.
- Prepared monthly Medicare and Medicaid accruals and maintained Medicare interim rates.
- Prepared annual Medicare and Medicaid cost reports in accordance with federal and state regulations.

April 1993 - February 1994 BlueCross & BlueShield of MD, Owings Mills, MD

Medicare Auditor II

- Performed desk audits and field audits on complex healthcare providers, which included major teaching hospitals and regional medical centers.
- Responded to special initiative assignments by the Centers for Medicare and Medicaid Services (CMS) to ensure the accuracy of Medicare cost reports and provider reimbursements.
- Responsible for ensuring that all audits were completed in a timely and accurate manner.

EDUCATION

1987-1991 Hampton University, Hampton, VA
Bachelor of Science Degree in Accounting. Graduated *Cum Laude*

1987-1991 Dean's List



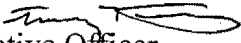
OFFICES OF THE COUNTY EXECUTIVE

Isiah Leggett
County Executive

Timothy L. Firestine
Chief Administrative Officer

December 9, 2010

TO: Valerie Ervin, President, Montgomery County Council

FROM: Timothy L. Firestine, Chief Administrative Officer 

SUBJECT: Due Diligence on Non-Merit Appointment – Brian Wilbon

The purpose of this memo is to confirm that in making appointments for non-merit positions, our selection process utilizes thorough reference checks, educational verification, criminal history, background checks, checks for wants and warrants, credit history and other inquiries appropriate to the position being filled.

Please be assured that due diligence was exercised in determining the suitability of Brian Wilbon for appointment as Chief Operating Officer, Department of Health and Human Services.

TLF:rsd

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COUNCIL
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