



Mayor of Providence

Angel Taveras

July 3, 2014

Honorable Members  
Providence City Council  
Providence City Hall

Dear Honorable Members:

Pursuant to Sections 302(b) and 1103 of the Providence Home Rule Charter of 1980, as amended and Public Law, Chapter 45-50, Sections 1 through 31 passed in 1987, I am this day appointing Phanida Phivilay, of 84 Maynard Street, Providence, Rhode Island, as a member of the Human Relations Commission for a term to end January 31, 2015, and respectfully submit the same for your approval.

Ms. Phivilay is replacing Padee Thao, who has resigned. Thank you for your attention to this matter.

Sincerely,

Angel Taveras  
Mayor

AT/kp

IN CITY COUNCIL  
JUL 17 2014

READ  
WHEREUPON IT IS ORDERED THAT  
THE SAME BE RECEIVED AND APPROVED  
  
CLERK  
ACTING

84 Maynard Street  
Providence, RI 02909  
401-440-5715  
bbpk29@hotmail.com

**Phanida Phivilay**

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**Work History**

**ADAP Program Coordinator/Sr. Human Services Policy & Systems Specialist, The Ryan White Program, Medicaid Division/HIV Provision of Care, Executive Office of Health & Human Services, Providence, RI (08/13-present)**

- Work with complex data base that will encompass the RIADAP elements associated with monitoring, reviewing and evaluating the program.
- Communicate with and train clinical providers, case managers, and pharmacies regarding ADAP eligibility, formulary updates, etc.
- Assist with the development, implementation, management, and evaluation of the management of the ADAP Prior Authorization, drug formulary and Fraud/Abuse protocol.
- Perform QA/QC on ADAP client files as needed.
- Monitor drug rebates with HP and update accordingly.
- Analyze rebate income and expenses and identify trends and issues.
- Oversee ADAP administrative reporting aspects.
- Assist with contract monitoring, quality assurance and management.
- Prepare drafts responses to HRSA grants based on ADAP.

**Vaccine Distribution Coordinator, Vaccine Program, Division of Community, Family Health, and Equity, Rhode Island Department of Health, Providence, RI (04/11-present)**

- Assist Vaccine Manager with day to day operations related to the statewide purchase and distribution of vaccines.
- Perform advance technical work involving the coordination of a statewide vaccine distribution program.
- Coordinate the gathering, preparation, analysis and interpretation of data and reports related to vaccine purchasing, ordering, and distribution.

**Provider Relations/Principle Community Liaison, KIDSNET Program, Center for Health, Policy & Data Analysis, Rhode Island Department of Health, Providence, RI (04/10-4/11)**

- Maintain relationships with Providers, and other KIDSNET stakeholders.
- Provide initial and ongoing training to KIDSNET Web users as needed.
- Coordinate electronic submission for new and current users.
- Analyze data submission, immunization use, CPT code use, and inappropriate use of vaccines.
- Review records for verification of data.
- Maintain and update KIDSNET Web page.

**Quality Assurance & Training Specialist, Family Planning Program, Division of Community, Family Health, and Equity, Rhode Island Department of Health, Providence, RI (08/06-04/10)**

- Assisting family planning administrative and clinical staffs conduct federally mandated Title X site reviews of contracted family planning agencies.
- Conducting ongoing quality assurance activities designed to ensure that contracted family planning agencies provide quality family planning services to clients in accordance with federal Title X requirements and state contractual obligations.
- Providing training and technical assistance to contracted family planning agency staff to ensure that family planning services provided meet federal Title X requirements and adhere to state contractual obligations.
- Managing all aspect of the federally mandated Title X Information & Education (I&E) Committee's activities, which is charged with reviewing and approving all printed client informational materials prior to their distribution by contracted family planning agencies.
- Assisting Family Planning Program administrative and clinical staff research, develop and/or update, and disseminate federally mandated administrative and clinical protocols utilized by contracted family planning agencies to ensure the delivery of quality family planning services as federally mandated by Title X and in accordance with state contractual obligations.
- Assessing community needs and resources related to the provision of quality Title X family planning services in the state, which would include developing, implementing, and evaluating activities designed to obtain community input.
- Maintaining billing for contracted fee-for service family planning services provided by contracted family planning agencies.
- Assist with monitoring all state and federal Family Planning program accounts.
- Provide quarterly ad hoc data reports to Title X agencies.

**Outreach Worker, The RI Women's Cancer Screening Program, Health Education Department, Women & Infants Hospital, Providence RI (05/99-8/06)**

- Developed and maintained network of contracts and agencies to assist in participant enrollment.
- Oversaw program aides, maintains documentation and serves as a liaison between Hospital staff and participants on referrals and program issues.
- Conducted statewide outreach activities to identify and enroll participants in program.
- Provided support, education, and motivation to encourage and retain participants.

**Reproductive Health Counselor, Providence Community Health Centers, Providence, RI (08/97-05/99)**

- Ensure that health center patients of reproductive health age receive appropriate prenatal and family planning services.
- Duties and responsibilities included participating in all scheduled OB/GYN sessions, to provide optimum medical care, provide comprehensive counseling to all family planning clients, so all requirements of various grants and special projects are met.
- Provide necessary counseling and educational services to potential family planning clients on birth control methods, STDs, HIV, and fertility awareness.
- Maintain a log with CPT codes, lot numbers, expiration dates, and amount of all oral contraceptives that were given to family planning clients.

## Education

4th year of Nursing  
Rhode Island College

Associates Degree in Arts  
Community College of Rhode Island

## Skills

- Multi-Lingual in Laotian, Thai, Spanish and English
- Strong communication, counseling skills, and listening skills with the ability to communicate my knowledge to a patient or a provider office in an effective and sensitive manner.
- Certified as a DIRES (Diabetes Informational Resource Educator Specialist) by the RI Department of Health (passed with a 86).
- Completed a SPECTRAIN training on Diversity on 11/01.
- Completed a Customer Service Training in 05/02.
- Completed the Maternal and Child Health Leadership Skill Training Institute for 24 hours of training on Planning, Implementing, and Evaluating Programs in 08/07.
- Completed training on Delivering Culturally Competent Nursing Care on 04/08.
- Completed Public Health 101 on 03/08.
- Completed Evidence-Based Practices in Public Health 03/08.
- Completed Intro to Incident Command System through FEMA in 07/09.
- Completed ICS for Single Resources and Initial Action Incidents through FEMA in 07/09.
- Completed CLAS Standards training on 02/10.
- Completed Core Domain 1 of Health Equity Training in 06/12.
- Completed National Education Association Minority Leadership Training Program on 2/14.
- Advance Knowledge of Microsoft Word, Excel, and PowerPoint.
- Knowledge of the Vacman system.
- Knowledge of RIFANS.
- Knowledge of KIDSNET Data system.

## Special Recognitions and Awards

- Former at Large Member of the Rhode Island Department of Health, Equal Employment Opportunity Advisory Committee (EEO) from 2008-2013.
- Former Member of the Rhode Island Department of Health, Staff Development & Training Committee from 2008-2013.
- Former member of the Women & Infants' Employee Diversity Council Member.
- Former member of the Women & Infants' Diversity Reference Manual Subcommittee.
- Public Community Services Award from the Watlao Buddhovath of RI for volunteering in community and health awareness in 07/00.
- Certificate of Appreciation in recognition of valuable contributions to the Providence Housing Authority in 11/00.
- Special Recognition Award for valuable contribution and community services throughout the Laotian community given by the Laotian Community Center of Rhode Island in 07/01.
- Citizen Citation from the Mayor of Providence for my designation as a Community Activists and my devotion to the Laotian/Southeast Asian community in 10/09.
- Former Board of Directors Member for S.E.D.C. (Socio Economic Development Center for Southeast Asians) appointed by the Superior Court of R.I. on 01/14/10.
- President, S.E.D.C. Board of Directors, appointed on 03/21/10.
- Member of the Leadership for a Future, Class of 2010.
- Providence City Council, Citation on 04/10.
- RI Senate, Citation on 5/21/10.
- RI House of Representative, Citation on 5/21/10.
- Member of the RI Special Legislative Commission known as The Taskforce on Education of Children and Youth in the Care of DCYF, appointed on 11/2010.
- RI House of Representative, Citation on 1/20/11.
- Citizen Citation from the Mayor of Providence in recognition of my service and leadership as President of the Board of Directors of SEDC-SEA, on 1/04/2011.
- Member of Mayor Angel Taveras' Southeast Asian Workgroup since 2010.
- Appointed as a union area representative and to the Executive Committee of HEALTH NEA/PSA Local 859.
- Appointed in 2014 by NEARI State President Larry Purtrill to be on the governance committee/PACE.
- Appointed by Commissioner Pare to be on the Search Committee for Providence Chief of Police.
- Former Board Member of CCAP former known as ProCap (Providence Community Action) from 2012-2014.
- Board Member of Laotian Cultural Center of RI.
- Member of The City of Providence Healthy Communities Advisory Council.
- Appointed by Mayor Angel Taveras to be on the Providence School Board on 1/4/2013.
- Chair of The Providence School Board's Health & Wellness Committee since 1/4/2013.
- Member of The Providence School Board's Policy Committee since 2013.

*References are available upon request.*