TYLER JOHN SUNUNU, NHA, MPH

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December 15, 2018

Tallahassee City Commission
300 S Adams St,
Tallahassee, FL 32301

Dear Commissioners:

Please accept the attached resume as my official interest in filling the open position on the Tallahassee City Commission.

Let me start with saying thank you for your consideration. It is exciting to me just thinking about the fact that the City Commissioners of our great city are reading my humble resume and cover letter. I am a person who holds our elected officials in high regard. It saddens me knowing that many do not. I greatly appreciate what I have seen so far from this Commission regarding transparency and rebuilding the trust of our community. I would love to be a part of the effort to show Tallahassee citizens that we have integrity, care about each and every individual in our community, and that they can trust us.

In addition to a drive to serve and the necessary character qualities, I believe I possess a unique perspective and skill set that would serve our city well. I became a licensed nursing home administrator in 2011. Since that time I have been working hard to improve the quality of life for the residents living in the communities I have directed. On top of caring for the residents, I also care for my staff and do everything in my power to pay them enough to live well and treat them as family. I feel incredibly blessed to be able to manage the nursing home at Westminster Oaks and make a difference in so many people's lives. I believe God directs us to do our very best in our work each and every day and that is what I strive to do.

I think as a Commissioner I will be able to speak to some of the issues our community and businesses face. Workforce is a huge issue for us at Westminster Oaks. We, along with everyone else in health care, are desperately trying to find nurses. On top of nurses there are many other job openings we are trying to fill. Working with our community to find innovative ways to fill these gaps will be crucial in the coming years. Westminster Oaks also owns Westminster Gardens, which is government funded HUD housing. Affordable housing for seniors is something else that is close to my heart. Our organization tries to find ways to help seniors in all socioeconomic brackets. This is another effort I am excited thinking about helping our community with, access to healthcare and affordable housing.

I came to Tallahassee in 2009 for an internship and in only a few months I knew this was where I wanted to live. I met a girl from Tallahassee at church and we now have our first child on the way. I want to live here for the rest of my life and serve the city in any way I can. I am willing to serve in this role without taking a salary if you think that would help rebuild the communities trust in our leaders. I just want the honor of serving the community I love.

Sincerely,

Tyler Sununu

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HEALTHCARE EXPERIENCE

WESTMINSTER COMMUNITIES OF FLORIDA November 2016 - Present

Not-for-profit organization serving elders across the state through independent and assisted living, skilled nursing and low income housing

***Health Center Administrator**,* Westminster Oaks Continuing Care Retirement Community, Tallahassee, FL (409 Independent Units, 86 Assisted Living Beds, 120 Skilled Nursing Beds)

- Lead all operations of the Skilled Nursing Facility and a staff of over 200 employees.
- Collaborate with our communities other levels of care to integrate them as much as possible.
- Work with our physician partners, including FSU Department of Geriatrics, to provide the highest quality outcomes for our residents.
- Currently the highest rated nursing home in the area according to our CMS Star Rating.
- Exceeded budgeted goals every month by focusing on revenue and controlling expenses.
- Helped coordinate many capital projects on the campus in hand with the Executive Director.

SUMMIT CARE INC. September 2014 – November 2016

Management Company for Skilled Nursing Facilities

Executive Director/Administrator, Madison Health and Rehab Center, Madison, FL (60 Bed Facility)

- Recipient of the highest honor in the company, 2014 Presidents Facility of the Year.
- Received zero F Tags during 2016 annual survey. Improved our star rating from 4 stars to 5 and received the AHCA Bronze Quality Award in 2016.

TRILLIUM HEALTH CARE GROUP & SENIOR CARE GROUP June 2014 – August 2014

Management Companies for Skilled Nursing Facilities

Interim Executive Director/Administrator, Rehab Center at Park Place, Baywood Nursing Center & Laurellwood Nursing Center (Both 60 bed Facilities)

- Recruited to provide short-term leadership during transitions in facility management.
- Implemented policies to improve quality outcomes and focused on financial opportunities to increase profit.

CONSULATE HEALTH CARE June 2012 – August 2013

Management services comprised of skilled nursing, assisted/independent living facilities across the country

***Executive Director**,* Heritage Health Care Center, Tallahassee, FL (180 Bed Facility)

- Spearheaded culture change to enhance customer satisfaction and increase resident length of stay.
- Grew net income from an average monthly total of ($32,229) for the previous 12 months of my tenure to a monthly average of $108,926 for my 14 months as Executive Director.
- Mentored an Assistant Administrator to pass the state and federal licensing exam.

GULF COAST HEALTH CARE January 2011 – June 2012

Management Company for Skilled Nursing Facilities

Assistant Administrator, Suwannee Health Care Center, Live Oak, FL (Sep. – Nov. 2011, Mar. – Jun. 2012)

- Managed all ancillary departments of this 180 bed 5 star facility.
- Led capital projects and implemented layoffs to comply with new staffing regulations all while increasing costumer satisfaction scores from the previous year.

Interim Administrator, Windsor Manor, Starke, FL (Nov. 2011 – Mar. 2012)

- Selected 3 months after being licensed to fill in for a retiring Administrator at a 120 bed 4 star facility in a rural area and surpassed budgeted goals every month.

HEALTHCARE EXPERIENCE, CONTINUED

Administrator in Training, Brynwood Center, Monticello, FL (Jan. 2011 – Sep. 2011)
- Worked under the facility's administrator to get licensed at this 97 bed 5 star facility.
- Third in charge of facility after the Administrator and Director of Nursing.
- Balanced full time position with night classes to finish master's degree.

FLORIDA HEALTH CARE ASSOCIATION August 2009 – December 2010
State Nursing Home Association

Government Affairs Coordinator, Tallahassee, FL (Mar. 2010 – Dec. 2010)
- Performed research on legislation effecting nursing homes, attended committee meetings, coordinated facility visits with legislators and spoke with them regarding legislation.

Quality/Policy Intern, Tallahassee, FL (Aug. 2009 – Feb. 2010)
- Provided customer support and education on new policies from the regulatory agencies.

CIVIC LEADERSHIP EXPERIENCE

FOUR OAKS COMMUNITY CHURCH January 2014 – June 2014
A large, Evangelical, church with campuses in NE and Midtown Tallahassee

Pastoral Intern, Tallahassee, FL
- Led teachings and organization for the Young Professionals Ministry and Youth Bible Studies.

JH ISRAEL September 2013 – October 2013
A US Christian organization creating a relationship with Israel through leadership development training

Joshua Team Member, Ariel National Leadership Development Center, Israel
- Led teams, ranging from the Israel Defense Forces to school children, through challenging courses to reveal leadership truths and open discussion afterward to facilitate growth.

COMMUNITY/PROFESSIONAL INVOLVEMENT

- Four Oaks Community Church, Deacon
- FSU's Masters of Public Health Advisory Council, 2013-Present
- Florida Health Care Association, Florida Leaders Class of 2012, District President/Board Member 2016
- Pregnancy Help and Information Center, Board Member 2016 - Present
- Rotary Club of Tallahassee, Paul Harris Fellow

EDUCATION/LICENSE

Masters of Public Health, August 2011 - FSU, Tallahassee, FL

Bachelors of Science in Health Services Administration, December 2009 - UCF, Orlando, FL

Nursing Home Administrator License (NH5193) – Florida Department of Health, August 2011