

**Michelle Henry**

**PROFESSIONAL PROFILE**

ADA Compliance Manager  
Experienced attorney  
Experienced in policy development and performance management.  
Excellent written and oral skills

**PROFESSIONAL EXPERIENCE**

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**10/2013 - Current**

**Howard County**

**ADA Coordinator**

Responsible for coordinating activities to ensure County Government's compliance with *the Americans with Disabilities Act* (ADA); conduct ADA compliance surveys; review policy and procedures for compliance with the ADA; prepare reports and corrective plans; conduct trainings in all aspects of the ADA.

**04/2003-10/2013**

**Washington, D.C.**

**Attorney**

Provided legal services to students with disabilities and their parents. Investigated issues related to school suspensions and expulsions. Investigated issues related to alleged assaults and bullying. Prepared correspondence, reports and recommendations. Conducted case analyses to determine merit and identify legal issues. Reviewed documents for compliance with applicable state and federal regulations and laws. Conducted classroom observations. Prepared pleadings for court and administrative due process hearings. Prepared court reports and legal correspondence. Conducted discovery. Interviewed witnesses in preparation for trial. Prepared briefs for legal arguments. Represented clients in court, at administrative due process hearings, resolution and mediation sessions.

**05/2003**

**Family Court, Superior Court of the District of Columbia,**

**Washington, DC**

**Presenter**

The Role of the Special Education Advocate and Understanding the Special Education Process

**03/2001 - 04/2003**

**Murrell & Brown, Washington, D.C.**

**Attorney**

Provided special education advocacy and support to students with disabilities and their parents. Worked closely with students' teams to identify specific student needs. Reviewed evaluation data and student special education and cumulative files for compliance. Participated in the development of educational plans. Worked in collaboration with school teams to ensure compliance with local and federal law and regulations. Monitored student progress. Conducted pre-trial conferences with witnesses. Prepared pleadings and pre- and post-hearing briefs. Prepared

and reviewed documents for trial. Prepared complaints, motions, orders and court reports. Conducted legal research. Supervised junior attorneys and support staff. Represented clients at due process hearings.

04/2003

**The Counsel for Child Abuse and Neglect, Superior Court of the District of Columbia, Washington, D.C.**

**Mentoring Attorney**

Served as Attorney Mentor to newly empaneled attorneys. Reviewed and provided feedback regarding legal issues, strategies and attorney's writings; provided shadowing opportunities.

03/1996 - 02/2001

**Employment Law Trainer/Attorney, Washington, D.C.**

Developed employment law curriculum. Provided management training in consistent management practices, discrimination, including age, sex, race, and religion. Represented clients in child welfare and unfair dismissal matters.

08/1992 - 02/1996

**R & D Inc. (now Spectrum), Baltimore, MD**

**Program Director**

Provided training on site to employees and management staff. Developed curriculum for in-service training. Developed process for employee evaluation. Kept track of company inventory. Directed personnel training. Responsible for staff evaluations, promotions, terminations. Coordinated work activities of employees. Chaired the committee on sexual harassment. Investigated harassment claims and prepared reports of findings. Identified staff vacancies and recruited, interviewed and selected applicants. Conducted background investigations of prospective employees. Served as the organization's contact person for worker's compensation claims, EEOC matters and with the monitoring government agency. Handled employee questions, interpreted policy and procedures and helped resolve work-related problems. Assigned tasks to employees, staffed projects and tracked progress. Analyzed company documents for appropriate distribution and filing. Investigated workplace injuries and prepared OSHA reports. Conducted internal recordkeeping audits and took necessary steps to cure deficiencies.

**EDUCATION**

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1992

**Howard University School of Law, Washington, D.C.**

Law

**Masters**

Dean's List, fall 1990 - spring 1992

1989

**University of the West Indies, Cave Hill Barbados**

Law

**Bachelors**

With Honors

**PROFESSIONAL MEMBERSHIPS AND AFFILIATIONS**

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- The ADA Coordinator Training Certification Program (ACTCP) Certificate
- Member of the District of Columbia Bar

- Staff to the Howard County Commission on Disabilities (CoD)
- Member of the Access Committee (CoD)
- Member of the Howard County Commission for Transitioning Students with Disabilities
- Member of the Reentry Coordination Council, Howard County Department of Corrections
- Served two terms, between 2013 and 2021 as an appointed member of the Adult Public Guardianship Review Board, Maryland