

Michael E. Willis, N.H.A.

Highly motivated individual with extensive experience in the health care environment, including acute, long term care and assisted living facilities; well- developed organizational and problem solving abilities, strong communication and interpersonal skills and an emphasis on strong interdisciplinary team building.

Professional Experience

Summit Park Health and Rehabilitation Center Catonsville, MD

2016 – present

Administrator Licensed Nursing Home Administrator for a 134 bed skilled nursing facility; responsible for overall operation, and management of facility.

Other responsibilities include:

- Budget preparation and management
- Improving financial outcomes
- Reduction of nursing agency utilization;
- Increasing staff retention
- Oversight of Quality Assurance program
- Regulatory compliance
- Census development

Charlestown Retirement Community Catonsville, Maryland

2007 - 2016

Assisted Living Manger (December 2013). Licensed Nursing Home Administrator responsible for the overall management of a Level 3 Assisted Living Facility (199 Licensed beds) and administrative support to the Skilled Nursing Facility (NHA licensed).

Responsibilities include

- budget preparation , operational financial management, business planning
- staffing oversight, marketing, regulatory compliance, customer and employee satisfaction.

Responsibilities also include:

- Planning, design and implementation of a new 35 bed Memory Care Unit (Alzheimer's/Dementia care)
- Planning and development of a new 108 room Assisted Living Facility.

Assistant Administrator (2007 – December 2013).

Responsible for the oversight of the Assisted Living Facility and working in conjunction with the Administrator in the overall operation of the Skilled Nursing Facility.

Responsibilities also include oversight of :

- Activities Department ,Communications Department, General Services and Wellness Departments.
- Acting NHA in the absence of the Administrator

Caton Manor ~ Genesis HealthCare Baltimore, Maryland

2005 – 2007

Administrator Responsible for the overall management of a 150 bed nursing facility, with 12 departments, 175 employees and a budget of 12 million dollars.

Responsibilities include:

- Developing systems and staff to bring facility into regulatory compliance
- Improving financial outcomes
- Reduction of nursing agency utilization;
- Increasing staff retention
- Implementing Quality Assurance program
- Improving/enhancing facility status in local community.

**Hammonds Lane Center ~ Genesis HealthCare
Brooklyn Park, Maryland**

1998 – 2005

Administrator. Responsible for the overall management of a 129 bed nursing facility consisting of 12 departments, 130 employees and a budget of 10 million dollars.

Highlights include:

- Successful track record with regulatory process;
- Accounts receivable reduction to below company goal
- Improved employee retention up to 80% during FY 05;
- Nursing assistant agency utilization eliminated and maintained for past two years;
- Award winning dietary and environmental services departments.
- Customer satisfaction at or above 90% for past fiscal year.

**Brightwood Center ~ Genesis HealthCare
Lutherville, Maryland**

1997 – 1998

Assistant Administrator ~ Administrator in Training. Assisted in the overall management of a 126 bed facility consisting of 14 departments and 140 employees. Successful completion of the Administrator Development Program through Genesis ElderCare and the Administrator in Training program through the state of Maryland .

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Education

Bachelor of Science, Business Management, University of Maryland

Associate of Arts, Respiratory Therapy, Prince Georges Community College

Licensure ~ Credentials

Nursing Home Administrator, State of Maryland, 1998

Certified Dementia Practitioner - 2015 - International Council of Certified Dementia Practitioners

American Association for Respiratory Care

Registered Respiratory Therapist, 1981

Certified Respiratory Therapy Technician, 1980

Professional Affiliation

Howard County Commission on Aging – Commissioner: appointment to the Commission by the county executive March 2016 for 5 year term. Commission reappointed for 3 year term in 2021

Board of Examiners of Nursing Home Administrators – Vice Chairman of the Board: appointment by the Governor in 2021 for a four year term.

Community Affiliations

Health Facilities Association of Maryland (HFAM)
Planning and Regulatory Committee Member 2004 – 2006

Lifespan Network - Member

Maryland District of Columbia Society of the AARC
Board of Directors 1991 – 1994
Annual Conference – Management Section Chairman 1994, 1995

Health Facilities Association of Maryland - Member

Greater Catonsville Chamber of Commerce - Member

Takoma Park Volunteer Fire Department
Life Member

Wreaths Across America Volunteer
Section Docent 2015
Zone Chief 2016 - 2022

Friendly Sons of St. Patrick – Baltimore
President 2019-2020

Irish Charities of Maryland, Vice President
Board of Directors 2009 - current

Maryland State Ancient Order of Hibernians
Board of Directors 2010- current

Irish Railroad Workers Museum
Board of Directors 2010 – 2016