

**Somers L. Martin, MS**  
**4334 Trindel Way**  
**Columbus, Ohio 43231**  
**Phone: (614) 337-6187**  
**Mobile: (614) 580-6738**  
**E-mail: [smartin@insight.rr.com](mailto:smartin@insight.rr.com)**

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## **OVERVIEW**

Over 20 years of mental health management and administrative experience. Three years as Deputy Director for Central Ohio region with responsibility for 12 urban/rural alcohol, drug abuse, mental health services/community mental health boards. Proven effectiveness in program development and design in the areas of cultural competence, mental health recovery, and consumer quality review teams. Two years as project coordinator for a federal community support program through the National Institute of Mental Health. Twelve years as Special Assistant to the Director. Master's degree in Human Services Management; currently pursuing PhD in Management of Non-Profit Organizations.

## **EXPERIENCE**

- 2007 – Present      Columbus Chamber, 150 S. Front Street, Columbus, Ohio  
PROJECT MANAGER (Contractor)  
Serve as Project Manager for Contacts 2 Contracts, program designed to match small businesses with larger corporations, Small Business Council, and Diversity Bridge, an initiative designed to assist women- and minority-owned business increase market access. Serve as Project Manager for Chamber's Small Business Council and Small Business Forum & Leader Awards.
- 2007 – Present      Outcomes Management Group, 85 E. Gay Street, Ste. 1100-B., Columbus, Ohio  
PROJECT MANAGER  
Responsible for project management activities with the firm's clients. Conduct training and oversight on a variety of projects.
- 2005 – 2007      Franklin University, 201 S. Grant Street, Columbus, Ohio  
ADJUNCT PROFESSOR  
Responsible for teaching BSAD 460: Organizational Policy & Ethics

- 2002 – 2005            Ohio Department of Mental Health, 30 E. Broad Street, 8<sup>th</sup> Floor,  
Columbus, Ohio  
AREA DIRECTOR, CENTRAL OHIO  
Responsible for administrative oversight for 12 local mental health systems that included several metropolitan mental health board areas. Acted as liaison between the department, mental health boards, mental health agencies, consumer and family groups around major policy issues and program initiatives as well as public behavioral healthcare organizations (public mental health hospitals) operated by the Ohio Department of Mental Health.
- 1998 – 2002            Ohio Department of Mental Health, 30 E. Broad Street, 8<sup>th</sup> Floor,  
Columbus, Ohio  
CHIEF, OFFICE OF CONSUMER SERVICES  
Responsible for the Office of Consumer Services and the Adult Services Division. Developed, implemented, administered, and evaluated department policies and procedures relative to the support of 50 county mental health boards and 450 community mental health agencies. Management and direct supervision of 6 professional staff with assignments to provide statewide technical assistance for Consumer Services and Community Support Programs. Prepared annual budget, developed grant proposals for acquisition of additional program funding. Developed statewide training programs including preparation of extensive policy and procedure manuals. Represented the department at both state and national levels.
- 1996 – 1998            Ohio Department of Mental Health, 30 E. Broad Street, 8<sup>th</sup> Floor,  
Columbus, Ohio  
ASSISTANT CHIEF, OFFICE OF CONSUMER SERVICES  
Responsible for assisting Chief, Office of Consumer Services in the implementation of a Community Support Program.  
Preparation of annual budget, development of grant proposals for acquisition of additional program funding. Represented the department and office at both the state and federal levels for Chief, Office of Consumer Services. Served as coordinator of statewide Community Support Planning Council comprised of consumers, family members and professionals in the mental health field. Served as coordinator of culturally competent and recovery oriented programs and services.

1985 – 1998 Ohio Department of Mental Health, 30 E. Broad Street, 8<sup>th</sup> Floor,  
Columbus, Ohio  
SPECIAL ASSISTANT TO THE DIRECTOR  
Directly responsible for coordinating and/or directing various department-wide projects at the direction of the Director. Participated in major policy decisions including budget, program development, continuous improvement, and recruitment. Provided leadership to the department's Diversity Action Team and articulated vision at department and state levels. Served as the state coordinator for deaf/mentally ill services.

1984 – 1985 Ohio Department of Mental Health, 30 E. Broad Street, 8<sup>th</sup> Floor,  
Columbus, Ohio  
ADMINISTRATIVE ASSISTANT  
Responsible for the day-to-day operations in the Office of Legislative Affairs and Communications. Researched and collated information for the Legislative Liaison and Communications Director. Performed as liaison between the legislature, media, constituents, and department.

**RELATED EXPERIENCE**

1981 – 1984 Ohio Department of Mental Health, 30 E. Broad Street, 8<sup>th</sup> Floor,  
Columbus, Ohio  
WORD PROCESSING SPECIALIST 3

1977 – 1980 United Telephone Company of Ohio, Warren, Ohio  
NCC CLERK  
DIVISION NETWORK SECRETARY

1977 – 1978 Ronald A. Marks, Esq., Warren, Ohio  
EXECUTIVE LEGAL SECRETARY

1970 – 1977 Howard W. Martin, Esq., Warren, Ohio  
EXECUTIVE LEGAL SECRETARY

**EDUCATION**

Capella University, Minneapolis, Minnesota  
DOCTOR OF PHILOSOPHY (currently pursuing)  
School of Human Services  
Specialization: Management of Non-Profit Agencies

Franklin University, Columbus, Ohio  
MASTERS DEGREE, Human Services Management  
Degree: 2000 (GPA = 3.87)

Franklin University, Columbus, Ohio  
BACHELOR OF SCIENCE  
Major: Business Management  
Minor: Cultural Studies  
Degree: 1998 (Graduated Cum Laude)

**WORKSHOPS**

Teaching at a Distance (TAD 600) – Franklin University, March 2005. Six week course designed for new faculty to teach online courses effectively.

Grading in APA Format – June, 2005

Working with Culturally Diverse Students – June, 2005

Giving Constructive Feedback – January, 2006

The Dark Side of Teams – February, 2006

APA & Plagiarism – February, 2006

On the Border – Picking the Low-Hanging Fruit to Improve Course Evaluations – March, 2006

**MEMBERSHIPS**

President, Executive Women's Golf Association, Columbus Chapter (2009-2010)

Vice President, Executive Women's Golf Association (2009)

Mentoring Chair, Executive Women's Golf Association (2008)

Leadership Chair, Executive Women's Golf Association (2008)

Member, Strategic Planning Team, St. Paul AME Church

Vice Chair, Executive Committee, National Association of State Mental Health Program Directors, Adult Services Division (2002-2005)

Regional Coordinator, Midwest Region, National Association of State Mental Health Program Directors, Adult Services Division (2000-2002)

Member, Adult Services Division, National Association of State Mental Health Program Directors, Adult Services Division (2000-2005)

Member, Ohio Mental Health Commission

Member, Governor's Task Force on Faith-Based Organizations

Member, Diversity Action Team

Member, Minority Concerns Committee

**References available upon request.**