

## **Sue Wilcox**

### **Vice President, Business and Administration**

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Sue serves as the Vice President of Business and Administration. She is a member of the senior management team that is responsible for overall program direction and management. Sue oversees finances, human resources, technology, and general operations. In addition she manages contractual arrangements and assists with business development. She is also involved in various public policy projects ranging from large public involvement processes to smaller consensus-based stakeholder efforts. Prior to coming to Keystone Policy Center, Sue worked at the Keystone Resort. Sue has a bachelor's degree from The College of St. Catherine in St. Paul, Minn.

#### **Mediation and Facilitation Experience**

##### **Pandemic Preparedness — Harris County (Houston), Texas**

In the summer of 2011, Sue and a team of Keystone staff helped Harris County conduct eight public meetings, a meeting with community-based organizations (CBOs) and a meeting with agency partners all aimed at preparing for the possibility of a pandemic influenza. The public and CBO meetings helped public health officials consider carefully the allocation of resources — vaccines, ventilators, and antiviral medication — that would likely be scarce in a severe pandemic. The public meetings drew in nearly 800 community members. The agency meeting helped more than 100 partners to allocate roles and responsibilities and advance shared plans for their response to a pandemic. (2011)

##### **Town of Breckenridge Sustainability Action Plan Community Engagement**

Sue assisted with the facilitation of the “Sustainable Breck” community engagement process, a series of five public meetings and online surveys intended to gather community feedback on sustainability priorities for the Town of Breckenridge. The meetings include plenary presentations, workshop discussion sessions, and electronic polling. (2010)

##### **Colorado Regional Youth Policy Summit on Youth Violence Prevention**

Sue provided facilitation services to support this joint effort with the Injury, Suicide, and Violence Prevention Unit of the Colorado Department of Public Health and Environment. This program is designed to promote civic engagement and use the expertise of young people to evaluate current policies affecting positive youth development practices. (2010)

##### **New Mexico Smoke Management Program Working Team**

Sue assisted with the facilitation support for a working team comprised of federal land managers, state regulatory agencies, state and private land owners, conservation groups, and public health advocacy groups working to revise New Mexico’s current Smoke Management Rule. The rule regulates registration, notification, monitoring, and tracking of smoke emissions due planned and unplanned wildfires on federal, state, and private lands. (2010)

### **HHS Action Plan to Reduce and Prevent Healthcare-Acquired Infections, Stakeholder and Public Engagement**

Sue served as a small group facilitator in this effort to gather stakeholder input on options for and barriers to implementation of the Action Plan to Reduce and Prevent Health Care Acquired Infections (HAIs) prepared by the U.S. Department of Health and Human Services. HAIs kill 99,000 Americans every year and cost upwards of \$28 million in additional medical costs. Stakeholders and members of the public worked to outline ways of overcoming financial, cultural, and other barriers to the strategies in the action plan in order to help ensure its successful implementation and reduce HAIs. (2009)

### **Boulder Valley School District, Foothill Elementary School, Bond Funding for Safety During Drop-Off and Pick-Up**

Sue served as a facilitator for this stakeholder group comprised of parents, neighbors, school staff, and the City of Boulder. The group is working to develop non-engineering (crossing guards, crosswalks, map of preferred parking, etc.) and engineering (infrastructure) solutions to safety issues related to student pick-up and drop-off. (2009)

### **Center for Disease Control H1N1 Vaccination Program Level of Effort Public Input Process**

Sue was a part of the planning team for delivering a national public engagement to help CDC develop guidance for local, state, federal, and private health organizations as they decide how to meet the challenge of the H1N1 virus in the fall and winter flu season of 2009-2010. The processes included 10 public meetings (attended by nearly 1,000 people), two web dialogues (attended by 200 people) and one stakeholder meeting. Sue was the lead coordinator and staff manager for all logistical aspects of the project and also served as a small group facilitator in four of the 10 public meetings with over 100 public attendees each. The meetings were, at times, very contentious regarding vaccine safety and trust in government. (2009)

### **Vaccine Safety Stakeholder and Public Engagement**

Sue served on a team of seven Keystone staff in an effort to garner stakeholder and public input on the Center for Disease Control's draft scientific research agenda regarding vaccine safety. Vaccine safety remains extremely controversial with the promise of preventing major diseases versus the suspicion by some stakeholders that vaccines may lead to long-term debilitating injuries to include autism spectrum disorder. (Ongoing)

### **Blue River Watershed Strategic Planning**

Sue facilitated a strategic planning session for the Blue River Watershed group as they first organized with a primary emphasis on public education and involvement in issues regarding the watershed. (2004)

### **Education, Training, and Certificates**

**College of St. Catherine, St. Paul, Minnesota, B.A., Major: Business Administration, Minor: Economics (1984)**

**The Mediation Process (CDR Associates) 2008**

**Contract Pricing (ESI International) 2004**

**Enhancing Federal Government Business Practices (Sterling Innovations) 2003**

**Contracting for Project Managers (George Washington University) 2001**  
**Frontline Leadership 2001**

## Employment

### **Keystone Policy Center**

#### **Vice President of Business and Administration (2013 – present)**

- Oversees finances, human resources, operations, and technology.

#### **Director, Science and Public Policy (2004 – 2013)**

- Assist the Director in managing all aspects of the program including personnel, financial, and programmatic issues.

#### **Contracts and Finance Manager (2000 – 2004)**

- Manage contractual agreements for Keystone Policy Center.
- Oversee divisional and project level financials.

#### **Operations Manager (1998 – 2000)**

- Coordinating operations of Keystone Policy Center which include working with the executive office, finance department, an office in Washington, D.C., and three satellite offices.
- Supervise administrative staff working directly with the programs and in the front office.

#### **Office Manager (1995 – 1998)**

- Managed the operations of the office that housed the Science and Public Policy Program and its supporting divisions. Supervised the front office staff and project support staff.

#### **Project Support Coordinator (1991 – 1995)**

- Responsible for the overall logistics of various projects within the Science and Public Policy Program.