

Debra A. Cabebe, SHRM-SCP, NCRA

SUMMARY QUALIFICATIONS

- CEO of a 22 million dollar nonprofit community action agency overseeing more than 40 funded programs and 225 employees.
- Nationally certified Results Oriented Management and Accountability (ROMA) Trainer and Senior Professional in Human Resources (SHRM-SCP).
- Experienced executive and manager with expertise in strategic planning, program management and development, grants management and compliance, project and fiscal management, and labor and human relations.
- Well versed in contract negotiation and compliance and collective bargaining.
- Broad knowledge and understanding of federal and state nonprofit and employment and discrimination laws and transportation regulations.

PROFESSIONAL EXPERIENCE

CHIEF EXECUTIVE OFFICER

Maui Economic Opportunity, Inc. April 2017 to present

- Lead, support and guide the organization's mission as defined by the Board of Directors.
- Communicate to provide timely and accurate information necessary for the Board to function properly and to make informed decisions.
- Responsible for fiscal management and integrity; operating within approved budget; ensuring of maximum resource utilization, and maintenance of the organization in a positive financial position.
- Responsible for fundraising and developing other resources necessary for operations.
- Oversee marketing and other communication efforts and serve as MEO's primary spokesperson.
- Effect legislation through written and public testimony and community involvement.
- Increased budget from \$14 million in 2017 to \$22 million in 2023.

CHIEF OPERATING OFFICER

Maui Economic Opportunity, Inc. 2011 to 2017

- Administered a delivery system of comprehensive services in accordance with state, federal, and county governments, and private funding agencies.
- Implemented and facilitated Community Service Block Grant Results-Oriented Management and Accountability (ROMA) process; ensured program objectives were met, and administered the community needs assessment.
- Directly supervised five program directors, two managers, and the human resources support staff.
- Improved data collection, tracking and reporting to meet and exceed projected outcomes.
- Promoted community mobilization through education and advocacy.

CHIEF HUMAN RESOURCES OFFICER

Maui Economic Opportunity, Inc. 2000 to 2011

- Provided leadership in setting and achieving HR goals in alignment with the agency's goals and mission.
- Reduced staff turnover by 20%, implemented updated staff orientation, management support, and training.
- Responsible for the areas of labor relations, performance evaluation, corrective action, mediation of disputes and conflict resolution, benefits administration and risk management.
- Acted as the Agency's HIPAA Privacy Officer and the DOT Designated Employer Representative overseeing the drug and alcohol testing program.
- Established and administered various training programs and developed a Health and Safety Program creating a safety culture which lowered the agency's workers' compensation experience rating from 1.59 to .92.
- Managed Money Purchase Pension Plan conversion to a 401k plan reducing plan fees by 10%, and expanding investment options; acted as the plan fiduciary.

PROFESSIONAL DEVELOPMENT

Strategic Planning; Grants Management; Contract Compliance; Essential Governance Policies; Sustainability; Federal Fair Housing Law; Community Action Partnership Law; Annual Labor Law Updates; Recruitment and Retention; EEOC Compliance; Violence In the Workplace; Harassment Education and Prevention; American's With Disabilities Act; Advanced Disability Compensation Programs; Workers' Compensation; FLSA, State and Federal Wage and Hour Compliance; Developing a Compensation Program; USERRA; ERISA; Family Medical Leave Act (FMLA); COBRA; Community Transportation Association of America- Service design and delivery, safety and security, fleet management, customers service and managing performance; Federal Alcohol and Substance Abuse Management; Federal Motor Carrier and Department of Transportation Recordkeeping, Compliance and Safety Regulations; OSHA, certified Workplace Communications Skills trainer; trained mediator; Results Oriented Management and Accountability (ROMA) Train the Trainer; Microsoft Word, Excel, Outlook, Time IPS and MIP.

PROFESSIONAL AFFILIATIONS

- *Nationally Certified Results Oriented Management and Accountability Advocate*
- *Nationally Certified Senior Professional in Human Resource Management (SHRM-SCP)*

COMMUNITY RELATIONS

- *Association of Farmworkers Opportunity Program (AFOP)-Board Member-2017 to present*
- *Rocky Mountain High-Board Member and Treasurer-2017 to present*
- *Community Transportation Association of America- State Delegate- 2021 to present*
- *Hawaii Community Action Program Directors Association- Vice President 2017 to present*
- *Hawaii Association of Nonprofit Organizations- 2021 to 2024*
- *Maui County Council on Aging- Chair- 2019 to 2022*

- *Workforce Investment Board- Board Member and Program Evaluation Chair-2017 to present*
- *Friends of the Children's Justice Center- Board Member-2018 to present*
- *Maui Nonprofit Directors Association- Legislative Chair and Past President, Member 2011-to present*
- *Mediation Services of Maui- Mediator 2006 to 2013; Board Member 2012 to 2013*
- *SHRM Maui Educational Foundation- Board member, Legislative Chair; Secretary; Vice President; President- 2003-2016*
- *Maui Chamber of Commerce- Member 2011 to present*
- *Maui Native Hawaiian Chamber- Member 2011 to present*
- *National Community Action Foundation-Member 2020 to present*

DISTINCTIONS

- *Pacific Business News Women Who Mean Business Honoree- 2019*
- *Maui Nonprofit Directors- Executive Director of the Year- 2019*
- *The Maui News People Who Make a Difference Honoree- 2022*
- *Pacific Business News Hawaii's Most Admired Leaders Honoree - 2023*