



High Country Consulting, LLC

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Statement of Qualifications

Company History & Personnel Profiles:

High Country Consulting, LLC (HCC) has been in operation since 1998. The company is a Limited Liability Company, wholly owned and operated by Kathleen E. Kelley and James E. Elias.

Company Mission: To serve the public good through developing program and projects that build the capacity of non-profits and community organizations that serve the people of Wyoming.

Kathleen Kelley holds a Master's Degree in Business Administration from Nova Southeastern University and a Bachelor of Arts in Sociology from Belmont University. She has over 30 years of senior management experience, including: grant development, program and project development, implementation, evaluation, performance measurement, strategic planning and evaluating. Kathleen has written dozens of successful grant programs and developed evaluative tools and processes for the State of Wyoming, Institutions of Higher Education and local not-for profit organizations. Kathleen is also a certified trainer in PAIRS, Couples Communication I & II, and many more.

James Elias holds a Master's of Education in Research and Educational Technology from Florida Atlantic University and a Bachelor of Science in Biology/Chemistry from Youngstown State University. He has over 35 years of executive management experience including: program development and planning, budget development and oversight, project design and management, operations, strategic planning and evaluation.

James is a Master Trainer for a number of programs and he has designed, developed, and delivered workshops and training programs for adult learners on Communication, Resolving Conflict, and many other topics. He is certified in Prepare/Enrich, FOCCUS, Active Relationships, Power of Two, Smart Steps, and more. A complete list of instructional programs can be provided upon request.

Relevant Work Experience:

- Healthy Marriage Demonstration, USHHS (ACF) 2007- 11

- TANF, Laramie County School District 1 2007-12
- Compassion Capital Fund, USHHS (ACF) 2005-08
- Access to Recovery, Wyoming Department of Health 2005-07
- Rural Domestic Violence, Wyoming Coalition Against Domestic Violence and Sexual Assault 2004-06
- Mentoring Children of Prisoners, First Christian Church 2004-06
- Social Marketing Wyoming Department of Family Services 2003-05

HCC works with state government, local businesses, and not-for-profit entities. Working closely with our clients HCC has:

- Developed, implemented and managed local and statewide projects
- Provided Grant Management, both fiscal and contract/service performance
- Conducted program evaluations, both primary applicant and sub applicants
- Researched federal, state, and local Request For Proposals and provides Technical writing for the development of Grant applications in response to RFP
- Developed and implemented communications plans including a Communication Audit and ongoing evaluation for a statewide communication system; developed and implemented a complementary Social Marketing Campaign
- Developed and delivered customized training programs for a wide variety of community organizations, businesses, and small groups
- Worked closely with curriculum authors to develop training seminars and workshops
- Developed and evaluated service delivery models
- Conducted research projects on a large number of topics from health care to education programs
- Provided analysis and reports on program activities
- Provided project and meeting management oversight

HCC utilizes a comprehensive group of independent contractors who provide services in key areas, such as: grant research, database management, program evaluation, meeting facilitation and documentation, hands-on technical assistance and training. HCC employs independent contractors who are strategically located throughout the state. Each of these contractors possesses a minimum of a Bachelor degree and has extensive experience in their field of expertise.