

## **JACQUELINE GRACE KELLEY, ESQ.**

### **PROFESSIONAL ACTIVITIES:**

Certified Negotiator, Harvard University Law School  
Certified Mediator, State of Rhode Island, Center for Mediation  
SHRM- CP Certified  
Member, SHRM (national and local chapters)  
President-Elect, R.I. Labor and Employment Relations Association  
Member, National Labor and Employment Relations Association  
President, Public Sector Human Resources Association (state chapter)  
Dean's Excellence in Teaching Award, University of RI (2024 recipient)  
Leadership Rhode Island, RHO II 2021  
Member, Rhode Island Bar Association  
Member, RI Women's Bar Association  
Member, Schmidt Labor Research Center Advisory Group  
Lecturer at a variety of local and national conferences  
Consultant, Davinci Center  
FEMA Incident Command certified  
Published Human Resources Textbook

**EDUCATION:** **BOSTON UNIVERSITY SCHOOL OF LAW**, Juris Doctor, May 1990; B.U. Finalist, Negotiation Competition; New England Regional Director and B.U. Director, Law School Negotiation Competition; B.U. Director, Law School Client Counseling Competition; Treasurer, Women's Law Association

**TUFTS UNIVERSITY**, Bachelor of Arts, Social Psychology, May 1987  
Dean's List 1985-1987; Vice President, Class of 1987; Vice Chair, Tufts Judiciary Board

### **BAR ADMISSIONS:**

State of Rhode Island, 1990  
Commonwealth of Massachusetts, 1991  
United States District Court, 1991  
First Circuit Court of Appeals, 1992  
United States Supreme Court, 2013

### **PROFESSIONAL EXPERIENCE:**

#### **JULY 2019 TO PRESENT**

#### **STATE OF RHODE ISLAND, DEPARTMENT OF HEALTH,**

#### **Division of Policy, Information, and Communication, Providence, Rhode Island** **Healthcare Quality and Safety:**

Oversee the public health units for facilities, licensing, and emergency management services, including the oversight and regulation of facilities and licensed professionals. Previously responsible for other public health programs, such as the Of-

Office of Vital Records, Office of Health Systems Development, Primary Care and Rural Health, Public Health Communications, Data Innovation, Overdose Leadership, Quant Team, and more. Previously assisting with Human Resources issues, providing strategic advice and guidance. Represented the department in grievance hearings, provided on site mentoring and coaching regarding management skills and HR policies. Also served as Chief of Logistics for COVID19 since January 2020. In such role, supervised the Logistics Team, activated and deactivated staff and hired contract staff.

## **FEBRUARY 2015 TO JULY 2019**

### **STATE OF RHODE ISLAND, DEPARTMENT OF ADMINISTRATION, Division of Human Resources, Providence, Rhode Island**

#### Associate Director:

In Labor Relations role, coordinated and conducted labor negotiations and grievances for all state departments. Provided human resources advice to state departments. Assisted with various personnel functions, such as regulation development, disciplinary actions, and interpretation and enforcement of the Collective Bargaining Agreements. Worked with union officials to resolve matters as appropriate. Supervised staff in unit. Previously, in Classification and Compensation role, supervised that Unit, oversaw civil service examinations, public hearings for the development of new or amended job specifications, and issued desk audit decisions. Revised all existing job descriptions for the RI Emergency Management Agency. Coordinated a classification and compensation study. Chaired the committee which created the new State Performance Development Program. Created Service Level Agreements and process mapping of all human resources functioning. Served as Acting Deputy Director for the Department of Environmental Management on loan for one year.

## **JULY 2021 TO PRESENT**

### **PROVIDENCE COLLEGE, Providence, Rhode Island**

#### Adjunct Professor:

Teach several undergraduate level courses, such as “Negotiation,” “Human Resources Management,” and “Organizational Behavior.”

## **JANUARY 2021 TO PRESENT**

### **SALVE REGINA UNIVERSITY, Newport, Rhode Island**

#### Adjunct Professor, Masters in Healthcare Administration Program:

Teach graduate level courses, such as “Cybersecurity and Healthcare Law.”

## **JANUARY 2012 TO PRESENT**

### **UNIVERSITY OF RHODE ISLAND, Providence Campus, Rhode Island**

#### Adjunct Professor:

Teach several graduate level courses, such as “Administrative Law,” “Politics of

Public Budgeting,” “Problems in Public Personnel Management,” “Employment Law Seminar,” and “Negotiation and Alternative Dispute Resolution.”

**JULY 2014- FEBRUARY 2015**

**STATE OF RHODE ISLAND, EXECUTIVE OFFICE OF HEALTH AND HUMAN SERVICES, Office of the Secretary, Cranston, Rhode Island**

Associate Director:

Developed and organized training and onboarding for all state health and human services departments, as well as for clients, providers, and vendors. Lead and oversaw the legislative functions for the department, as well as coordinating legislation across the health and human services agencies. Supervised state staff in outreach activities with community organizations and clients. Coordinated the health and human services Public Information Officer functions across departments, including media responses, press releases, and the official websites. Disseminated information to EOHHS state staff through the intranet, newsletter, new staff onboarding, and informational emails and outreach.

**JANUARY 2011 TO JULY 2014**

**STATE OF RHODE ISLAND, EXECUTIVE OFFICE OF HEALTH AND HUMAN SERVICES, Legal Office, Cranston, Rhode Island**

General Counsel and Legal Administrator, Division of Legal Services:

Coordinated legal services and supervised 37 attorneys and 20 support staff for the Department of Human Services (including the Division of Elderly Affairs and Division of Veterans Affairs), Department of Health, Department of Children, Youth and Their Families, and Department of Behavioral Health, Developmental Disabilities and Hospitals. Supervised 7 Appeals Officers who conduct Administrative Hearings for the above listed departments and the Rhode Island Health Benefits Exchange. Drafted Medicaid and Affordable Care Act regulations. Managed my own caseload of probate cases, labor arbitrations, and state and federal civil litigation, including trial work. Reviewed and approved resource evaluations for long term care clients and other public assistance applicants, such as examining Special Needs Trusts and Pooled Trusts. Responsible for numerous procurement projects and contract drafting and negotiating on major state-wide technology projects. Trained attorneys and social work staff on various issues, such as HIPAA and confidentiality. Drafted legislation, testified, and lobbied for the State.

**FEBRUARY 2009 TO JANUARY 2011**

**STATE OF RHODE ISLAND, DEPARTMENT OF ADMINISTRATION, Legal Office and Division of Human Resources, Providence, Rhode Island**

Legal Administrator and Acting Labor Relations Administrator, Division of Legal Services:

Coordinated all legal departments for the Executive Branch. Served as Executive Counsel for the Director. Supervised DOA Attorneys. Managed a caseload of labor

arbitrations (including interest arbitrations) and civil litigation, as well as procurement and real estate issues. Acted as liaison with the Governor's Legal Office and the Department of Attorney General. Handled all state labor negotiations and labor contract negotiations, such as RI State Police and RI Brotherhood of Correctional Officers, as well as the State issued furlough day negotiations.

**FEBRUARY 2008 – FEBRUARY 2009**

**STATE OF RHODE ISLAND, DEPARTMENT OF REVENUE,**

**Director's Office and Legal Office, Providence, Rhode Island**

Executive Counsel:

Joined Revenue when it was first created by statute and was instrumental in the development of Revenue as a brand new department. Served as legal advisor to the Director. Maintained a caseload of civil litigation and labor matters. Provided legal support to the Division of Taxation, Lottery, Motor Vehicles, Revenue, and Municipal Affairs. Handled regulatory promulgation, procurement, real estate and functioned as the legislative liaison.

**FEBRUARY 2001 – FEBRUARY 2008**

**STATE OF RHODE ISLAND, DEPARTMENT OF HUMAN SERVICES,**

**Division of Management Services, Cranston, Rhode Island**

Assistant Director:

Responsible for the staff and budgets of six departmental units- the Legal Office, the Policy, Development, and Regulation Unit, the Administrative Appeals Office, the Fraud Unit, the Front End Detection Unit, and the Collections, Claims, and Recoveries Unit. Handled federal, state, and probate cases and union grievances and arbitrations, as well as leases and contract review. Acted as a liaison with various federal agencies, including creating federal corrective action plans and handling federal departmental appeals. Responsible for the legal oversight of state/federal programs (Medicaid, Food Stamps, Veterans' Affairs and Cemetery, General Public Assistance, Cash Assistance, Rehabilitative Services, Child Support, Services for the Blind, and Low Income Child Care). Was involved in the initial EOHHS and the first creation of that office.

**JULY 1998 – FEBRUARY 2001**

**STATE OF RHODE ISLAND, DEPARTMENT OF HUMAN SERVICES,**

**Legal Office, Cranston, Rhode Island**

Deputy Chief Legal Counsel:

Handled federal, state, and probate cases; supervised the Appeals Office. Assisted in developing regulatory and policy changes. Acted as liaison to state and federal agencies, including USDA, Department of Attorney General, etc. Reviewed legal and financial documents of Long Term Care applicants.

**MARCH 1992 – JULY 1998**

**STATE OF RHODE ISLAND, DEPARTMENT OF ATTORNEY GENERAL,**

**Civil Division**, Providence, Rhode Island

Special Assistant Attorney General:

Conducted Superior Court and Federal Court litigation, including jury and nonjury trials, as well as administrative appeals and RI Supreme Court and First Circuit Court of Appeals cases. Assigned to the Department of Human Services to act as a legal advisor in development and implementation of regulatory and legislative changes.

**NOVEMBER 1990 – MARCH 1992**

**MILLER & REILLY**, Warwick, Rhode Island

Associate:

Full case responsibility in the areas of general civil litigation, insurance defense, probate, and representation of the RI Department of Health.