

MICHAEL J. GREENE
9 Van Winkle Street
Boston, Massachusetts 02124

(617) 661-9398 (Office)
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EMPLOYMENT

April 1980
to Present

THE CAMBRIDGE HOSPITAL DEPARTMENT OF PSYCHIATRY/NORTH CHARLES
MENTAL HEALTH RESEARCH AND TRAINING FOUNDATION, INC.
Cambridge, Massachusetts

Director of Administrative Services/Executive Director

Responsible for the overall administrative and financial policies of this Harvard Medical School affiliate and its non-profit organization. Specific duties: to administer a \$6.8 Million budget; to develop new sources of revenue; to design and implement fully automated budgeting and accounting systems and to develop an operations manual to document these systems; to obtain licensure for a day hospital and day treatment program. Other responsibilities: negotiation and management of contracts and grants; fundraising; management of purchasing and facilities; standardization of personnel policies for the Department and the community programs it administers; and supervision of medical and administrative staffs.

January 1979
to April 1980

CITY OF BOSTON - EMPLOYMENT AND ECONOMIC POLICY ADMINISTRATION
Boston, Massachusetts

Administrator for Financial Services

Directed the receipt, reimbursement and auditing of \$70 Million in federal and state funding to the City for employment and training programs. Updated the agency's fiscal and client tracking operations through the implementation of an automated Financial Management System and Data Base Management System, used by the Department of Labor as the national model. Supervised accounting, budgeting, auditing and contracts offices. Monitored budgets and expenditures of subgrantees, consultants and vendors.

Through and Intergovernmental Personnel Agreement, assigned to the U.S. Department of Labor, Region 1, Chaired a task force consisting of financial accounting experts from the Labor Department and Coopers & Lybrand. Conducted a system audit of the Massachusetts Department of Manpower Development and designed, developed and implemented an automated accounting system.

MICHAEL J. GREENE

EMPLOYMENT (continued)

September 1977
to January 1979

JUSTICE RESOURCE INSTITUTE, INC.
Boston, Massachusetts

Director of Management and Development

Responsible for the financial and business operations of JRI, a non-profit organization. Developed and implemented a financial reporting system which included the general ledger, accounts payable and receivable, cash balance, monthly cash flow, updates and projections, monthly financial reports and the annual budget. Other responsibilities: contract negotiation and monitoring; grants management; fundraising; and planning and design of new programs. Administered personnel and fringe benefit package.

May 1977
to September 1978

AMERICAN MANAGEMENT SYSTEMS, INC.
New York, New York

Project Consultant

Responsible for the design and development of the overall system concept to automate the City of New York's Office of Management and Development.

March 1976
to May 1977

MASSACHUSETTS HALFWAY HOUSES, INC.
Boston, Massachusetts

Fiscal Director

Responsible for the financial operation of the agency, including the management of its Federal Credit Union. Specific duties: fundraising, contract negotiation, budget planning, expenditure control, grants management. Administered bookkeeping and accounting functions such as audits, cost analyses and projections, budget modifications, monthly statements, inventory controls, accounts payable and receivable, and payroll.

December 1975
to March 1976

CITY OF BOSTON - MANPOWER ADMINISTRATION
Boston, Massachusetts

Field Representative

Responsible for monitoring the performance of agencies contracted by the CETA Prime Sponsor to provide adult vocational training and assessment services for Boston's hard-core unemployed. Monitored budgets and monthly expenditures of those agencies under contracts totalling \$3 Million. Coordinated the implementation and operation of the Employment Resource Center, a national demonstration project funded by the U.S. Department of Labor, to provide employment and support services for ex-offenders.

MICHAEL J. GREENE

EMPLOYMENT (continued)

June 1973
to December 1974

COMMONWEALTH OF MASSACHUSETTS - DEPARTMENT OF CORRECTIONS
Boston, Massachusetts

Coordinator of Higher Education

Assisted the Supervisor of Education in the design and development of higher education programs for state correctional facilities and community-based programs. Responsibilities included: the securing of funds from both public and private sources; the training and supervision of a professional staff; budget planning and monitoring; and program monitoring and evaluation.

EDUCATION

Northeastern University
Boston, Massachusetts
1976 - M.B.A.

University of Massachusetts
Amherst, Massachusetts
1973 - B.S. Mathematics

University of Nebraska
Lincoln, Nebraska
1969-1972 - Undergraduate work in Computer Science

REFERENCES FURNISHED UPON REQUEST.



CITY OF CAMBRIDGE
DEPARTMENT OF HEALTH AND HOSPITALS
1493 CAMBRIDGE STREET
CAMBRIDGE, MASSACHUSETTS 02139
498-1349

MELVIN H. CHALFEN, M.D.
COMMISSIONER

April 12, 1983

Mr. Robert W. Healy
City Manager
City of Cambridge

Dear Mr. Healy:

It is a pleasure to forward to you the name of the candidate the Search Committee for a Director of Cambridge Hospital recommended to me at the final meeting on 1 April 1983 and also the name of the other candidate in the final vote.

The two candidates whose CVs are enclosed are Michael Greene and Jonathan Dopkeen. Mr. Greene received the unanimous vote of the Committee for first place for the position.

The Committee, the Medical Staff and I feel a great sense of urgency in completing this process as rapidly as possible and request your help in that regard.

The Committee received CVs from 111 candidates; all CVs were reviewed by two subcommittees for first and second readings. Six other CVs were received later after the Committee requested that further candidates be recruited. The list included, as far as could be identified, the names of three minority candidates and eight women. Advertising was in accord with affirmative action guidelines. Seven candidates were interviewed by the Committee. Four of those were interviewed twice. The leading candidates also had separate interviews with members of the Committee.

The Committee held nine meetings of the full committee and screening subcommittees held eight additional meetings.

References were contacted by telephone by various members of the Committee for leading candidates.

Please let me know if any questions arise.

Sincerely,

Melvin H. Chalfen, M.D.
Commissioner

MHC:bkm

Enclosures: CVs
Search Committee List
Advertisement List
List of Candidates Interviewed
Job Description

SEARCH COMMITTEE
DIRECTOR OF CAMBRIDGE HOSPITAL

Health Planning Board

1. Richard deFilippi, Ph.D.

Medical Staff

2. Robert S. Lawrence, M.D.
3. Francis Wolfort, M.D.
4. Myron Belfer, M.D. —
5. Philip McGovern, Jr., M.D.

Nursing

6. Beverly Gorvine, R.N.

Administration

7. Al Vellucci
8. Joan Zoref
9. Melvin H. Chalfen, M.D.

Non Hospital Representative

10. Lawrence Martin —
Associate General Director, M.G.H.



CITY OF CAMBRIDGE

CAMBRIDGE, MASSACHUSETTS 02139

Tel. 498-9011

EXECUTIVE DEPARTMENT

ROBERT W. HEALY

City Manager

June 13, 1983

To the Honorable, the City Council:

This is to notify you that after a search process and in-depth interviews and reference checking on my part, I have appointed Michael J. Greene, 9 Van Winkle Street, Boston, as the Director of the Cambridge Hospital. Mr. Greene was the unanimous choice of the search committee (see Dr. Chalfen's letter and search committee composition attached).

I am enclosing Mr. Greene's resume. He will be present at the June 13th City Council meeting to meet the members of the City Council and will assume his duties on June 27, 1983.

Very truly yours,

Robert W. Healy
City Manager

RWH/mbf
Encs. 3

Re: appointment of Michael J. Green as Director
of the Cambridge Hospital, effective June 27, 1983.

In City Council,

June 13, 1983

6/13/83

*Placed
on
File -*