

Leadership Team

Scope: Applies to all Cornerstone Operating Entities and Cornerstone Management Group.

1. Purpose

The purpose of this document is to define the structure, roles, and responsibilities of the leadership team for Cornerstone/Hernandez Home AFC, Inc. in alignment with CARF standards. It ensures clear lines of authority, promotes effective governance, and supports the organization's mission to provide person-centered care to individuals served.

2. Review & Maintenance

- This document is reviewed annually or more frequently as necessary to reflect organizational changes.
- Updates are recorded in the revision history section.
- The review process includes verification that all leadership roles meet current CARF standards and regulatory requirements.

3. Organizational Overview

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Cornerstone/Hernandez Home AFC, Inc. is a family-founded and operated organization established in 1996 by Tracie and John Hernandez. Initially operating from their private home, the company has grown into a multi-site provider specializing in the rehabilitation and support of individuals with behavioral and developmental disabilities. The leadership team is responsible for strategic direction, operational oversight, compliance, and ensuring services are delivered in accordance with CARF's principles of quality improvement, person-centered planning, and stakeholder involvement.

4. Leadership Structure & Responsibilities

4.1 Governance

Owner/Consultant – Tracie Hernandez

- Provides strategic direction and oversight of all operations.
- Ensures mission, vision, and values remain the foundation for decision-making.
- Consults on all operational and policy matters.
- Over 20 years of experience in specialized residential services.

Owner – John Hernandez

- Supports governance functions as required.
- Participates in succession planning and strategic oversight.

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4.2 Executive Leadership

Interim Chief Executive Officers – Amber Bunce & Karmen Ball

- Provide joint leadership over organizational strategy, operations, and compliance.
- Ensure alignment of services with person-centered principles.
- Monitor performance outcomes and quality improvement indicators.
- Represent the organization with stakeholders, legislators, and community partners.

Amber Bunce – Holds a master’s degree in healthcare management; Licensee/Administrator for multiple sites; oversees compliance, risk management, and strategic planning.

Karmen Ball – Holds a degree in Social Work; oversees admissions, care coordination, and service quality; manages contracts and payment distribution.

4.3 Compliance & Quality Management

Chief Compliance Officer – Derek Ball

- Oversees internal compliance program, including site reviews and regulatory audits.
- Reports directly to CEOs.
- Develops and maintains quality assurance systems to support CARF and state requirements.

Health & Safety Director – James Sutton

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- Leads initiatives to promote resident and staff safety.
- Ensures safety standards and emergency preparedness meet CARF guidelines.

4.4 Clinical & Care Coordination

Corporate Liaison – Britny Williams

- Manages admissions and pre-admission risk assessments.
- Ensures placements meet person-centered and least-restrictive environment principles.

Care Coordinator Supervisor – Mequesha Merritt

- Oversees care coordination team to ensure implementation of individualized service plans.
- Ensures services align with CARF's individualized planning standards.

Care Coordinator – Jalina Durden

- Coordinates services with external stakeholders.
- Supports staff in meeting plan-of-service goals.

4.5 Medical Oversight

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Health Care Management Director – Kendrell Dorrington

- Monitors health needs and medication management for persons served.
- Ensures medical compliance with regulatory and CARF standards.

Health Care Management Director – Steve Smith

- Provides clinical oversight and staff education in CPR, first aid, and medication administration.

4.6 Human Resources.

Human Resource Manager – Alexandra Oisten

- Manages onboarding, training coordination, and staff communication.

Human Resource Specialist – Breon Batten

- Supports retention and compliance of personnel files.

4.7 Finance & Administration

Chief Financial Officer/Interim-Jack Bunce

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- Financial Strategy and Planning
- Financial Management and Compliance
- Organizational Leadership

Financial Manager – Chris Adams

- Oversees cash flow, budgeting, and financial compliance.

Secretary – Allesandra Aerosmith

- Maintains administrative communication, meeting minutes, and document flow.

5. Succession Planning

Succession planning ensures continuity of operations in the event a key leader is unavailable:

1. If the Owners are unavailable, the Interim CEOs assume Owner/Operator responsibilities.
2. If both Interim CEOs are unavailable, the CHRO or CCO assume CEO duties.
3. All leadership roles are cross trained to ensure uninterrupted operations.
4. Detailed succession procedures are maintained in the **Succession Policy**.

6. Commitment

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The leadership team is committed to:

- Promoting stakeholder participation in decision-making.
- Monitoring performance outcomes and acting on data.
- Maintaining compliance with legal, regulatory, and CARF accreditation requirements.
- Ensuring services remain person-centered, culturally competent, and continuously improving.

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