

APPLICATION FOR APPOINTMENT TO BLACK DIAMOND CITY COUNCIL POSITION #6

Applicant Information

(Please type or print)

Applicant Name BRIANA BROOKE DURHAM
Residence Address 33012 SE STEVENS STREET, BLACK DIAMOND, 98010
Home Phone (425) 999-1692 Work Phone SAME
Email KayakseaHLE@gmail.com

Cover Letter and Resume

Please attach a one-page cover letter and a resume of no more than two pages to this application.

Supplemental Questions

Please respond to the following questions regarding your interest in the position of Councilmember for the City of Black Diamond on separate pages, using no more than 3 pages total:

1. Why are you interested in serving as a Black Diamond City Councilmember?
2. What strength would you bring to the Council?
3. What are the three highest priorities and/or issues you believe the City needs to address? How would you propose to address these issues?
4. Explain your current and past community involvement and/or service on city, nonprofit, or public boards, committees, task forces, or commissions and how this has contributed to the Black Diamond community. Address its relevance to the position of Black Diamond City Councilmember.
5. What do you wish to accomplish during this appointed term as a Black Diamond City Councilmember?
6. What is your vision for our City and community?
7. Is there anything else you would like to add that would help us get to know you a little better?

Please return this form, your cover letter, resume and answers to the supplemental questions to the City Clerk at Black Diamond City Hall (24301 Roberts Drive, mail at PO Box 599, Black Diamond, WA 98010, or by email to bmartinez@blackdiamondwa.gov) no later than 4:00 p.m. on September 8, 2020. Applications received after 4:00 p.m. will not be accepted.

If delivered or mailed the application and any correspondence should be addressed to:

Brenda L. Martinez, City Clerk
Black Diamond Councilmember Recruitment
PO Box 599/24301 Roberts Drive
Black Diamond, WA 98010

Briana Durham
33012 SE Stevens Street
Black Diamond, WA. 98010
Phone: 425-999-1692
Email: Kayakseattle@gmail.com

Dear Mayor Benson & Black Diamond Council Members,

I would like to apply for the position of council position #6 with the City of Black Diamond. As a new Black Diamond resident and lifetime Washingtonian I am very much aligned with the goals and focus of your city council. I am new to the city but live in Ten Trails and would like to help represent my fellow neighbor's voices on the city council. I would like to use the skills I have gained as a director of statewide programs for a local non-profit organization to help the community with large projects such as yours and help you reach as many key objectives as possible. I have served on a Washington State delegation that traveled to Switzerland to learn how to enhance our Career and Technical Education (CTE) system in the state, worked with OSPI and the Department of Labor and Industries to help raise awareness of the skilled trades in high schools. I have experience in chairing meetings and helping to find strategic solutions with stakeholders on a local, statewide, and national level. My administrative experience and proven leadership skills will prove useful to your council and I believe in teamwork, respect, and that listening to all sides at the table helps to get things done.

Enhancing and creating LEAN process improvements and resourcefulness are some of my key strengths. I get along well with others and thrive on finding resolutions to problems. I am confident that these qualities together with my commitment to work will be an asset to your council. I want to help Black Diamond – embrace change while maintaining the values and charm that have been established and make Black Diamond a special place to live.

Some of my personal achievements in my professional capacity I can bring to your council are as follows:

- In October I will have a B.A. from Northwest University in Business & Organizational Leadership*
- Take an active part in the budget planning process,*
- Offer a broad knowledge of programs, and federal and local policies and implementation strategies.*

My enclosed resume will provide you with more details regarding my qualifications and experience. I know that I can bring much benefit with my experience, educational qualifications and skills and I look forward to putting these towards a good cause. Please contact me by phone or email so that we may set up a meeting. I look forward to hearing from you and thank you for your time.

Sincerely,

Bri Durham

Briana Durham
425-999-1692
Kayakseattle@gmail.com

Briana B. Durham
Black Diamond, Washington
(425)999-1692
Briana.brooke.durham@gmail.com

Summary of Qualifications:

- Experienced high-level director & project manager with an excellent record of working with diverse stakeholders.
- Integrated and facilitated LEAN in various settings for over 60 employer partners
- Able to assess team driven environment and develop strategies to create more effective workflow.
- Talented at creating and developing curriculum to enhance each student's learning experience and achieve company goals.
- Customer service orientated with excellent communication and interpersonal skills in the workplace.
- Able to work under pressure in high stress environments and thrive on challenges.

Education:

Though Patterns for High Performance Trainer- Pacific Institute, Seattle, WA, 3/2017

Mentorship Matters Trainer- Electrical JATC, Canada, 2/2017

Certified DACUM Facilitator- Ohio State University, Seattle, WA. 1/2017

Aerospace Manufacturing Instructor Training Certificate – AJAC, Seattle, WA, 1/24/2014

Expected Organizational Leadership B.A. – Northwest University, Kirkland, WA Expected Graduation: September 2020

High School Diploma, Woodinville High School, Woodinville, WA, 2001

Work Experience:

Director of Special Programs/ Aerospace Joint Apprenticeship Committee

2017-Present

- In 2017, with the support of local government officials, launched the first statewide cohort of registered apprenticeship, which allows for youth as young as 16 years of age to participate in registered apprenticeship. In this program, youth are able to earn 1-3 high school credits, up to 15 college credits, gain over 2,000 hours of structured on-the-job training under the supervision of an industry expert mentor, earn up to \$28,000 in wages, earn an industry recognized credential and a high school diploma providing real-world career connected experiences allowing for youth to make a more "educated" decision as to career opportunities and pathways.
- Statewide project managing and overseeing 13 youth apprenticeship programs, 2 adult apprenticeship programs, 1 pre-apprenticeship program with 56 employers in aerospace and advanced manufacturing.
- Currently collaborating with 12 community and technical colleges, 13 School Districts and over 260 employers in Washington State to build technical training programs to assist with workforce development needs.
- Recruited, interviewed, hired, and managed 13 CTE teachers annually for the high school programs, managing 4 full-time staff with grant funding, and 6 part-time staff to support operations.
- Managed over \$2 million in annual grants and contracts. Screened and organized new grants and funding opportunities focused on workforce development, poverty alleviation, and industry partnerships.
- Expert at developing innovative and unique programs and techniques that result in profound competency spikes for students in technical manufacturing/engineering concepts, mathematics, and science.
- Established, implemented, and evaluated educational journeys for all students based on pre-determined academic segments with a focus on technically skilled/ competency based activities and programs.
- Catalyzed and stewarded partnerships with small to mid-size employers, community organizations, workforce development councils, public and private funders to connect more low-income communities, youth and young adults to manufacturing/aerospace, IT, early childhood learning and automotive apprenticeship pathways.
- Collaborated with industry leaders to develop, integrate and manage new apprenticeship programs based off employer needs and workforce demands.

On-The-Job Training Advisor / Aerospace Joint Apprenticeship Committee

2016-2017

- Analyzed program information and data using the Apprentice Tracking System (ATS) database and other data sources as directed to identify OJT program issues, including wage and step progression, job rotation, and mentorship.
- Conducted OJT needs assessment with 56 participating employers using a structured approach, including interviews with CEOs, operations management, supervisors, and apprentices.
- Documented findings using a structured approach, and provide technical recommendations to employers relating to their apprenticeship program, consistent with apprenticeship program standards.

- Assisted corporate partners in determining best practices related to step progression, hours tracking, mentorship, process improvement and job rotation per apprenticeship occupational training standards.
- Gathered and disseminated information and statistics and prepare clear and concise reports in a timely fashion as requested for internal and external presentations.
- Documented position procedures and processes relevant to executing the building, implementation and maintenance of program infrastructure with existing and prospective Training Agents.
- Identified OJT best practices and constraints for dissemination to existing Training Agents and other stakeholders through onsite visits, employer workshops, and conference venues.

Drug Abatement Officer (On-Call) , Alaska Airlines, SeaTac, WA

2011- 2017

- DOT/FAA Certified Drug and Alcohol Trainer, Trained Calibration Technician, Drug Collector and Breath Alcohol Technician per 49 CFR Part 40 Federal Regulations
- Assisted in employee onboarding, ensuring that security badges were created, imputing data into PeopleSoft, performing background checks per FAA regulations, and taking fingerprints.
- Extremely detailed and skilled at accurately filling out FAA and lab paper work with a 2% error rate.
- Maintained all records of positive test results ensuring the accurate data was preserved and collected plus properly reported.
- Able to stay calm in high-pressure situations while maintaining a positive attitude during the collection process.
- On call 24/7 to intervene and direct actions of company officials during drug/alcohol related situations, Company DER-designee, rotate 24/7 DER duty phone for DER related issues.
- Ensured compliance with all drug and alcohol testing programs with FAA/DOT regulations.
- Safeguarded Alaska Company policies, state laws, labor agreements and external contractors
- Proficient with 49 CFR Part 40 and Part 120 DOT and FAA Federal Regulations

Manufacturing Instructor/ Outreach Specialist, Pioneer Human Services

2014-2016

- Instructed a 10 week training program, AJAC Manufacturing Academy, to class sizes of 15-28 students, ages 17-55+, in aerospace manufacturing skills, professional communication and behavior, and goal setting to increase overall job readiness.
- Taught LEAN Manufacturing Basics internally and externally to aid in financially helping the budget target we needed.
- Coordinated and documented all certification courses that were offered and kept detailed accounts of training for outside clients.
- Produced quarterly budget reports, ensuring that the all the occupational training accounts were not over budget.
- Ordered all supplies for the occupational training department keeping a running stock of all the needs of each cohort.
- Certified students on CPR, First Aid, and AED training, forklift operation, warehouse flagging, The Basics of Lean Manufacturing, and assisted in teaching OSHA10 courses.
- Taught up to 60 hours of applied math ranging from basic math up to trigonometry. Able to assist students with learning disabilities to understand these concepts.

AJAC Manufacturing Instructor/Job Developer, Pioneer Human Service/ OJJDP Grant

2013-2014

- Worked on a 1.5 million dollar grant that was awarded by OJJDP. Pioneer Human Services was contracted to work with JRA to run a pilot project to reach 75 students in 2014/2015.
- 51% of the students that completed or graduated the program went on to gain entry level jobs or perused secondary education.
- Day to day site manager for the Lakewood location which included; opening and closing the facility, being responsible for the safety of the site at all times, and ensuring all rules and regulations were followed.
- Instructed 68 incarnated youth between the ages of 17-21 years old, about job readiness skills and gave them tools to gain entry level employment in the aerospace manufacturing industry.
- Facilitated Pacific Institute's New Directions Life Skills seminar to improve student motivation, confidence, and ability to set and achieve goals.
- Utilized social media, relevant pop culture, sports and humor to create relatable references and illustrations to maintain student engagement.
- Instructed students on welding, copper pipe soldering, sheet metal work, electrical soldering, physics, composite lay-ups, and precision measuring standards.

1. Why do you want to serve on the City Council?

As a new resident to Black Diamond, I want to be able to serve my community and I believe it would be beneficial to have somebody on the council that could speak for the many new families living in Ten Trails. I am very honest hardworking individual that will spend the time to read and research out the issues and projects put forth to the council. I am balanced leader that understands that a good councilperson is a representative of all of the people, not a champion of a special interest group or a narrow perspective. I also know that being a balanced leader also means being able to work well with professional city staff and listen to the experts. I know doing the job right requires a significant dedication of time and energy. Constituent relations, attending meetings and reading voluminous material in preparation for meetings are all part of the job.

I am motivated because I love this town, I have lived in Woodinville/Duvall area, Snoqualmie, and Maple Valley for most of my life and I have family and deep friendship here Black Diamond and Ravensdale. With all of these amazing connections, I will be motivated to serve the public's interests. I would also love to help create more connections with established Black Diamond residents and help bring both communities closer together.

2. What strengths do you bring to the council?

My program management and administrative experience and proven leadership skills will prove useful to your council and I believe in teamwork, respect, and that listening to all sides at the table - helps to get things done. Enhancing and creating LEAN process improvements and resourcefulness are some of my key strengths. I get along well with others and thrive on finding resolutions to problems. I am confident that these qualities together with my commitment to work will be an asset to your council. I want to help Black Diamond – embrace change while maintaining the values and charm that have been established and make Black Diamond a special place to live.

3. What are the three highest priorities and/or issues you believe the city needs to address? How would you propose to address these issues?

- **Civic engagement:** This issue is the one I am most passionate about I believe communication and connection to new residents of Black Diamond is important. I want new families to be able access information, understand city the process, and feel well represented. This can be through website enhancements, finding other vehicles to disseminate information, community outreach events.
- **Balancing population growth & maintain the charm of the city of Black Diamond:** As the city grows, I want to help with city infrastructure and look at holistic ways to help improve life for residents as expansion happens. Looking at issues like transportation, parks and open spaces, city staffing, and human services as the city grows.
- **Diversifying tax revenue:** I would love to see more small business be able to thrive in Black Diamond as the city expands. Additionally, find ways to take the tax burden off homeowners.

4. Explain your current and past community involvement and/or service on city, nonprofit, or public boards, committees, task forces, or commissions and how this has contributed to the Black Diamond community. Address its relevance to the position of Black Diamond City Councilmember

- **Ten Trails Outdoor Education Program:** my partner and I are helping to lead weekly outdoor educational opportunities after school for kids of all ages to participate in. Neighbors volunteer to teach a subject or class to help kids (socially distance) connect with each other. Classes include cake decorating, story time, soccer drills, yoga class, running clinic, music lessons, and outdoor science lessons.
- **CTE Advisor for the Enumclaw school district 2017-2018:** Worked with the former CTE director Kevin Smith to help build out an advance manufacturing program to be offered at the high school.
- **CEMETS Washington Delegation Team Member, ETH Zurich Switzerland:** on a state 10-member delegation to find best practices to help enhance the CTE system in Washington State. Now I am serving as an advisor in the Career Connected Washington efforts to build more high school programs geared to jump start students into the skilled trades.
- **Mentor Program Supervisor – The IF Project 2010-2018:** this non-profit helps justice involved women and youth connect with local officers and mentorship volunteers to come up with plans pre and post release to help women and youth successfully release back into the public.

- **Past CERT Team Member in Woodinville & Snoqualmie 2005-2010:** This training was helpful to understand the infrastructure cities have in place for emergency response and to understand how to help local responders in the area. Would love to help recruit people from ten trails and the local community to participate in the local chapter.
- **Past Volunteer for King County and Snohomish County Search and Rescue 1998-2003:** working with this team really helped me understand the need for funding programs like this for the safety of all residents.
- **Past Key Club (Kiwanis's President) 1998-2001 Woodinville Washington:** raised money for build out of community park, food bank volunteer.

5. What do you wish to accomplish during this appointed term as a Black Diamond City Councilmember?

It is a short term, but I think making some headway on the issues stated above would be my goal. I would like to help the city improve their website and outreach. Help gather feedback from residents on what types of media they would most likely use to access information. Put in place some strategic plans or goals on how to do more outreach to new residents. I know budget season is upon us, and recently went through business courses on budget management and I can offer my experience and recent education to the cause.

6. What is your vision for our City and community?

I want to help Black Diamond – embrace change while maintaining the values and charm that have been established and make Black Diamond a special place to live. I want to be able to connect all the neighbors from Ten Trails to the city ecosystem. I want residents to feel empowered, that the city is working hard on their behalf to find solutions to city issues. I feel privileged to live here, and for my son to grow up here and I want to preserve the small town feel that attracted me to Black Diamond.

7. Is there anything else you would like to add that would help us get to know you a little better?

I am very active and connected too many neighborhood groups in Ten Trails and in Black Diamond as a whole. I have many good friends and family that have grown up in Black Diamond their whole life and also understand what it is like to be new to a community I would love to bridge the gap. I am open minded, hardworking, balanced, and ready to work hard.

In my professional life, I have worked with many state and local officials to help build up apprenticeship programs in our state and get more funding to bring back shop classes into high schools. I have been through the legislative processes to help advocate for these programs, and helped attain grants to accomplish goals. I think that with this experience I could help the city tackle issues that are important.