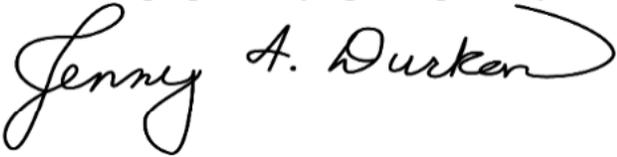




City of Seattle Boards & Commissions Notice of Appointment

| | | |
|--|----------------------------------|--|
| Appointee Name: <i>Melina Rivera</i> | | |
| Board/Commission Name: <i>Cultural Space Agency Public Development Authority Governing Council</i> | | Position Title: Governing Council Member |
| <input checked="" type="checkbox"/> Appointment OR <input type="checkbox"/> Reappointment | | City Council Confirmation required? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| Appointing Authority: <input type="checkbox"/> City Council <input checked="" type="checkbox"/> Mayor <input type="checkbox"/> Other: | | Term of Position: * TBD by Agency. See Charter Article VII. <input type="checkbox"/> <i>Serving remaining term of a vacant position</i> |
| Residential Neighborhood: <i>Georgetown</i> | Zip Code: <i>98108</i> | Contact Phone No.: [REDACTED] |
| Background: <i>Melina Rivera has dedicated the last decade to pursuing community health and environmental justice, through her leadership within various Federally Qualified Health Centers and most recently in her role as Director of Operations with Front and Centered.</i> <i>A resident of the Duwamish Valley, Melina has established deep connections with Latino communities in South Seattle. She brings expertise and experience in the field of commercial lease management. Melina is excited to explore wealth-building opportunities through commercial real estate for communities that have long been denied that chance.</i> <i>"I seek to surround myself with folks who think of abundance rather than scarcity," Melina says, "who seek positivity, wish to learn and grow, respect and see the best in others while being comfortable and prepared to have healthy, important conversations around accountability, vulnerability and self-awareness."</i> | | |
| Authorizing Signature (original signature):  Date Signed (appointed): <i>7/28/21</i> | | Appointing Signatory: <i>Jenny A. Durkan</i> Mayor of Seattle |

*Term begin and end date is fixed and tied to the position and not the appointment date.

MELINA RIVERA

Related Work Experience:

Operations Director, Front and Centered

2018-Present

- Perform day-to-day financial management, including: donation processing, paying invoices and reimbursements, credit card reconciliations, cash flow tracking, and monthly book closing with the accountant and reconcile program financial accounts.
- Manage contract accountant, independent auditors, legal, and banking relationships.
- Maintain fiscal recordkeeping and up-to-date information for multiple programs and subcontracts.
- Assist management in preparing and modifying the program annual budget and short term contracts including the proposed, approved, and modified budget document and individual component budget documents.
- Maintain a financial reporting system using accounting and spreadsheet software.
- Support preparation of monthly and quarterly financial reports that are used to monitor/track spending and project ending fund balances and net working capital expenditures.
- Develop expenditure reports as needed.
- Manage organizational insurance policies, renewals and administration and vendor relationships, contracts, lease, and records.
- Support all human resources activities for the organization including: Develop, implement and improve systems, including updating HR policies as needed, hiring and onboarding staff and volunteers, supporting staff professional development, and maintaining personnel and volunteer files; Perform human resource functions including maintaining personnel files, new hire paperwork, and employee orientation; Ensure personnel policies and procedures are in compliance at all times with local and federal laws, and adhere to HR best practices.
- Oversee all facilities activities (IT, telephone, office space, equipment, ordering supplies, etc.) and related operational needs of the organization.
- Manage donor database, website, and technology platforms.

Administrative Office Manager, Neighborcare Health

2015-2018

- Responsible for the efficiency of the daily operations of a 12,000 square foot office with over 100 work stations including, but not limited to, developing and implementing intra-office communication protocols; streamlining administrative procedures; inventory control; financial planning; record keeping and billing; property management relationships and communications; and office staff supervision and task delegation.
- Direct supervision of four (4) staff members to include the following responsibilities: recruitment; hiring; training; task and project delegation; attendance tracking and payroll; and employee development, engagement and performance reviews.
- Implementation and management of multi-departmental projects including, leading and implementing trainings on safety program efforts; purchasing and tracking of multi-location technologies; and managing office moves and office design while identifying cost savings and minimal disruptions to employees.
- Producing and managing annual budgets that represent the organization's financial objectives; forecasting the allocation of expenditures for the upcoming financial year while remaining adaptable to changing priorities.
- Responsible for composing professional written communications to external clients and internal teams with ability to critically review content (written and visual) and to provide constructive feedback that improves the messaging, tone, clarity, and flow.
- Managing the centralization and publication of multiple processes via Microsoft online SharePoint tool and other technology platforms. This includes creating online pages to communicate organization-wide policies and procedures; locum provider scheduling, safety processes, and Continuing Education tracking for eligible positions.
- Establishing and cultivating team and service-motivated atmosphere through collaborative leadership and employee development.
- Ability to establish successful programs aimed at improving and creating cohesive staff morale and welcoming office culture.

EDUCATION

Bachelor of Arts in Art
Grinnell College
Grinnell, IA
May 2007

SKILLS

Mobilization and management of small and large groups

Project planning, implementation and monitoring

Team-building and collaborative planning

Adaptable and experienced with working under pressure

Proficiency in Microsoft Office suite

Experience with scheduling, budgeting and payroll

Comfort with fast-paced environment

Excellent written and verbal communication skills

Native Spanish speaker and able to work with Spanish speaking communities in person or by print.

Executive Assistant - Medical Operations, Sea Mar Community Health Centers **2013-2015**

- Project lead for planning and implementation of various organizational projects and initiatives, including patient portal. Design and manage all aspects of Sea Mar's patient portal – allowing patients to access medical records online to monitor their health. This includes creation and execution of trainings and educational materials; establishing strategic marketing methods and streamline communication to increase patient interest and access; supervised patient and staff usage of portal, analyzed and collected program data to evaluate goals and marketing needs; serve as the administrator for program updates, maintenance and serve as point of contact for patient and staff inquiries. In the first year of implementation, I successfully facilitated the patient portal for 26 medical clinics enrolling over 7,000 patients during 1st year of implementation.
- Provide project management and coordination of 27 medical clinics and the medical operations department. Handle on-site logistical and clerical support for department and medical clinics.
- Organize training and orientation curriculum for new clinic managers.
- Responsible for opening of new medical sites. Includes assessing clinic staffing needs, purchasing clinical equipment and office furnishings, applying for special licenses and contracted services, monitoring all other pertinent deadlines for successful opening.
- Monitor project and reporting deadlines and execute departmental trainings and processes for long-term improvement.

Executive Assistant - Contracts, Sea Mar Community Health Centers **2011-2013**

- Examine, log and process the timely submittal of contracts for state-wide agency
- Manage contracts for all of Sea Mar that includes over 60 care facilities across 12 counties in Washington state. Served as point of contact for external and internal inquiries.
- Coordinate contractual records and serve as primary contact for contractors and internal inquiries
- Monitor deadlines and timely submittal of confidential information for union grievances..
- Co-lead annual legislative event for over 200 Sea Mar supervisory staff and executive leadership team regarding Sea Mar's health, education and economic policy priorities. Arrange over 100 meetings with state legislators and ensured participants were prepared to share policy priorities at their legislative meetings.

Administrative Assistant, Savitt Bruce & Willey LLP, Seattle, WA **2008-2011**

- Operated accounting processes as it pertained to firm expenses and client billing
- Managed attorney/client conferences and provided support as needed
- Ensured timely intake and filing of client/firm related engagements
- Assisted paralegals with client-related work as requested

Grant Writing Assistant, Cine Las Americas, Austin, TX **2002-2006**

- Researched, wrote grants, and organized press packets for yearly film festival
- Conducted marketing and advertising for film festival program sponsors

Community Involvement:

- Responsible for founding (2014), organizing, and curating successful art exhibition of Latino/a artists at the Seattle Center as part of the annual Fiestas Patrias Festival
- Engaged in various community efforts to address health disparities in the Duwamish Valley and promote a healthier, greener neighborhood of Georgetown

Achievements:

- Finalist for Employee of the Year, Sea Mar Community Health Centers 2012 and 2014

Cultural Space Agency Public Development Authority Governing Council

No fewer than 6 and no more than 18 Members: Pursuant to Charter of The Cultural Space Agency. *All* members subject to City Council confirmation, *three*-year terms:

- 0 City Council-appointed
- 9 Mayor-appointed

Other Appointing Authority-appointed (specify): Nominated by the Constituency of the Cultural Space Agency

Roster:

| *D | **G | RD | Class I/ II/ III | Position Title | Name | Term Begin Date | Term End Date | Term # | Appointed By |
|----|-----|-----|------------------|--------------------------|---------------------------|---|---------------|--------|--------------|
| 2 | F | 3 | TBD | Governing Council Member | Geneiva Arunga | TBD by Agency. See Charter Article VII. | TBD | 1 | Mayor |
| 2 | F | n/a | TBD | Governing Council Member | Nia Arunga | TBD by Agency. See Charter Article VII. | TBD | 1 | Mayor |
| 1 | F | 2 | TBD | Governing Council Member | Julie Chang Schulman | TBD by Agency. See Charter Article VII. | TBD | 1 | Mayor |
| 2 | F | 2 | TBD | Governing Council Member | Nyema Clark | TBD by Agency. See Charter Article VII. | TBD | 1 | Mayor |
| 2 | F | 2 | TBD | Governing Council Member | Afua Kouyate | TBD by Agency. See Charter Article VII. | TBD | 1 | Mayor |
| 2 | M | 2 | TBD | Governing Council Member | Sergio Max Legon-Talamoni | TBD by Agency. See Charter Article VII. | TBD | 1 | Mayor |
| 4 | F | 2 | TBD | Governing Council Member | Melina Rivera | TBD by Agency. See Charter Article VII. | TBD | 1 | Mayor |
| 3 | M | 2 | TBD | Governing Council Member | CM Ruiz | TBD by Agency. See Charter Article VII. | TBD | 1 | Mayor |
| 6 | M | 3 | TBD | Governing Council Member | Michael Seiwerrath | TBD by Agency. See Charter Article VII. | TBD | 1 | Mayor |

SELF-IDENTIFIED DIVERSITY CHART

| | | | (1) | (2) | (3) | (4) | (5) | (6) | (7) | (8) | (9) | | |
|---------|------|--------|-------------|----------|-------|-------------------------|------------------|--------------------------------|-------|-------------------------|------------------|----------------|-------------|
| | Male | Female | Transgender | NB/ O/ U | Asian | Black/ African American | Hispanic/ Latino | American Indian/ Alaska Native | Other | Caucasian/ Non-Hispanic | Pacific Islander | Middle Eastern | Multiracial |
| Mayor | | | | | | | | | | | | | |
| Council | | | | | | | | | | | | | |
| Other | 3 | 6 | | | 1 | 4 | 1 | 1 | | 1 | 1 | | |
| Total | 3 | 6 | | | 1 | 4 | 1 | 1 | | 1 | 1 | | |

Key:

*D List the corresponding *Diversity Chart* number (1 through 9)

**G List *gender*, M= Male, F= Female, T= Transgender, NB= Non-Binary O= Other U= Unknown

RD Residential Council District number 1 through 7 or N/A

Diversity information is self-identified and is voluntary.