





City of Seattle Boards & Commissions Notice of Appointment

Appointee Name: <i>Kayleigh L. Schickler</i>		
Board/Commission Name: <i>Northeast Design Review Board</i>		Position Title: <i>Local Residential</i>
<input checked="" type="checkbox"/> Appointment OR <input type="checkbox"/> Reappointment		Council Confirmation required? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Appointing Authority: <input type="checkbox"/> Council <input type="checkbox"/> Mayor <input checked="" type="checkbox"/> Other: Joint Council & Mayor	Date Appointed: <i>mm/dd/yy.</i>	Term of Position: * <i>4/4/2023</i> to <i>4/3/2025</i> <input type="checkbox"/> <i>Serving remaining term of a vacant position</i>
Residential Neighborhood: <i>Maple Leaf</i>	Zip Code: <i>98115</i>	Contact Phone No.: <i>Business phone # - NOT personal phone #</i>
Background: <i>Kayleigh is the Facilities Coordinator at Kaiser Permanente of Washington.</i>		
Authorizing Signature (original signature): 	Appointing Signatory: <i>Bruce A. Harrell</i> <i>Mayor of Seattle</i>	
Authorizing Signature (original signature): 	Appointing Signatory: <i>Dan Strauss</i> <i>District 6 Councilmember</i>	

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

Kayleigh L. Schickler



EXPERIENCE

CBRE, Seattle

Kaiser Permanente of Washington , National Facilities Services

April 2010 – Present

Facilities Coordinator

- Initiate and host client-facing and internal meetings and conference calls.
- Design client communication (2,100+ recipients).
- Redesigned annual rhythm of business calendars for diverse team of 9 with new focus on efficiency to eliminate duplicate efforts. This has aligned process with leadership's strategic goals and has reduced the man-hours of the team's largest recurring project by two-thirds.
- Coordinate personal calendar for two senior managers with special attention to scheduling among hospital executives and clinical directors.
- Manage quarterly inspection projects at 10 sites to directly impact positive client-set KPIs by driving <30 day completion of 450+ work requests.
- Directly execute my efficient workflows and results at sister healthcare clinics running 2 million square feet of facilities in King County. Train peers to synchronize processes across Washington State to benefit the client serving 700k+ members.
- Manage daily purchasing flow from RFP to invoicing.
- Redesign document management & storage system for account.
- Grow client relationship by representing team on oversight committees.
- Rebuild policy and contracts for external vendor onboarding.
- Train new hires on account SOPs: regulatory project, expense reporting, systems optimization.

Account-wide Special Projects:

- Led small-parts purchasing account creation to bring ordering efficiencies to field engineers and bundle invoicing for Accounting; maintenance of database of 75+ user and 50+ shipping profiles across Washington State.
- 2014-2017 Rebuilt and owned process of hazardous waste documentation process to meet Department of Ecology requirements as well as client's legal and sustainability initiatives.
- 2014: Edited and rolled out 185 emergency management policies and procedures manuals, created system to track distribution.
- 2017: Following client's acquisition: rolled out all manual updates and gained buy-in with executive leadership to see hospital managers' 100% completion and distribution.
- 2020: Worked closely with regional leadership to redesign the emergency policies and procedures; packaged and negotiated large-scale print order and managed distribution for state-wide rollout of 400 manuals.

April 2010 - October 2012

Customer Service Representative

- Drove and escalated work order requests to completion across 50+ clinics.
- Managed internal database of portfolio contacts and master PTO calendar.

Sam Houston State University, TX

August 2004 - May 2009

Photography, B.A.

AWARDS

CBRE Respect, Integrity, Service, Excellence -

- 2016 - Grainger Account Creation

CBRE OneTeam -

- 2018 - WA State Dept of Health Survey (Hospital Regulatory)
- 2018 - Purchasing Software Migration
- 2015 - Flood Remediation

SKILLS

- Event Planning & Support: weddings, photography lead for large conferences, food & hospitality

Microsoft Office Suite

- macOS & iOS
- Sharepoint
- FAA Part 107 Remote Pilot
- Adobe Lightroom, Photoshop
- Digital & analog photography
- CliftonStrengths:
 - Positivity
 - Maximizer
 - Developer
 - Responsibility
 - Belief

Seattle Design Review Boards - September 2023

42 Design Review Board Members: Pursuant to SMC 23.41.008, all members are subject to City Council confirmation, two-year terms that may be re-appointed to a second term:

- 12 City Council-appointed
- 13 Mayor-appointed
- 15 Joint Mayor and Council appointed
- 2 Mayor appointed per SMC 3.51 (Get Engaged)

Roster:

*D	**G	RD	Position No.	Position Title	Name († holdover, ‡ beginning mid-term)	Term Begin Date	Term End Date	Term #	Appointed By
1	M		1.	Local Residential, DT	Kuo, Jonas	4/4/2023	4/3/2025	1	Mayor/Council
6	M		2.	Local Community, NE	Lee, Todd	4/4/2023	4/3/2025	1	Mayor
6	F		3.	Development, SW	Baxter, Brenda	4/4/2022	4/3/2024	1	Mayor
9	M		4.	Business/Landscape, W	Bowers, Logan	4/4/2023	4/3/2025	1	Mayor/Council
9	M		5.	Local Residential, SW	McCulloch, Rob	4/4/2023	4/3/2025	1	Mayor
6	F		6.	Business/Landscape, E	van Geldern, Emily	4/4/2022	4/3/2024	2	Mayor/Council
6	F		7.	Local Community, SE	Richmond, Lisa	4/4/2022	4/3/2024	1	Mayor
6	M		8.	Development, SE	Germain, Stewart	4/4/2022	4/3/2024	2	Council
6	M		9.	Local Community, NW	Johnson, Brian	4/4/2022	4/3/2024	2	Council
9	M		10.	Business/Landscape, NW	Wagner, Solomon	4/4/2023	4/3/2025	1	Mayor/Council
6	F		11.	Design Professional, E	Gage, Gina †	4/4/2021	4/3/2023	1	Mayor
6	M		12.	Development, NW	DiJulio, Penn	4/4/2022	4/3/2024	2	Mayor
2	F		13.	Business/Landscape, DT	Vasser, Lisa ‡	4/4/2022	4/3/2024	1	Mayor/Council
			14.	Development, E	Vacant	4/4/2023	4/3/2025		Council
6	M		15.	Development, NE	Gunter, Christian	4/4/2022	4/3/2024	2	Council
6	M		16.	Local Community, SW	Schaefer, Gavin	4/4/2022	4/3/2024	1	Council
1	M		17.	Design Professional, NE	Lim, Kun	4/4/2022	4/3/2024	1	Council
			18.	Design Professional, W	Vacant	4/4/2023	4/3/2025		Council
3	F		19.	Local Community, W	Barrientos, Maria	4/4/2022	4/3/2024	1	Mayor
			20.	Development, DT	Vacant	4/4/2023	4/3/2025		Council
6	M		21.	Business/Landscape, SW	Doehr, Benjamin	4/4/2023	4/3/2025	1	Mayor/Council
			22.	Design Professional, SE	Vacant	4/4/2023	4/3/2025		Council
6	M		23.	Design Professional, NW	DiRaimo, Ryan	4/4/2023	4/3/2025	1	Mayor

			24.	Local Community, E	Vacant	4/4/2023	4/3/2025		Council
			25.	Local Residential, NW	Vacant	4/4/2022	4/3/2024		Mayor/Council
1	F		26.	Local Community, DT	Fortaleza, Che	4/4/2022	4/3/2024	1	Mayor
6	F		27.	Development, W	Ratray, Tiffany	4/4/2023	4/3/2025	2	Mayor
9	F		28.	Local Residential, NE	Schickler, Kayleigh L.	4/4/2023	4/3/2025	1	Mayor/Council
1	F		29.	Design Professional, DT	Li, Nicole	4/4/2022	4/3/2024	1	Mayor
9	F		30.	Design Professional, SW	Kadoo, Gargi	4/4/2023	4/3/2025	1	Mayor/Council
6	M		31.	Business/Landscape, SE	Maritz, Benjamin	4/4/2022	4/3/2024	1	Mayor/Council
2	M		32.	Local Residential, W	Ogunmola, Kinsley	4/4/2023	4/3/2025	1	Mayor/Council
6	M		33.	Local Residential, E	Cannon, Michael †	4/4/3021	4/3/2023	1	Mayor/Council
6	M		34.	Local Residential, SE	Maier, Daniel †	4/4/2021	4/3/2023	2	Mayor/Council
6	F		35.	Business/Landscape, NE	Liss, Katharine	4/4/2022	4/3/2024	2	Mayor/Council
			36.	Get Engaged	Vacant	9/1/2023	8/31/2024		Mayor (SMC 3.51)
6	M		37.	Local Residential, CA	Britt, Troy	4/4/2022	4/3/2024	1	Council
1	F		38.	Local Community, CA	Hu, Quanlin	4/4/2022	4/3/2024	1	Mayor
			39.	Design Professional, CA	Vacant	4/4/2022	4/3/2024		Council
6	F		40.	Development, CA	Port, Brittany	4/4/2022	4/3/2024	1	Mayor
3	F		41.	Business/Landscape, CA	Garcia, Ana	4/4/2022	4/3/2024	2	Mayor/Council
			42.	Get Engaged	Vacant	9/1/2023	8/31/2024		Mayor (SMC 3.51)

New Appointments
Re-appointments
Vacant

SELF-IDENTIFIED DIVERSITY CHART					(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
	Men	Women	Transgender	Unknown	Asian	Black/ African American	Hispanic/ Latino	American Indian/ Alaska Native	Other	Caucasian/ Non- Hispanic	Pacific Islander	Middle Eastern	Multiracial
Mayor	4	9	0	0	3	0	1	0	0	8	0	0	1
Council	6	0	0	0	1	0	0	0	0	5	0	0	0
Joint	8	6	0	0	1	2	1	0	0	6	0	0	4
Total	18	15	0	0	5	2	2	0	0	19	0	0	5

Key:

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

****G** List *gender*, M = Male, F= Female, T= Transgender, U= Unknown

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

Diversity information is self-identified and is voluntary.