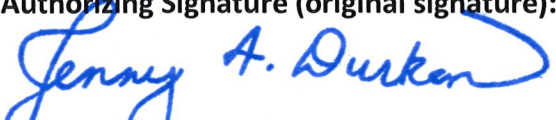




City of Seattle Boards & Commissions Notice of Appointment

Appointee Name: Susan Yu Yi Lee		
Board/Commission Name: Families, Education, Preschool and Promise Levy Oversight Committee		Position Title: Member
<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 checked="" type="checkbox"/> Mayor <input type="checkbox"/> Other: <i>Fill in appointing authority</i>	Date Appointed: 9/5/2019	Term of Position: * 1/1/2020 to 12/31/2022 <input type="checkbox"/> <i>Serving remaining term of a vacant position</i>
Residential Neighborhood: N/A	Zip Code: 98059	Contact Phone No.: [REDACTED]
<p>Background: Susan has several years of vast work experiences in both corporate and non-profit agencies. For example, she has experiences in the following areas: Sales, Human Resources, Early Childhood Education, Professional Development Trainings, Speaker and Presenter to Communities and Universities, Volunteering, Fundraising, Leadership and Management, Mentoring, Communications, Financials, and Organizational Development.</p> <p>As ReWA's Director of Volunteer Services, she has worked very closely with the School of Nursing from the University of Washington as well as the School of Nursing from Seattle University to provide an opportunity for the future Community Health Nurses to understand and have direct contact with all the clients at ReWA, (from infants to seniors, males and females, and immigrants and refugees). She is also the point of contact for all internships that come to their center.</p> <p>As the Director of Operations for the Early Childhood Education Program, she oversees and ensures the program is in compliance and supporting all the families we serve as well as directly supervise over forty staff. Being part of the ReWA team, it is their mission to help promote inclusion, independence, personal leadership and strong communities by providing refugee and immigrant women and families with culturally and linguistically appropriate services. They advocate for social justice, public policy changes, and equal access to services while respecting cultural values and the right to self-determination.</p>		
Authorizing Signature (original signature): 		Appointing Signatory: Jenny A. Durkan Mayor of Seattle

FILED
 CITY OF SEATTLE
 19 SEP -5 AM 11:15
 CITY CLERK

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

SUSAN YU YI LEE

ACCOMPLISHMENTS

- Restructured the Early Childhood Education Program to become a high quality, dual language Seattle Preschool Program (SPP) school. One of a few centers that serves: ECEAP, SPP, DSHS, CCAP, Step Ahead, and Private Pay families.
- Secured \$500,000 from Seattle's Department of Education and Early Learning to support ReWA's capital expansion to build three new preschool classrooms to serve 40 more disadvantaged children receiving tuition subsidies. Opened June 2019.
- Selected as the partner for the new LIHI/ReWA preschool at the Lake City (Fire Station 39) location providing 80 SPP students in an underserved area. Planned and designed the new ECE facility. Obtained the license for new facility in one month. Opened November 2018.
- Nominated by Tim Burgess and selected by the Bill & Melinda Gates Foundation to be featured in a media video profile for Early Learning in 2017.
- Awarded \$350,000.00 by Best Starts for Kids to design and implement Parenting Caregiver Information and Support.
- Foster and strengthened new community partnerships with the Woodland Park Zoo to be the first to pilot a STEM program in a Early Learning Center. Enabled 450 families to participate in the end of the year celebration in the Zoomasium.
- Spearhead the partnership with the Aquarium to provide the opportunity for our agency for access and education into the Marine life.
- Planned and designed in partnership with the Seattle Repertory Theater to introduce and implement the first arts and theatre program into an Early Learning Center.
- Revamped ReWa's Volunteer program. Increased placement of volunteers by 400%.
- Piloted and co facilitate the UW SON practicum course designed to integrate the community needs with the health and nutrition course work. Created REWA's Health fair which resulted in free flu shots for all clients and staff.
- Introduced and supervise the Seattle Youth Employment Program (SYEP) into the REWA agency which enable the youth to have an opportunity to work closely with the various programs to gain work experience.
- Awarded by the Colonel of the Marine Corps for Appreciation of Excellence in Service while at Camelbak Products LLC.
- Awarded five million dollar renewable contract for five years for the Marine Corps Military Dress Gloves while at Outdoor Research.
- Designed and implemented an English as Second Language program for the Non-English speaking production staff which enable them to be more self-sufficient, confident, efficient and pursue Naturalization to Citizenship status.

EXPERIENCE

Refugee Women's Alliance (ReWA), Seattle WA

Aug 2012 – Present

Director of ECE Operations and Volunteer Services

Team Management: Oversee three Sites and supervise 60 plus agency staff including ECE Site Directors, Program Specialists, Site Coordinators, Family Support Specialists, Lead Teachers and Assistant Teachers. Provide ongoing performance feedback and encourage professional development trainings. Support staff to pursue higher education degrees. Three teachers achieved BAS in ECE and three teachers achieved AAS in ECE. Supervise

multiple volunteers providing assistance to placements in the various programs with systems data input and organization of in-kind donations.

Strategic Planning: In collaboration with Executive Director through comprehensive strategic planning efforts each resulting in detailed expansion goals, objectives, strategies and timelines to sustain and increase revenue over short-term (one-year) and long-term periods (three-year). Conceived and implemented ELC team infrastructure improvements including reconfiguration of job roles, devising new team positions, and hiring those staff members. Provided presentations and trainings for management team and staff to initiate and nurture a collaborative ECE culture. As a result of following strategy and effectively utilizing additional manpower, expanded ECE growth and quality.

Budget Management: Manage all ECE budgets. Perform grant prospect research, proposal writing, evaluation strategies, project budgets, and reports to public and private/corporate foundations for operating and program funding. Collect and compile data for reporting to the various city, state and federal funders. Fiscal review with Executive Director and Finance.

Compliance: Supervise and monitor the design and development of ECE and Volunteer programs to ensure compliance with WAC, Licensing, Early Achievers Guidelines, Program funding requirements and accreditations. Ensure compliance with Background Clearance, Health Policy, Disaster Plan and inspection requirements. Oversee all three site's classroom and playground health and safety.

Partnerships and Collaborations: Develop and strengthen new and existing community partners to build a network of support services for the families and children in our community. Partnerships such as the University of Washington School of Nursing, Seattle Aquarium, Seattle University, Harborview, Children's Hospital, ACRS and ICHS.

Human Resources: Support all Human Resources functions for nine different sites. Responsible for full compliance with Audits and with all Federal, State and local laws pertaining to Human Resources. Co-Chair of the Safety Committee. Responsible for benefits administration including: renewal process, benefits open enrollment and orientation, eligibility for all benefits programs such as: Health, Dental, Vision, Life Insurance, AD&D. Research, resolve and if needed, work with outside vendors to resolve any benefits issues. Manage FMLA leave and disability leave process. Assist with recruitment efforts for exempt, nonexempt and temporary employees. Maintain sources of labor and generated new recruitment sites. Conduct new hire orientations Conduct background checks and employment verification's.

PREVIOUS WORK HISTORY

Camelbak Products LLS, Petaluma, CA

May 2005 – June 2006

Military Sales Manager

- Oversaw multiple contracts; reviewed contracts for terms and conditions and contract compliance. Prepared detailed all government invoices for accuracy and timely payments.
- Researched, prepared and presented monthly sales reports and analyzing trends.
- Liaisoned between the organization and the military to meet the needs of the customer on products and timelines.
- Established new clients and maintained customer contact ensuring product information and client satisfaction.
- Traveled to the various camps and military bases to check on the needs and quality of the products from the Soldiers Marines and Special Operations.

Outdoor Research Inc, Seattle WA

June 2002– May 2005

Military Sales Manager

- Established new clients and contracts from all branches of the United States Military.
- Developed marketing materials in conjunction with various departments and liaison with various departments in the organization for design, accuracy and timely delivery.
- Planned, attended and presented at trade shows including follow-up with customers.
- Managed detailed budgets for the Military Division ensuring invoices for accuracy of timely payments.
- Served on various committees of the military regarding development projects and products.
- Organized weekly informational meetings with Product Development, Inventory Management and Production Departments.
- Oversaw order management of clients/customers and the coordination with production to ensure timely shipments.
- Participated in new product development with the military users to ensure high quality and functionality.
- Maintained ongoing customer contact ensuring product information and client satisfaction.

Assistant Production Manager

- Supervised 200 production employees and 12 production supervisor.
- Managed and maintained accurate production records.
- Organized weekly Production Priority Meetings and produced attendant reports.
- Administered all HR paperwork for Production, including personnel changes, promotions and evaluations.
- Developed and implemented Quality Assurance Standards.
- Created on-call employee system resulting in an increased surge capacity.

TECHNICAL SKILLS

Extensive experience with MS Office, Quickbooks, ADP, ELMS, CHIPS, SharePoint software,

LANGUAGES

Cantonese, Toisanese and some Spanish

EDUCATION

University of Washington, Evans, Executive Masters in Public Administration, anticipated graduation Spring 2021

North Seattle College. Bachelor of Arts in Early Childhood Education.

Highscope Certificate, Highscope: 2016.

Soy Bilingue Certificate, CLCD: 2015.

Bellevue College, Human Resources Certificate, 2102 .

King County, Volunteer Management Certificate, 2012

PROFESSIONAL AFFILIATIONS

National Association of the Education of Young Children (NYYEC): 2018.

Zoo Early Childhood Advisory Committee (ZECAC): Member since 2017.

Center for Linguistic and Cultural Democracy (CLCD): Member since 2017.

South East Seattle Education Collation (SESEC): Member since 2016.

Seattle Chinese Girls Drill Team: 2012.

REFERENCES

Available upon request

Families, Education, Preschool, and Promise Levy Oversight Committee

17 Members: Pursuant to *Ordinance 125604*, 12 members subject to City Council confirmation, *staggered*-year terms:

- 6 City Council-appointed 3-year terms, subject to City Council confirmation
- 6 Mayor-appointed 3-year terms, subject to City Council confirmation
- 5 Other Appointing Authority-appointed (specify): *Ordinance 125604*

Roster:

*D	**G	RD	Position No.	Position Title	Name	Term Begin Date	Term End Date	Term #	Appointed By
1	F	2	1.	Member	Erin Okuno	1/1/19	12/31/19	1	Council
2	F	2	2.	Member	Rachael Steward	1/1/19	12/31/19	1	Council
9	M	2	3.	Member	Greg Wong	1/1/19	12/31/20	1	Council
		1	4.	Member	Phyllis Campano	1/1/19	12/31/21	1	Council
2	M	2	5.	Member	Donald Felder	1/1/19	12/31/21	1	Council
2	F	N/A	6.	Member	Kimberly Walker	1/1/19	12/31/20	1	Council
2	F	N/A	7.	Member	Trish Dziko	1/1/19	12/31/21	1	Mayor
1		7	8.	Member	Constance Rice	1/1/19	12/31/21	1	Mayor
	F	2	9.	Member	Susan Lee	1/1/20	12/31/22	1	Mayor
2	M	3	10.	Member	Stephan Blanford	1/1/19	12/31/20	1	Mayor
6	F	4	11.	Member	Mackenzie Chase	1/1/19	12/31/19	1	Mayor
		2	12.	Member	Nicole Grant	1/1/19	12/31/20	1	Mayor
6	F	N/A	13.	Mayor	Jenny Durkan	N/A	N/A	1	Ordinance 125604
3	F	N/A	14.	Gender Equity, Safe Communities, New Americans, and Education Committee	Lorena Gonzalez	N/A	N/A	1	Ordinance 125604
4	F	N/A	15.	School District Superintendent	Denise Juneau	N/A	N/A	1	Ordinance 125604
6	F	N/A	16.	School District Board Member	Eden Mack	N/A	N/A	1	Ordinance 125604
1	M	5	17.	Chancellor of Seattle Colleges	Shouan Pan	N/A	N/A	1	Ordinance 125604

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	1	2			1	2				1			
Council	2	3			1	3							1
Other	1	4			1		1	1		2			
Total	4	9			3	5	1	1		3			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.